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ADDENDUM #1

August 25, 2020

Addendum Number 1

Your reference is directed to Request for Proposals # **3000015491** scheduled to be opened at 4:30 PM on September 10, 2020

This addendum is hereby officially made a part of the referenced Request for Proposal.

QUESTIONS AND RESPONSES

1. The scope mentions conducting a statewide distracted driving survey.
 - a. Is this intended to be an observational survey of behaviors, or a survey of reported behaviors (e.g., a phone survey or other subjective research)?

Response: Yes, this is intended to be an observational survey of behaviors.

- b. Has the study been conducted previously? If so, will you provide a copy of the most recent report?

Response: Yes, copies of previous surveys are available on the LHSC website at <http://www.lahighwaysafety.org/Pages/Statistics/PresentationsSpecialReports.aspx>

2. The scope includes an observational seat belt study.
 - a. In some states, the state has preferences for who conducts observations (e.g., trained observers versus retired law enforcement). Does the state have a preference or requirement for the type of observer?

Response: The LHSC has traditionally used trained observers and would prefer to continue this practice.

- b. In some states, the state holds the contact information for observers so they can be retained if the contractor changes. Will the state be able to provide contact information for observers who have been used in the most recent year?

Response: The LHSC does not hold the contact information for observers.

- c. The state sometimes owns the spreadsheets or programs that are used for the weightings and calculations of use rates once the field data is collected. Will the state be able to provide that in this case to ensure continuity?

Response: The LHSC does not have access to provide the spreadsheets or programs that are used for weightings or calculations of use rates.

- d. Can you confirm the observation time per site? How long do observers collect data at each site?

Response: The observation time per site is 60 minutes. Observers collect data at each site for 60 minutes.

3. The scope includes a child restraint use study.
a. Is this intended to be an observational survey of behaviors, or a survey of reported behaviors (e.g., a phone survey or other subjective research)?

Response: This is intended to be an observational survey of behaviors.

- b. The same questions from Item 2 apply here if it's an observational study.

Response: Yes, copies of previous surveys are available on the LHSC website at <http://www.lahighwaysafety.org/Pages/Statistics/PresentationsSpecialReports.aspx>

4. Can you explain the purpose and past scope (if any) if the pre-observational seat belt study?

Response: The pre-observational seat belt study is intended to provide a baseline to measure the behavioral change post enforcement and media interventions.

- a. Is this intended to be an observational survey of behaviors, or a survey of reported behaviors (e.g., a phone survey or other subjective research)?

Response: This is intended to be an observational survey of behaviors; however, the LHSC is open and interested in other recommendations from Proposers.

5. For the statewide attitudinal study on seat belts, does the state have a preference on the survey mode? Some states use traditional methods such as telephone, which has defensibility advantages, while other states have transitioned to electronic modes, which are much cheaper but technically less representative of the population.

Response: The LHSC has traditionally conducted the statewide attitudinal survey as a telephone survey. The LHSC is open and interested in other recommendations from Proposers.

6. Just to confirm, this is an “all or nothing” award, correct? Or can bidders submit a proposal for a subset of project elements?

Response: Yes, this is an “all or nothing” award.

7. For how many years (or contract cycles) has the incumbent contractor held the contract?

Response: The incumbent contractor has held the contract for nine years.

8. For Desirable Qualifications, Section 1.8.3, can LHSC provide detailed descriptions of the seven bulleted items of this section?

Response: The State desires that the proposer be staffed to perform the following services, or have specific arrangements with outside contractors to deliver the services:

- a. Strategic planning – process to determine organization’s priority areas, outcomes and strategies to complete mission and fulfill vision*
 - b. Research – process of collecting, organizing, and analyzing information to increase understanding of an issue or behavior. The practical application of federal regulations in the collection of data or evidence for analysis in order to increase understanding of an issue or behavior.*
 - c. Implementation – process of executing a plan, decision, or research process.*
 - d. Statistical analysis – process of collecting data and uncovering patterns and trends through review.*
 - e. Reporting – process of providing an account (verbal or written) describing in detail the result of an observation or inquiry.*
 - f. Accounting – action or process of keeping financial records.*
9. Is there a minimum number of years that the Proposer must have been in business to be eligible for this work?

Response: There is no minimum number of years that the Proposer must have been in business to be eligible.

10. At the top of page 10 of 124, LHSC indicates that the Proposer should describe their ability to exceed the desired qualifications described in the Desirable Qualifications section. Can LHSC provide more details about what information it is seeking here?

Response: Proposer should describe their ability to exceed each of the listed desired qualifications. This could include descriptions of the types of experience, activities, or staff qualifications that proposer has that aid the proposer in exceeding the desired qualifications.

11. Does LHSC anticipate a sample refresh of observation sites during the first three years of the contract? During the following two option years?

Response: Sampling is performed based upon the National Highway Traffic Safety Administration (NHTSA) Uniform Criteria for State Observational Surveys of Seat Belt Use - 23 Code Federal Regulations (CFR) Part 1340. 23 CFR 1340.12 (a) provides that "States shall re-select observation sites using updated sampling frame data, as described in §1340.5(a), no less than once every five years."

12. For the Cost Proposal Work Sheet, will the "per survey" cost shown in the Combined and Cost columns be the same where surveys have been combined? If not, how does LHSC expect the Proposer to reflect its costs in these columns?

Response: Yes, the "per survey" cost shown in the Combined and Cost columns will be the same for each survey where surveys are combined. In addition, the proposer should include a designation in the Combined column to indicate that one or more surveys have been combined.

If one survey is combined with another survey, each survey should indicate such with the following designation – "C1" by each survey. If additional sets of surveys are combined, they would also be indicated with a similar designation – "C2" by each survey.