

## Mineta Consortium for Transportation Mobility Request for Proposals: Understanding Diversity within the Transit Industry – Establishing a Baseline of Diversity Demographics

### ◆ Problem Statement

The Mineta Transportation Institute (MTI), in partnership with the American Public Transportation Association ([APTA](#)), seeks research to better understand the current demographics of the transit industry.

APTA and MTI believe the need for diversity within executive leadership, staff, boards, and others to represent the communities they serve has never been more urgent than it is right now. While some transit organizations are quite advanced in their diversity practices and successes, others have a lot of work to do.

To uphold a commitment to diversity, inclusion and equity, including in procurement activities, within the transit industry requires analysis and research to establish an aggregate baseline of diversity demographics providing insight on the make-up of the workforce at the executive, management, administrative and operational levels.

### ◆ Scope of Work and Deliverables/Milestones

MTI is seeking a proposal on how best to achieve the research objectives. Respondents are expected to present a research plan that can realistically be accomplished within the available budget and timeframe. Submission must present the proposer's thinking in enough detail to demonstrate their understanding of the issues and the soundness of their approach to meeting the research objectives.

The research plan shall be divided into tasks that present the work proposed in each task. The research plan shall describe deliverables including, but not limited to, the following (which also represent key project milestones):

1. Develop a data and interview plan in consultation with MTI and APTA staff.
2. Request to companies/organizations for data and interviews.
3. Data collection and participant interviews.
4. Delivery of draft findings to MTI and APTA.
5. Final report and two-page research brief.

Additional resources available include the [Equal Employment Opportunity Commission](#) and the [Department of Labor](#) statistics collected on a regular basis regarding diversity characteristics in the transit industry.

All written deliverables shall meet the following acceptance criteria:

- Accuracy – Work products and deliverables shall be accurate in presentation, technical content, and shall follow MTI's style guide for authors.
- Clarity – Work products shall be unambiguous and relevant. Any/all diagrams, tables, and figures shall be correctly labeled, easy to understand, and relevant to and conforming with the supporting narrative.
- Consistency to Requirements – All work products must satisfy the requirements of this statement of work.

## ◆ General Proposal Information

**Who can apply?** This research funding opportunity is available to **all certified MTI Research & Consulting Associates**. All proposals must include participation of at least one SJSU faculty member and SJSU student. Funding for SJSU personnel must comprise a minimum of 25% of the direct budget. Prior on-time performance in a previously-funded MTI project will be considered during the evaluation process. Applications to become a certified Research or Consulting Associates may be submitted concurrently with proposal submission. Please visit [MTI's website to learn how to apply for RA or CA status](#).

**Project funding.** Proposal budgets, including indirect/F&A/overhead expenses (limited to 31%), must not exceed \$100,000. Applicants must use the budget template provided. The anticipated period of performance is 12 months. Questions about budgets should be directed to Dr. Hilary Nixon (hilary.nixon@sjsu.edu).

**Q&A Session.** MTI and APTA staff will host an open Q&A session for interested researchers. This event will take place on Friday, January 15, 2021 via Zoom from 11:00 am – 12:00 pm (Pacific). No advance registration is required and participation is not mandatory.

### FAQ Session for RFP:

Join from PC, Mac, Linux, iOS or Android:

<https://sjsu.zoom.us/j/85476007693?pwd=R2hidXBaQWJEcW9WVGZjNEtLZkdUdz09>

Password: 384617

**Deadline.** The deadline to apply to this funding opportunity is **11:59 p.m. (Pacific) on Monday, February 15, 2021**. All submissions must be emailed to Dr. Hilary Nixon at hilary.nixon@sjsu.edu.

**Proposal review.** Proposals will be reviewed using the evaluation criteria listed below.

**Distribution of funds.** The authorized contracting entity for SJSU, the SJSU Research Foundation, will award funds for approved proposals. The Principal Investigator will be required to submit monthly progress reports to MTI as a condition of payment. The research team will be required to comply with [MTI's Data Management Plan](#).

## ◆ Proposal Contents

Proposals must contain these items:

1. **Project Summary.**

Provide a general statement of the understanding of the project scope and the background problem/issue the proposed research will address. Provide a brief summary of the academic and/or professional literature that demonstrates your knowledge of past work in the field. Include references.

2. **Proposed Research Plan.**

Describe your plan to carry out the requested research making sure to address the items listed in the scope of work and deliverables/milestones section of this RFP.

3. **Project Tasks/Timeline.**

List specific project tasks and level of effort for each task. Provided a timeline for completion

and anticipated timeline for completion assuming a 12-month period of performance.

4. **Research Team Qualification.**

Describe the research team's relevant skills and experiences that will help ensure success. Describe experience conducting similar research. If applicable, include a link to examples of similar work. Proposers should describe the role and responsibilities of each team member.

5. **Budget Justification.**

Provide a budget justification. No capital expenditures (>\$5,000) or international travel expenses are allowed. General attendance at conferences is not an allowable expense. Student involvement is a requirement and should be explained.

6. **Data Management Plan.**

Proposals should include a statement indicating that the research team will comply with [MTI's Data Management Plan](#).

◆ **Items Required for Submission**

Proposers are discouraged from submitting lengthy submittals. Instead MTI strongly encourages submittals that are concise and clearly written with the essential information only. All submittals will be reviewed first to determine whether it is responsive to the requirements in this RFP. Proposals must include the following components:

1. Proposal containing the items identified in the Proposal Contents section.
2. Project Budget using template available at <https://transweb.sjsu.edu/research/request-proposals>.
3. Two-page CVs for research team members (not students).

◆ **Evaluation Criteria**

In accordance with the provisions of this RFP, a review committee will evaluate the submittals based on the following criteria:

- Experience and technical competence—5 points
- Work plan, level of effort, and budget—3 points
- Record of past performance & project examples—2 points

◆ **MTI Point of Contact**

For questions about this RFP, please contact:

Dr. Hilary Nixon  
Deputy Executive Director  
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408-924-7564