



**REQUEST FOR PROPOSALS:
QUESTIONS & ANSWERS**

Project 17T30CT7

2017 MARYLAND STATEWIDE HOUSEHOLD TRAVEL SURVEY

Due Date:

July 21, 2017

1. What are BMC's expectations of the Consultant for communication between BMC and the COG/TPB survey team for the alignment of survey efforts?
 - a. Question: Are joint project meetings with BMC and COG/TPB staff anticipated?
Answer: BMC and COG/TPB will coordinate between themselves.
 - b. Question: Will the Consultant or BMC be responsible for coordination between agencies (COG, MDOT, etc.)?
Answer: BMC will be responsible for coordination between agencies.
2. Question: Should the Consultant plan to use the same mailing material protocols as COG/TPB or should the consultant provide a recommendation?
Answer: Per the RFP, p. 10, "Proposals submitted in response to this RFP shall clearly describe (1) the proposed household recruitment and respondent data retrieval methods to be used; (2) the household and household member survey interviewing protocols to be followed in conducting these interviews; (3) the proposed participation incentives and outreach efforts; (4) the survey materials to be produced; (5) the respondent tracking, data retrieval, and geocoding systems to be used; and (6) the quality control procedures to be used in the collection of the above types of data."
3. Question: Should the Consultant plan to use the same call center protocols as COG/TPB or should the consultant provide a recommendation?
Answer: Per the RFP, p. 10, "Proposals submitted in response to this RFP shall clearly describe (1) the proposed household recruitment and respondent data retrieval methods to be used; (2) the household and household member survey interviewing protocols to be followed in conducting these interviews; (3) the proposed participation incentives and outreach efforts; (4) the survey materials to be produced; (5) the respondent tracking, data retrieval, and geocoding systems to be used; and (6) the quality control procedures to be used in the collection of the above types of data."
4. Question: Will all survey materials for the Maryland HTS be exactly the same (branding, logos, messaging, etc.) – or will counties outside of the BMC model region receive materials different than those within the region?
Answer: All survey materials for the Maryland HTS will be the same.
5. Question: How will BMC handle data sharing with COG/TPB and Maryland DOT, exclusive of the Consultant?
Answer: The agencies will have a data sharing protocol.
6. Question: What agencies other than BMC (if any) will need to be party to / need to approve the data privacy agreement?
Answer: Only BMC.
7. Sampling related questions:
 - a. Question: What level of input should the Consultant expect to have with the sample planning?
Answer: BMC and COG/TPB will prepare the sampling plan. The consultant should not budget for sample planning.
 - b. Question: Should the Consultant budget for purchasing the sample?
Answer: No.
 - c. Question: If BMC is responsible for the sample planning and sample purchase will BMC also be responsible for de-duplicating samples in overlapping jurisdictions with the COG/TPB HTS?
Answer: Per the RFP, pp. 5-6, "An address-based sample shall be selected from a U.S. postal service computerized delivery sequence file of residential addresses within each jurisdiction/area type stratum. BMC and COG/TPB will coordinate their address-based sample purchase order to avoid households being double-selected for their respective surveys;"

- d. Question: If BMC is solely responsible for the sample planning – so the Consultant can properly budget for printing and mailing, what overall response rate should the Consultant use to estimate printing and mailing costs?

Answer: The consultant should estimate the response rate based on their previous experience conducting household travel surveys.

8. Question: Does BMC have an estimated contract start and end date to help proposers draft realistic timelines?
Answer: Per the RFP, p. 4, "It is anticipated that the statewide survey will be fielded in September 2017." Per the RFP, p. 6, "Household travel survey interviews will be conducted over a 12-month period with an approximately equal number of interviews each month that will be evenly spread out among the weekdays in the month, with holidays excluded;"
9. Question: When budgeting for smartphone GPS does BMC have a preference for days of GPS data collection and/or completion criteria for GPS households or should the consultant provide a recommendation?
Answer: Per the RFP, p. 10, "The submitted proposal should also describe the features of the proposed GPS smartphone data app and the protocols to be followed in using the proposed smartphone app to collect the daily travel behavior for adult members of some survey households."
10. Question: When budgeting for non-response follow-up surveying, does BMC have a preference for the types of interviews conducted or should the consultant provide a recommendation?
Answer: Per the RFP, p. 12, ". . . [T]he consultant will perform an analysis of non-responding households in the survey and conduct follow-up survey interviews with: (1) 100 non-responding households that were selected for participation in the survey, but did not respond to the request to participate in the survey and (2) 100 non-responding households that initially agreed to participate in the survey, but did not fully complete the household/person/travel day interviews. The non-respondent follow-up survey interviews will seek to determine the major reasons for the household's non-participation in the survey and the likely effects of this non-response on overall travel survey results. The consultant will prepare a short report documenting the findings from the analysis of non-responding households and follow-up non-respondent survey interviews. The survey of non-responding households will be conducted for the Baltimore region only (Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne's Counties and Baltimore City).

Proposals submitted in response to this RFP shall clearly describe the proposed methodology for conducting this task.

11. Question: Does the consultant need to interview non-responding households in each of the Baltimore region jurisdictions listed in Task A5, or can the consultant plan to select where the interviews should be conducted based on the data collected?

Answer: See the answer to question 10.

12. Data deliverable expectations:

- a. Question: Does BMC require that partial households be delivered?

Answer: Yes.

- b. Question: If delivery of partial households is required, what is BMC's definition for inclusion (e.g., started recruit, started retrieval, at least one HH member completes retrieval)?

Answer: The delivery of data for partial households should include all data collected for any household that began or attempted to begin the survey recruitment process, but dropped out of the survey at any point before meeting all requirements necessary to be considered a completed household survey. This would include any household that logged on to the initial survey recruitment questionnaire, but did not proceed beyond the initial questionnaire introductory screen.

Therefore, the additional cost, if any, to deliver partial households should be included in the break out for an analysis of non-responding households and follow-up survey required under the Cost Proposal.

13. Question: Task A4 (1) states that the consultant will review the BMC provided address based sample (ABS) of households.
Answer: Here the word "review" means "read and understand".
14. Question: Please confirm whether the cost of the sample purchase should be part of the contractor's budget.
Answer: See the answer to question 7.b.
15. Question: Also, if BMC purchases the sample, please confirm this will be done according to the specifications provided by the contractor, unless the complete ABS file for the state of Maryland is provided by BMC.
Answer: Per the RFP, pp. 5-6, "An address-based sample shall be selected from a U.S. postal service computerized delivery sequence file of residential addresses within each jurisdiction/area type stratum. BMC and COG/TPB will coordinate their address-based sample purchase order to avoid households being double-selected for their respective surveys;" In addition, the purchase will be done according to specifications provided by BMC and COG/TPB.
16. Question: Task A2 (k) requires all household members to complete a travel diary. Can this requirement be waived for children younger than 5-years old provided that their trips are captured by diaries of the adults in the household?
Answer: Per the RFP, p. 7, "Proposals submitted in response to this RFP shall identify how the basic design features desired for this household travel survey are to be incorporated into the proposed survey design and include any recommended modifications and additions to this design."
17. Question: The contract states that the HTS will be issued on a fixed price basis. However, there is language suggesting that it could be cost reimbursable as well. Please confirm the type of contractual arrangement that will be used.
Answer: The agreement will be a fixed-price contract. Milestone payments will be made after submission of deliverables, with a maximum contract value.
18. Question: The RFP states that all materials become the property of BMC with no rights to the consultant and the consultant may re-use only with the prior written consent of BMC. Please confirm that while all data related to the project will belong to the client, the consultant or sub consultants retain all proprietary right to the software used or leased for data collection.
Answer: Section X. CONFIDENTIAL OR PERSONAL DATA discusses the collection or storage of confidential or personal information. All data collected in this survey will become the property of BMC and the consultant may only re-use these data with the prior written consent of BMC. The consultant or sub-consultants will retain proprietary rights to the software used or leased to collect the survey data, but will not retain any proprietary rights to the survey materials, survey interview questions, interview scripts or survey protocols used in conducting this survey.