1. Is there a maximum amount allowable for direct costs?

   NHTSA Response: No, there is not a maximum amount allowed for direct costs.

2. What are the eligibility requirements for this procurement? Are all types of organizations able to apply? Are all states allowed to participate?

   NHTSA Response: This acquisition is a Full & Open Competition. All Offerors are eligible to respond to this RFP.

3. What is the anticipated start date for the services? What is the expected IDIQ Period of Performance start date?

   NHTSA Response: The anticipated award date for the IDIQ contract is April 2017.

4. If submitting multiple “Lots”, are multiple applications needed? Will one “Lot” be chosen from the multiple?

   NHTSA Response: The agency will conduct separate evaluations for each Lot under the RFP and make associated awards. An Offeror must submit separate proposals for each Lot it wants to receive consideration for award. For example, an offeror interested in receiving award of Lot A and Lot C must submit separate technical and cost proposals for Lot A and Lot C. The Lot for which each proposal is submitted must be clearly marked on both the technical and cost proposal.

5. Do all proposed staff members need to be existing program staff members, or can we propose new hires?

   NHTSA Response: Offerors must propose existing staff members at the time of proposal submission.

6. Is there a page or word limit for “Lot” proposals?

   NHTSA Response: Offerors shall refer to Section L.7.2.b.

7. Is a background or history of the Offeror required and if so do we insert it into section L.7.2 Corporate Experience and Past Performance?

   NHTSA Response: The Offeror can provide a background or history of their organization in Section L.7.2., Corporate Experience and Past Performance, but it is not required.
8. **Section L.7.2 Technical Proposal – a. Table of Contents**

Page 82 of the RFP states that “The Table of Contents shall be organized in the same manner as the following sections.” Does this mean that the proposal shall exclusively contain the sections a through d listed on pages 82–86? Is it acceptable to provide information outside of sections a–d? If so, is there an overall page limit that should be abided by?

NHTSA Response: Offerors shall refer to the instructions provided in section L.7.2.b-d. Additional information is acceptable, there is no specific overall page limit, but offerors are encouraged to provide a succinct proposal.

9. **Section L.7.2 Technical Proposal – c. Qualifications of Project Personnel**

In the “Qualifications of Project Personnel” section of the technical proposal, are the resumes and information limited to staff proposed for the hypothetical task? Or should all personnel proposed for the IDIQ be included? (P 83) Each Lot is required to include a Qualification of Project Personnel section. Is there a page limit to this section for each Lot (separate from the limit assigned to the resumes)?

NHTSA Response: Offerors shall refer to the instructions in L.7.2.b Response to hypothetical Tasks and (Attachment J.2) for responding to the Hypothetical tasks. Offerors shall refer to the instructions in L.7.2.c Qualifications of Project Personnel when proposing personnel to meet the technical objectives of the solicitation and the resultant contract.

10. **Section L.7.2 Technical Proposal – c. Qualifications of Project Personnel**

Can the Subcontractor have more than 3 labor categories? - adding a labor category will cause section B to be altered in numbering for the Contractor’s Indirect Rates.

NHTSA Response: Yes, the Offeror can add additional subcontractor labor categories.

11. **Section G.3 Escalation Rate**

The maximum escalation rate is given as TBD on page 50 of the RFP. What is the escalation rate or when will it be determined?

NHTSA Response: The annual escalation of direct labor rates will be evaluated as part of the Offeror’s Business proposal. The rate will be determined at the time award.

12. Reference Pages 98 – 102 Contract Pricing Sheet. Does NHTSA intend the Contractor to complete the Contract Pricing Sheet located at the end of the RFP for the proposed TM rates only?

NHTSA Response: Yes.
13. (B.4.1.3 & B.4.2) Will the Prime contractor be allowed to add fee to the Subcontractor’s total burdened cost proposed to the Prime at the time of this IDIQ proposal to establish TM rates for Subcontractor use in performance? That is, the Subcontractor provides a total burdened rate inclusive of subcontractor fee to the Prime and the Prime burdens with applicable indirect costs and fee to yield a total burdened TM rate to the client?

NHTSA Response: The Offeror shall refer to B.4.4 Profit or Fee.

14. (B.6) Can NHTSA confirm that the “CPFF Hourly Rates” column of Section B.6 should reflect the Direct Labor rate only for each Labor Category?

NHTSA Response: The CPFF Hourly rate, listed in Section B.6, should reflect the unloaded rates (Direct Labor) for the appropriate Labor Category.

15. (M.6 & M.6.1-M.6.5) Does NHTSA intend for the Offeror to complete The Price Evaluation summary and detail for each Lot independently?

NHTSA Response: Offerors shall use the Price Evaluation Sheet (M.6.1-M.6.5) for evaluation purposes only. The price evaluation sheets provide the Governments estimate for all the Lots A-C.

16. What is the intended contract type for the hypothetical pricing for each Lot?

NHTSA Response: The contract type for all hypothetical tasks will be on Time and Materials (T&M) basis.

17. (P. 82) The RFP requires the use of 12-pt fonts. May we use smaller fonts in exhibits (e.g., tables and figures)?

NHTSA Response: The Offeror may use a smaller font for exhibits (e.g. tables and figures), but all items must be legible and readable.

18. “Please clarify the required content for the “estimate of cost” for each hypothetical task. Should bidders provide only total estimated hours per labor category, and exclude non-labor costs (e.g., printing, postage, incentives, equipment, etc.)?”

NHTSA Response: Offerors shall submit an estimate of costs for the hypothetical task that includes all costs necessary to complete the task.
19. We understand that the technical approach for each Lot should address the Response to the Hypothetical Task; Qualifications of Project Personnel; and Corporate Experience and Past Performance. Should bidders also address their overall management approach at the IDIQ level? If so, please provide direction on where this should be addressed, how it should be integrated into proposals which address multiple Lots, and any page limits on that component of the proposal.

NHTSA Response: When responding to this RFP, Offerors shall respond to each criteria (Response to Hypothetical Task, Qualifications of Project Personnel, and Corporate Experience and Past Performance) separately within section L.7.2 Technical Proposal based on the instructions provided for each criteria.

20. May bidders use the same reference/Past Performance Questionnaire for more than one Lot (e.g., Lots A and C), provided the scope of the work for the reference project included activities under each Lot? If so, would bidders ask the reference to complete just one Questionnaire? Should references indicate somewhere on the Questionnaire to which Lot their reference applies?

NHTSA Response: Yes, Offerors may include the same reference for more than one lot. No, Offerors must provide the reference with separate questionnaires for each lot and title of the lot proposed.

21. (G.7.2) – There are no key personnel listed, rather it states “TBD”. Will NHTSA please provide list of key personnel for each Lot, or will key personnel be determined for individual task orders?

NHTSA Response: Key personnel shall be determined by the Contractor based on the information provided in section G.7.2.

22. Reference Section L.7.2.d “Corporate Experience and Past Performance” NHTSA requires that the Offeror provide three references to assess the quality of work on previous, similar contract efforts. Are the Past Performance Questionnaires due to NHTSA prior to January 10th, 2017?

NHTSA Response: The Past Performance Questionnaires are due to NHTSA, David.Larson@dot.gov and NHTSAOAM@dot.gov no later than the proposal due date.

23. Will DOT NHTSA allow CPARS to be used instead of Past Performance questionnaires?

NHTSA Response: Currently the Past Performance Questionnaires are required by NHTSA. CPARS will be checked also to determine Offerors Past Performance.
24. Should the literature review focus be on behavioral safety or all aspects of animal-vehicle crashes? (Lot B Question)

NHTSA Response: The literature review should encompass information this is appropriate to achieving the objectives of the hypothetical task.

25. Please clarify whether a nationally representative sample of American Indians or American Indians living on Indian Reservations is desired. (Lot C Question)

NHTSA Response: The target population is caregivers which could include health-care providers (e.g. hospital nurse) of newborns on tribal land.

26. Please clarify the target population(s). Are we surveying American Indian Caregivers and American Indian Health Care Providers, or American Indian Caregivers and Health Care Providers of American Indians? Is NHTSA looking for two separate surveys for these groups; or one survey with two subsamples of sufficient size to represent these two groups? Or is this an unintentional use of two separate terms when the target survey population is anyone responsible for the care on American Indian infants? (Lot C Question)

NHTSA Response: The target population is caregivers which could include health-care providers (e.g. hospital nurse) of newborns on reservations. The task involves one survey. Offerors should define the term “caregivers” as they consider relevant to the task.

a. Please elaborate on the definition of “caregiver”. Is NHTSA interested in primary caregivers, secondary caregivers, community caregivers, some combination, or all of the above?

NHTSA Response: Caregivers are those individuals who are directly caring for a newborn. Caregivers could include parents, relatives, or health-care providers. In this case, caregivers would be the ones involved in using a child car seat.

b. Are there any separate subsamples

NHTSA Response: There are no separate subsamples.

27. Our data collection approach may be influenced by the expected length of the survey. Can NHTSA provide bidders with an estimated survey length? (Lot C Question)

NHTSA Response: Offerors should propose a survey length that the Offeror determines will meet the objectives of the Task Order.
28. Is there a specific point within the 28 days post-birth that the interview should be conducted (i.e., after two weeks, but before 28 days)? (Lot C Hypothetical Task Question)

NHTSA Response: No, the Hypothetical task does not specify a specific point that the interview should be conducted.

29. Would NHTSA be amenable to sharing the data with Tribal leaders at the close of data collection? (Lot C Question)

NHTSA Response: Sharing data is not part of the hypothetical task. Refer to section H.1. Special Data Rights Provisions.

30. Is the purpose of the survey questionnaire to assess use (or misuse) of rear-facing car seats, knowledge of rear-facing car seats, or both? Can NTHSA be more specific as to the objective of the survey and the desired content of the questionnaire? (Lot C Question)

NHTSA Response: The objective of the task is to obtain information on “attitudes, knowledge and practices” and practices would include use and misuse. Offerors should propose an approach that they believe would meet the objective.

31. Section I, page 64 - FAR Clause 52-219-9 is listed; however, there is not a specific request for a small business subcontracting plan in the RFP. Is a small business subcontracting plan required for each lot being proposed?

NHTSA Response: A small business subcontracting plan is required for this solicitation and shall be including as item e of section L.7.3 of the Business proposal submission.

32. Is there a maximum file size for files submitted via e-mail to either David.Larson@dot.gov or NHTSAOAM@dot.gov?

NHTSA Response: The DOT policy for email limits all attached file sizes to 10 MB and under. If your file size exceeds 10 MB please send the files by multiple emails.

33. Is it allowable to submit proposals using compressed/zipped files?

NHTSA Response: Proposals submitted with compressed/zipped files will not be accepted.
34. For Lot C Hypothetical Task, could NHTSA please provide a definition of the target population to be surveyed? We observe that a sampling plan is requested for “a nationally-representative sample of American Indians,” whereas the survey is said to be of “American Indians who are caregivers and health-care providers of newborns,” and the focus is elsewhere said to be on “caregivers who reside on Indian reservations.”

NHTSA Response: The target population is caregivers of newborns on tribal lands. The task involves one survey. The Offeror should define the term “caregivers” as they consider relevant to the task and base the survey approach on that definition.

35. Is the target population: (1) American Indians on reservations; (2) the subset of American Indians on reservations who are caregivers of a newborn (under 28 days of age); or (3) some other population?

NHTSA Response: The target population is caregivers of newborns on tribal lands. For example, a caregiver would include a parent of a newborn who transports a newborn to or from a medical facility.

36. For the Lot C Hypothetical Task, could NHTSA please define what is meant by “caregiver”? Does this refer to anyone who provides some care to a newborn (e.g., parents, informal caregivers, and professional caregivers) or only some subset of these people?

NHTSA Response: Caregivers are those who provide direct care of a newborn on tribal lands and the care would include using a car seat for the newborn.

37. Provide clarification of the population of interest under the Lot C sample task for “health-care providers” of newborns? Are these health-care professionals (e.g., doctors, nurses), professional child-care services (e.g., day-care), or other individuals/occupation(s)?

NHTSA Response: The population of interest is the set of individuals who have the responsibility of providing direct care of a newborn on a tribal land, and in this case, specifically, to use a child car seat for the newborn.

38. Should the sample be expanded to include Native Americans who live on reservations AND nearby locations populated by Native Americans?

NHTSA Response: No the sample size should not be expanded.

39. Has NHTSA established procedures for acquiring permission for research with tribal councils?

NHTSA Response: In this hypothetical task, acquiring permission for research with tribal councils would be assigned to NHTSA.
40. Lot C Hypothetical Task, NHTSA requests a “nationally-representative sample” that is also “cost-effective and feasible.” We note that American Indians can be considered a hard-to-reach population, which can increase cost, and any constraints that reduce the population incidence (e.g., only interviewing caregivers) could add further to costs, which may lead to severe tradeoffs between costs and errors (e.g., in deciding between face-to-face and other survey modes). Given this, would NHTSA prefer a survey that allows for high representativeness at high cost or lower representativeness at lower cost?

NHTSA Response: The Offeror should recommend an approach with justification for that recommendation.

41. We would like to confirm that for each Hypothetical Tasks the Technical portion should only include a proposed staffing plan with labor categories and level of effort for each staff member (See Section L.7.2.b “Response to Hypothetical Task”).

NHTSA Response: Offeror shall refer to instructions provided in section L.7.2.b.

42. We would like to confirm that for each Hypothetical Task a separate cost proposal, including cost and pricing data, should be developed (See Section L.7.2.b “Technical Proposal”).

NHTSA Response: Yes the Offeror shall provide a separate cost proposal, including cost and pricing data, for each hypothetical task.

43. Page 49, G.2 Indirect Cost Rates. Please confirm this section is to be submitted in the Business Proposal.

NHTSA Response: G.2. Indirect Costs Rates will be completed by the agency at the time of award.

44. Page 81, Proposal Content: Please confirm that Standard Form 33, Section K, and Conflict of Interest Statement, belong in the Business Proposal and will not count towards a page count.

NHTSA Response: The Standard Form 33, Section K, and Conflict of Interest Statement are not part of the ten (10) page limit.

45. Page 86, With respect to “corporate experience and past performance,” is there a page limit for describing related experience for each Lot (as there is a 5 page limit for “other relevant experience”)?

NHTSA Response: The Offeror shall refer to Section 7.2.d.
46. Is there a page limit for the Business Proposal?

NHTSA Response: There is no page limit for the Business Proposal.

47. Business Management Proposal section, L.7.3, states that it consists of two parts however three have been included. Please confirm that there are three parts to this section.


48. Page 91, Price Evaluation Sheet, is referenced to be part of the cost proposal. Please confirm it will be submitted under the business section?

NHTSA Response: The Offeror shall include the Price Evaluation sheet with the business proposal.

49. Page 92, M.6.1 All evaluation sheets are missing the “Curriculum Developer” Labor Category from B.5.9.

NHTSA Response: Curriculum Developer (B.5.9) shall be deleted from section B.5 Labor Categories and Descriptions.

50. If adding additional labor categories, what estimates on hours is reasonable (i.e., 1800 hours)?

NHTSA Response: The Offeror shall provide an estimate for additional labor categories for the labor hours and justification for their proposed labor hours.

51. Under section M.6 please confirm that only one chart is needed. Please specify which contract type bidders should use for this chart.

NHTSA Response: M.6, Evaluation Price Calculation, shall be used in conjunction with M.6.1 through M.6.5.

52. Page 98-102, Please confirm the “Contracting Pricing Sheet” will go into the Business Section? Additionally, this pricing sheet is duplicative of section B.6. Please confirm, bidders may submit this sheet in lieu of section B.6.

NHTSA Response: B.6 Price Schedule B. is required to be completed by Offerors as well as the Contract Pricing Sheets, page 98 -102.
53. Please confirm all of the pricing related schedules and/or attachments that we must complete for the IDIQ? Pg. 9-38 (B.6), pg. 92-96 (M.6), contract pricing sheet pg. 98-102?

NHTSA Response: Yes, the Offeror shall complete the pricing related schedules and the contract pricing sheet.

54. Attachment J.2, please confirm bidders who are responding to all LOTS are only required to respond to one hypothetical task order. Please also confirm which contract type bidders should use in their response and provide instructions for response formatting.

NHTSA Response: An Offeror must submit separate proposals for each Lot it wants to receive consideration for award. Offerors shall respond to each hypothetical task order on a T&M basis.

55. Are bidders allowed to add additional Labor Categories at the Task Order level since we may not be able to identify all the needed support at the IDIQ level?

NHTSA Response: If Offerors, after receiving a Task Order RFP would like to add additional labor categories, Offerors may propose those Labor Categories, with justification as to why they are needed.

56. Please confirm that subcontracting plans will be required at the task order level as opposed to the IDIQ level.

NHTSA Response: A Subcontracting plan is required at the time of proposal submission to be included as item e. in the Business proposal.

57. Please provide instructions on what content should be provided in subcontractors and consultant proposal?


58. Please confirm that if we are submitting to all three Lots only one proposal is required.

NHTSA Response: An Offeror must submit separate proposals for each Lot it wants to receive consideration for award.

59. Please state what budget format should be used for hypothetical tasks.

NHTSA Response: There is no specific budget format to be used for the hypothetical task. Offerors shall use whatever format they choose to provide a realistic cost estimate to meet the requirements of the hypothetical task.
60. Section I. It is not typical to see FAR Clause 52.248-1 Value Engineering in a research/service contract; would the Government consider removal of clause?

NHTSA Response: The Federal Acquisition Regulation (FAR), 48.201(a) prescribes including this clause for contract amounts that are expected to exceed the simplified acquisition threshold.

61. Do references from citations, appendices, and the table of contents in the proposal count in the 10 page limit?

NHTSA Response: The references from citations, appendices, and table of contents do not count in the ten (10) page limit. The ten (10) page limit only applies to responding to the Hypothetical Tasks in section L.7.2.b.

62. The technical proposal indicates no costs are to be included. Therefore, should the budgets for the hypothetical lots be included in the Business Proposal?

NHTSA Response: The Offeror shall include the proposed budgets in the Business proposal for each proposed lot.

63. In order to determine the change in THC-positive riding from before the law change to after the law change in states that have passed laws legalizing recreational use of marijuana, when does the ‘before’ state end and ‘after’ state begin (e.g., when law passes, when dispensaries are open, etc.)? (Lot A Question)

NHTSA Response: Offerors should propose a strategy and justify their strategy.

64. In the list of elements to be addressed in the report, what is meant by Confounding Factors (i.e., that is not covered in Experimental Design Issues)? (Lot A Question)

NHTSA Response: Confounding factors are those factors that are not accounted for in an experimental plan and may impact results in an unexpected or planned for manner.

65. For external animal-related crashes, should the focus be on large animals (e.g. elk, deer, moose, etc.) or should also include smaller animals too (e.g. cats, dogs, skunks, opossums, etc.) (Lot B Question)

NHTSA Response: The Offerors should determine how to define the problem of animal-related crashes.
66. Please confirm that the target population is American Indians only and not American Indians, Alaska Natives or Native Hawaiians. (Lot C Question)

   NHTSA Response: The target populations are caregivers providing care to newborns on tribal lands.

67. What specific estimates are expected from the survey (e.g., nationwide prevalence of rear-facing infant seat usage among caregivers of infants <28 days who live on Indian reservations)? (Lot C Question)

   NHTSA Response: The specific estimates dealing with nationwide prevalence of rear-facing infant seat usage among caregivers of infants <28 days who live on Indian reservation.

68. Please confirm that estimates are desired at the caregiver level, as opposed to infant-level or household-level. (Lot C Question)

   NHTSA Response: The desired estimates are at the caregiver level. A hospital caregiver may have more experience using a child car seat than a parent of a newborn.

69. Is eligibility criterion for survey defined as ‘caregivers or health care providers of infants < 28 days old who live fulltime on Indian reservations”? (Lot C Question)

   NHTSA Responses: The newborn would be an infant who lives on a tribal land. The caregiver would provide a car on a tribal land (but may not live on a tribal land).

70. How is ‘health care provider’ defined? (Lot C Question)

   NHTSA Response: Health care provider is an individual who has a role in providing health care to a newborn, such as a hospital nurse or medical technician or mid-wife.

71. Are the hypothetical tasks used purely just as an exercise to demonstrate our ability to conduct the specified task? Or is this the task that is to be funded?

   NHTSA Response: Offerors shall refer to Section L.7.2.b. Response to Hypothetical Task.

72. Is there a cutoff number on how many firms/applicants are awarded under each individual lot? Or does every qualified bidder receive an award notification?

   NHTSA Response: All Offeror’s that are deemed technically acceptable with cost proposals that are deemed fair and reasonable and meet the best value to the government criteria will receive an award for the Lot(s) that they have submitted a proposal for.
73. Does the 5-page limit for corporate experience apply to each Lot or for all the Lots combined?

NHTSA Response: The five (5) page limit applies separately for each proposed Lot.

74. Is the staffing and staff qualifications section part of the 10-page technical proposal for each Lot or outside the 10-page limit?

NHTSA Response: The ten (10) page limit only applies when responding to the Hypothetical task in section L.7.2.b. (Response to Hypothetical Task).

75. Is there a place in the proposal to address the IDIQ as a whole, or is all discussion limited to the specific hypothetical task proposals?

NHTSA Response: The Technical proposal consists of Offerors responding to each evaluation criteria (Response to Hypothetical Task, Qualifications of Project Personnel, and Corporate Experience and Past Performance) separately within section (L.7.2.b-L.7.2.d) Technical Proposal (L.7.2) based on the instructions provided for each evaluation criteria.

76. Can the 5 page resumes be included as an appendix?

NHTSA Response: The five (5) page limit for resumes is provided for Offerors responding to L.7.2.c. Resumes shall not be included as an appendix.

77. Should the offeror discuss plans for subcontracting within the 10 pages of the technical proposal with the staffing plan or in the personnel section?

NHTSA Response: Offerors shall include the subcontracting plan in item (e.) as part of the Business proposal submission.

78. The delivery date for the response to the RFP poses some challenges. The Transportation Research Board Conference has been moved to early January this year (January 8th – 11th) and the delivery date for this RFP coincides with the conference. Given that most of the people involved in the development of proposals will be attending the conference would it be possible to extend the delivery date to the following week?

NHTSA Response: The Proposal due date has been extended to January 13, 2017. (See amendment # 000001).
79. Can you provide guidance to us, as an academic institution, about intellectual property rights and as to whether the dissemination of products, resulting from Task Orders, can the Offeror be negotiated with NHTSA? We read the information in the solicitation about Special Data Rights Provisions and are wondering if our faculty would be able to publish findings, resulting from the awarded Task Order projects, in peer-reviewed journals for example. We know NHTSA and other government agencies work with academic institutions and it would be helpful to know how this is typically handled.

NHTSA Response: NHTSA’s position has been expressed in section H.1 Special Date Rights and Provisions. It is the Agency’s understanding that academic institution seek to publish works however, NHTSA reserves the right to review publications prior to publishing.