

Household Survey Questions and Answers

1. Q: Is it possible to obtain pricing for the 2001 Study?
1. A: This is not readily available at this time and will have no bearing on the current proposal.
2. Q: Is it possible to obtain a budget projection for the upcoming study?
2. A: SJTPO's Work Program is publicly available through SJTPO's website; but understand that it provides general budgetary information for work activities based on preliminary estimates and may not encompass work activities that span multiple years. Budgeted amounts may also incorporate costs for SJTPO staff or other state or county staff. Also note that proposal rating will be based on quality of proposed scope and experience level of participants. Selection of best proposal will first be determined. Only then will the cost proposal of only the top candidate be reviewed. Then, SJTPO will determine the financial feasibility of the top proposal. (SJTPO UPWP can be found at <http://sitpo.org/FY11upwp-final-3-22-10.pdf>.)
3. Q: How many interviews will be expected to be weekday versus weekend?
3. A: Decisions regarding how much information is to be collected shall be made by the consultant and shall be based on an amount of information needed to clearly represent the population, season, and time of week (weekday versus weekend) in a statistically significant manner.
4. Q: What was the response rate on the mailing section of the survey in 2001?
4. A: Any information we have on this subject is limited to the information included within the 2001 Household Travel survey (<http://sitpo.org/htsrpt.pdf>).
5. Q: How many languages is the phone survey conducted in, and what are the languages?
5. A: Any information we have on this subject is limited to the information included within the 2001 Household Travel survey (<http://sitpo.org/htsrpt.pdf>). However, a proper sample of the SJTPO population will contain potential respondents with a primary language other than English. Potential respondents in the properly constructed sample must be communicated with adequately in order to uphold sample integrity.
6. Q: Is there an incumbent and how many years has the incumbent held the contract?
6. A: The previous household survey was conducted in 2001, by NuStats Research and Consulting in association with Cambridge Systematics (<http://sitpo.org/htsrpt.pdf>). No other survey has been conducted since that time.
7. Q: What is the average length of time to complete the phone?

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7. A: Any information regarding time spent on the phone with participants is included in Section 2 of the 2001 Household Travel Survey (<http://sjtpo.org/htsrpt.pdf>). The average Advance Call was 4.3 minutes, the average Recruitment Call was 18.6 minutes, and the average length of the Retrieval Call was 18.6 minutes.
8. Q: Does SJTPO expect to field the same number of surveys in 2010 as in 2001 or will there be an increase of surveys?
8. A: Decisions regarding how much information is to be collected shall be made by the consultant and shall be based on an amount of information needed to clearly represent the population, season, and time of week (weekday versus weekend) in a statistically significant manner.
9. Q: Does SJTPO anticipate using the exact same methodologies, or will other methodologies be examined?
9. A: The methodologies shall be chosen by the consultant and shall be based on already tested and proven methodologies, which maximize the quality and efficiency of the information collected. Candidates must describe the methods that they intend to use in their proposal.
10. Q: Was there an incentive offered for participation? What was the amount of gratuity/incentive for each respondent?
10. A: It is unknown if an incentive was offered either to each respondent or as a possible prize(s) for participation. The decision to offer an incentive shall be made by the consultant based on their previous experience regarding the effectiveness of incentives. Any costs to include incentives shall be included in the cost proposals.
11. Q: Can vendors submit a proposal with multiple options? Can they be submitted as one technical proposal or as separate documents?
11. A: Consultants should submit a proposal, which best and most efficiently meets the criteria described in the RFP. Separate proposals (each with their own separate, cost proposal, included in a separate sealed envelope, as specified in the RFP) will be considered if they meet the criteria specified in the RFP.
12. Q: Scope of Work – “The survey must be made based on already tested methodologies and can begin with minimal prep time, to allow the summer sub sample to be... captured before the 2010 Labor Day weekend” – Does this mean that there is already a means established, for instance a data application or spreadsheet, that is already pre-built for the vendor to use to collect the information?

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12. A: We do not have a proscribed methodology to impose on the process. It will be up to the consultant to use methodologies, which have been already tested and shown to be reliable in a situation relevant to our region, preferably methods that have already been tested by that consultant. The objective is to avoid including time consuming pretesting or pilot surveying in this process, which will better allow the process to be conducted in the timeline stated in the RFP.
13. Q: Survey Size – Approximately how many households are in the desired survey population?
13. A: The candidate is to determine the survey size that will yield accuracy sufficient for MPO transportation planning practices. The number of households in the region is to be obtained by the candidate. The following website may be useful:
<http://www.capemaycountygov.net/Cit-e-Access/webpage.cfm?TID=5&TPID=4647>.
14. Q: Section 9. Final Report – There is a mention of “(telephone and personal interview)” – Is it desired that one of the survey methods used by the vendor be a personal interview, by going door to door?
14. A: The candidate is to determine which method is best suited to collect data. Technology and the behavior of potential respondents are always changing. Candidates should explain their choice of techniques to best capture the information needed. Any methodology that would include a script, such as a telephone interview or personal interview, the transcript of the interview(s) shall be provided by the consultant as a part of the final report. The specific methodologies used shall be chosen by the consultant and shall be based on already tested and proven methodologies, which maximize the quality and efficiency of the information collected.
15. Q: Please clarify the type of contract for the award (e.g. fixed firm cost, time and materials, etc.).
15. A: The contract will have a fixed total cost. The cost proposal must include a price and level of effort for the Scope of Work, broken down by subparts and task. All other charges, such as fringe benefit, overhead, profit, etc. must be identified, yield a total project cost.
16. Q: Please provide additional information or a source for reference material regarding SJTA contract provisions and requirements.
16. A: Contract is on SJTPO Website. (See: <http://www.sjtpo.org/contract-boilerplate.pdf>)

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