

Solicitation Detail View

Develop and Support Transportation Performance Management Capacity Development Needs for State DOTs

General Information

Solicitation Number: XXXX

Lead Agency: Rhode Island Department of Transportation

Contact Information:

Lead Agency Contact:

Lori Fisette

Lori.Fisette@dot.ri.gov

Phone: 401-222-2495, ext. 4401

FHWA Technical Liaison(s):

Susanna Hughes Reck

Susanna.hughesreck@fhwa.dot.gov

Phone: 202-366-1548

Financial Summary:

- Commitment Start Year: 2015
- Commitment End Year: 2019
- Pooled Fund Member Commitment: \$30,000 (can be billed at \$10,000 each year for 2015 to 2017)
- Minimum Total Commitment: \$200,000

Notes:

1. 100% SP&R Approval: **Approved (you have to request a match waiver)**
2. The total amount of funding received from pooled fund members will determine the activities undertaken. These activities would be scaled up or down depending upon final funding level. The Proposed Budget assumes a \$1,000,000 funding amount over the first three years.

3. An assessment will be undertaken at the end of CY2017 to determine if additional funding commitments are needed to further support the pooled fund program.

Commitments by Organization:

STUDY DESCRIPTION

Background:

Moving Ahead for Progress in the 21st Century (MAP-21) establishes a broad performance-based approach to the Federal Highway Program. MAP-21 identifies seven performance areas in which the US DOT, in consultation with their stakeholders, will develop performance measures. Under MAP-21, State Transportation Agencies (STAs), Metropolitan Planning Organizations (MPOs), and public transit providers are required to develop strategies and targets for each of the performance measures established by USDOT. States are required to set targets no later than one year after USDOT establishes the performance measures, and MPOs are required to set targets no later than 180 days after the State sets targets. Public transportation providers are required to set State of Good Repair and Safety targets no later than three months after USDOT establishes measures and MPOs select targets no later than 180 days after public transportation providers set targets. While FHWA and most States have experience measuring different aspects of highway system performance, experience is much more limited in how to manage a performance-based program that includes establishing and investing toward specific outcome-oriented performance targets and accountability for achieving those targets. The focus of this pooled-fund project will be to determine and support participating State's, MPO's, and Public Transportation providers Transportation Performance Management (TPM) Capacity Development needs.

Objectives:

The focus of this pooled fund project will be to research and assess training and educational needs of contributing members, develop and deliver training, and to facilitate the sharing and retention of performance management best practices. Funding will be used to:

- *Identify Gaps in TPM Knowledge, Skills and Abilities*—Conduct a needs analysis for learning and capacity development of contributing members resulting in a short and long-term capacity building roadmap;
- *Develop and Deliver Learning and Capacity Development Resources*—Develop training and educational material to meet the gaps identified in the knowledge, skills and abilities;
- *Establish a TPM Information Clearinghouse*—The TPM Information Clearinghouse will be used to showcase PM best practices, foster collaboration, and serve as a repository for PM resources; and
- *Support Knowledge Transfer Among Pooled Fund States*

Specifically this pooled fund will:

Guide the prioritization of needs for determining training and other educational support for contributing members:

1. Provide and promote communication and information sharing among member States related to learning and capacity development needs in the areas of performance management and provide input on research topics.
2. Develop framework and roadmap for addressing learning and capacity development needs.
3. Identify learning and capacity development resources needed to support the development of PM skills.
4. Develop online and/or blended training courses and materials that are suitable for a wide variety of audiences such as State Departments of Transportation (State DOTs), Metropolitan Planning Organizations (MPOs), Public Transit Providers, and local governments.
5. Support a TPM Information Clearinghouse which will serve as a repository for TPM best practices and other resource information to assist states, MPO's and local government with learning about TPM and their implementation of TPM.

Scope of Work:

The Rhode Island Department of Transportation (RIDOT) will serve as the lead state for the Pooled Fund project. The Rhode Island DOT will work with the American Association of State Highway and Transportation Officials (AASHTO) who will facilitate administrative duties associated with the project and will invoice the vendor/s for reimbursement up to the amount available in the Pooled Fund. The principle tasks are:

1. Establish a Technical Advisory Committee (TAC) that will provide advice and guidance concerning the needs analysis, development of the learning and capacity development resources, and the TPM Information Clearinghouse. The TAC will also serve as a resource for supporting the knowledge transfer activities.
 - a. The TAC will be comprised only of pooled fund members and representatives from the FHWA Office of Transportation Performance Management's Training and Capacity Building team.
 - b. The TAC will also serve as a communication and coordination mechanism between the State DOTs and FHWA to ensure that performance management learning and capacity development needs are developed in a coordinated manner.
2. Conduct an analysis to identify:
 - a. Short-term and long-term learning and capacity development needs of the member States.
 - b. Knowledge, skills, and abilities (KSAs) needed to effectively administer and implement a performance-based transportation program; optimal organizational structure for effective performance management; resources needed to support KSAs.
3. Develop learning and capacity development resources and make accessible online; to include, but not be limited to areas such as determining data quality, statistical analysis, and target setting. Resources to be developed will be identified based in part on results of the needs analysis. Resources should be suitable for a variety of audiences and should

include a regular cycle of review and updating. Develop and maintain a TPM Information Clearinghouse consisting of best practice materials and other training and education resource material to assist State DOTs, MPOs, and public transit providers in implementation of a performance-based transportation program.

4. Support knowledge transfer of pooled fund members through the following mechanisms:
 - a. Reimburse travel and per diem expenses for pooled fund members to relevant conferences and workshops. Each pooled fund member would be entitled to reimbursement of their travel for up to two trips for the duration of the project. However, this is subject to change at the discretion of the TAC.
 - b. Cover the expenses of speakers and trainers from other organizations, peer states state and local government agencies in order that they participate in state-based training, workshops, conferences, etc.

Deliverables:

1. **Administrative:**
 - Project work plan(s) and delivery schedule(s) for all work to be conducted under this pooled fund;
 - Monthly administrative progress report updates (FHWA standard pooled fund format); and
 - Reimbursement of travel expenses as part of the knowledge transfer activities for pooled fund members.
2. **Needs Analysis of TPM Knowledge Skills and Abilities**—This written report will include a multi-year capacity development roadmap and framework, including phasing of activities and programming of funding needed for implementation. The framework will be used to guide the development of learning and capacity development resources. It will include:
 - level of effort and resources needed for implementation;
 - knowledge skills and abilities and capacity needs that were identified;
 - an inventory of the educational resources already available and those needing to be developed and documentation of any course descriptions and learning objectives.
3. **Learning and Capacity Development Resources**—Based upon available funding and the resource needs identified in the needs analysis, various learning and capacity development resources will be produced. These will include reports, guidance documents, webinars, training, etc. Training courses would include instructor-led training, web-based courses, blended courses, and the accompanying materials such as instructor guides and participant manuals. It is expected that the resources developed as part of this deliverable will be made publically available but that pooled fund members will have access to them at no cost as resources permit¹.

¹ Programs and services resulting from the pooled fund will be made available for free or at discounted cost to contributing members (tbd by the TAC on an as needed basis). Non-members may have access to the

4. **TPM Information Clearinghouse**—Development and maintenance of an online TPM Information Clearinghouse
5. **Knowledge Transfer Activities**—Development and execution of various workshops, peer exchanges, and conferences related to TPM as identified by the TAC and pooled fund members. This may include logistical support for the in-person events such as facilitation, agenda development, note taking, IT support, infrastructure to support virtual meetings, and any other logistical support needed for the conduct of meetings. Meetings should be conducted virtually to the greatest extent possible.

Comments:

Each pooled fund partner state will have at least one representative on the pooled fund Technical Advisory Committee (TAC). The TAC conference calls will serve to update partners on planning activities and to collect partner comments to be provided to the contractor and lead state in support of the activities under this pooled fund study. The TAC will receive monthly report updates. Member representatives will be expected to participate in meetings, help guide the activities of the pooled fund, contribute subject matter expertise, and to identify and make available existing TPM resources for use in the development and delivery of training, and for inclusion on the TPM Information Clearinghouse. Please note, that while the training and educational materials developed as part of this pooled fund are intended to meet the needs of contributing members, training and education material developed will be made available to the greatest extent possible to all members of the transportation community.

Funding Request:

The funding required to support the research, studies, training, online clearinghouse and related meetings is estimated between \$500,000 and \$1,500,000. The pooled fund request is \$30,000 per pooled-fund member. The budget below is based upon a final commitment of \$1,000,000. Activities will be scaled up or down depending on final commitment received.

programs/services at actual cost. In some instances, such as in-person training courses, pooled fund members may not receive unlimited access due to the cost of delivering the courses.

Proposed Budget:

Deliverable	Quantity	Cost	Total Cost
Administrative			\$170,000
General	n/a	n/a	\$50,000
Reimbursed Travel Expenses	100	\$1,200	\$120,000
Needs Analysis of TPM Knowledge Skills and Abilities	n/a	n/a	\$125,000
Learning and Capacity Development Resources			\$345,000
Report/Guidance Documents	4	\$25,000	\$100,000
Webinars	20	\$1,000	\$20,000
Training	3	\$75,000	\$225,000
TPM Information Clearinghouse	n/a	n/a	\$200,000
Knowledge Transfer Activities	n/a	n/a	\$160,000
TOTAL			\$1,000,000