

1. CLIN 0001 Base Program. Schedule B asks for a price for 70,000 samples. Section C page 16 indicates the 2006 budget is based on 65,000 respondents. Please confirm that the price for CLIN 0001 is to be for a sample size of 70,000.

**Answer: CLIN 0001 is for a sample size of 70,000. This figure remains unless changed via amendment to the solicitation. The 65,000 figure was provided as background.**

2. The Quantities for CLIN 0003, 0003a and 0003b seem to be out of line with the financial constraint of a maximum of 99,400 completed responses stated in Section C paragraph D on page 16. It appears that a price is requested for an increased block size of 10,000, 5,000 and 1,000 increments. Should the quantities be adjusted to reflect the maximum affordable quantity of 99,400 as indicated in Section C or not? For example, the 10,000-block increase has a quantity of 0 to 25. That would mean the maximum increase over the base amount could be 250,000 (10,000 X 25). Also, should the CLINs be identified as 0003a, 0003b and 0003c instead of the 0003, 0003a and 0003b shown on the Schedule B?

**Answer: The quantities specified remain as stated. The indefinite quantity portion of the solicitation is governed by the \$642,000 ceiling per period of performance and is not limited by estimated quantities. As far as numbering of CLINS, any changes to the structure must be made by amendment to the solicitation.**

In addition, the 99,400 maximum is the current Office of Management and Budget statistical clearance limit for U.S. Citizens. Commerce wants to have the ability to increase the sample above this amount dependent upon the cost estimates received per respondent, or if additional funding is provided by Congress, the industry or other government agencies. When needed, OTTI will go back to OMB to request a higher ceiling level for U.S. citizens. International visitors are not included in the ceiling.

3. Does the US DOC also want prices for each of the option years?

**Answer: Yes, an amendment to the solicitation will be issued reflecting base and four option year pricing. The contract line item number (CLIN) structure for the option years will reflect the following: CLIN 0001 for Base Year becomes CLIN 1001, option period one, CLIN 2001, option period two, and so on.**

4. CLIN 0001 and 0002 is the firm fixed price portion of the contract. Does this imply that the 12 months (70,000 samples) of the base program will be funded at one time and that the 12 months of I-94 data processing base program will be funded at one time? Would each of the four option periods be handled in the same fashion?

**Answer: It is the Government's intent to obligate funds for CLIN 0001 and 0002 at one time (subject to the availability of funds). The same applies to the option periods. The majority of funding for this project is from appropriated funds. If the total funds were not made available for the project, a modification to the contract would be negotiated to reflect the revised funding level provided.**

5. Page 15, C.3.1.c, last paragraph, it is indicated that the contractor is responsible for printing all questionnaires. Since there is no separate line item for questionnaire printing, is it correct to assume that costs for questionnaire printing are included in the base contract? Or

will the Government continue to manage questionnaire acquisition and payment for the questionnaires independently?

**Answer: There is no line item for printing questionnaires. The solicitation requires the contractor to maintain inventory of the questionnaires. As such, the contractor should build in the cost to print the questionnaires into the base program costs. The Government can provide print negatives.**

6. If the contractor is responsible for printing and paying for questionnaires, how many weeks should be allowed for the Government approval process for this action mentioned on page 15, last paragraph? If the contractor is responsible for having ample questionnaires at all times, please explain the reason for Government approval.

**Answer: The reason for adding this requirement is to ensure the contractor, who is responsible for printing the surveys, does not change the questionnaire format and that all of the 29 questions remain as they currently are approved. The contractor will be required to send the Government a copy of the blue line. The Government will approve within approximately five business days after receipt. Approval time would be minimal, but the Government will have the protection that no questions approved by OMB are altered. It is incumbent on the contractor to begin the process in adequate time to maintain adequate inventory of the questionnaires.**

7. Page 8, line item 0005b, "Custom Report Evaluation." No reference was found in the RFP text for this line item. Please provide an explanation of what is expected for the custom report evaluation.

**Answer: That was an error in labeling the request. Line item 0005b should be a custom report. The custom report is described on page 21 under section C.4.2.**

8. If the questionnaire format is changed, as indicated in the first lines of page 15, Section C, will the Government be responsible for the cost of reprinting questionnaires, or should these costs be represented in one of the line items, e.g., line item 0010?

**Answer. The cost for printing of the questionnaires will be the contractor's responsibility. An amendment to the solicitation will be made to reflect this; i.e. Clin 0010A – Revisions to Questionnaire, Clin 0010B, Printing of Revised Questionnaire.**

**But, since the printing of the questionnaires is already part of the base contract, the contractor may only charge the difference in the printing costs back to the government.**

9. Page 23, what is the performance time frame for C.4.3.1.e, "Collection of Fees from Customized Reports", seen in the text under "Translation Service", and shown in Schedule B, page 9 (showing a quantity of 5), as line item 0017.

**Answer. The time frame is based on a calendar year. The vendor should expect to remit on a monthly or quarterly basis, subject to negotiation.**

10. Page 19, C.4 references "processing of I-94 and I-92 data for a twelve month calendar period..." If the contractor is expected to process the I-92 data, how will the programming

software and documentation be provided? If the contractor processes the I-92 data, in which line item should this effort be included?

**Answer. The contractor is not responsible for processing the I-92 raw data. OTTI has another contract in which this data is processed. The I-92 data file will be used by the contractor to weight the U.S. resident population figures. This cost is included in the base contract.**

11. We are concerned that we may miss specific tasks in the RFP. Can the Government please review and match work defined in the RFP text by line item number? There are several instances in the RFP where line item numbers do not match the text. For instance, CLIN 0017, Collection of Fees from Customized Reports is shown in the Work Statement text on page 23 as C.4.3.1.e, under the general heading C.4.3.1 Translation Service. Additionally, no text reference to CLIN 0005b was found (#7 above). And, C.4.2.1 is missing in the text, but assumed to be, "Federal Government Training Program & Data Access" found on page 21.

**Answer: There were some errors in the numbering which will be corrected via amendment to the solicitation. However, offerors are cautioned to use the original RFP in tracking response to questions. Section C tracks to the CLINs identified in Section B.**

12. Page 12, C.3, paragraph 4 – One travel population targeted by the study is listed as "U.S. Citizens". Is it OTTI's intention to change from a residency-based population to a citizen-based population?

**Answer. No. OTTI uses U.S. citizens and resident interchangeably. The I-92 data program provides data for U.S. Citizens traveling abroad. It has always been used as the travel population figures for U.S. outbound estimates. There is no database that provides specific data on residents.**

13. Page 13, C.3.1, bullet 5, Government's contribution, "Support" - Could this be more clearly defined? Is it appropriate to assume that OTTI will be responsible for recruiting air carriers to participate in the study to replace carriers that drop out? Please explain the extent of this support and where in the Government contractor partnership does responsibility lie for approaching new airlines or working with carriers such as . . . who withdrew from the program during 2005?

**Answer. It is the contractor's responsibility to recruit and retain air carriers for the program. OTTI provides support as needed. Since the contractor has access to the airline specific data, arguments may be developed for the carrier to show them why they should participate in the program. The contractor shall continue to work to ensure the participation of current carriers continues, if this approach is used. The contractor shall also request support from OTTI to assist in this effort and shall spell out this effort in their proposal. OTTI sees the carrier participation, new, potential and problem carriers who threaten or actually drop out as a partnership between the contractor and the government. There are times in which the contractor may be more effective in enlisting the carrier participation. At other times, the government has proven to be a powerful partner to enlisting airlines for the program. Since this is a performance work statement and we are not allowed to tell you how to do things, that is the contractor's job, we expect the proposal to**

**define these roles. All requests for Government participation must be defined and approved by the Government.**

14. Page 17, C.3.2, third item under the 5 areas targeted for improvement, “*row percentages*”. Is it the intention of the Government to change the National, Country and custom report formats to include both row and column percentages which would double the length of each table?

**Answer: The intent is to have the capability to calculate row percentages and print them when appropriate.**

15. Page 17, C.3.2 bullet 4, “*Procedures must be established enabling Government direct access to the data for ad hoc special inquires*” On page 19, “*Data Backup*,” OTTI has requested a copy of all current data files and program files. Is this the “*direct access to the data*” OTTI mentions? If not, what specifically is OTTI looking for in the way of direct access?

**Answer: Government access to systems and “data backup” are two separate tasks. The solicitation requires under Additional Responsibilities that quarterly the contractor shall provide OTTI with a copy of all current data files and program files. The backups are a security measure to ensure that no data is lost should the contractor have a problem with file storage. The goal is to have an alternative site, the Government for data file backups. Access to the data is covered on page 23-item “d” – Other Data Outputs Options Program.**

**Again, these are separate issues. The Government’s intention is to have direct access to the database for purposes of generating ad-hoc reports for its own analysis rather than be limited to x-number of custom reports per year, etc.**

16. Page 17, C.3.2 item 5 under the 5 areas targeted for improvement, “a current annual report (current year to date) after each quarterly data is processed”. Does OTTI request to change the reports they are currently receiving? Does OTTI request to receive a quarterly, rolling annual (non-calendar year) and year to date reports for each quarterly and annual report production cycle?

**Answer. No, the government intends to process the quarterly, year-to-date and annual reports provided to the government on a calendar year basis. But, if requested, the contractor needs to have the capability of doing rolling time frames. OTTI wants the system to be able to generate annualized reports on a most recent four-quarter (rolling non-calendar year to date) basis for clients.**

17. Page 17, C3.3, last full paragraph, “*Reports for all countries in which there are at least 250 annual responses are run by the questions asked in the Survey*”. Is this a new requirement under the base contract? Please provide an understanding of the table format and scope of work.

**Answer. Yes. The new program requires that part of the base contract, all countries in which there are at least 250 respondents for the year, the contractor shall as part of the base contract include a set of tables with all countries that match this definition by the tables used in the national reports issued. Furthermore, on an annual basis, the contractor shall also review the sample for the last two years and**

**provide a custom report as part of the base contract for all countries in which the combined sample for the last two years also equals 250 respondents.**

18. Page 18, C3.3, paragraph 5 regarding the OTTI-required seven custom report data runs. Are these included in the base contract, or are they included in some other line item, and if so, which one?

**Answer: Pricing should be included under the firm fixed price portion line items.**

19. Page 19, C.3.3, paragraph 2. “cross tab tables for each question asked in the survey using the U.S. Resident, Non-Resident, and Country Report formats developed.” It would appear this is a new requirement. Please verify that it is a new requirement and whether it is to be included in the base contract.

**Answer: As stated previously, the requirements of the Government are as set forth in the solicitation and in many instances will be different from current practice. The price should be reflected as part of the firm fixed price. This is actually not a new requirement, but is added to clear up confusion to ensure the government receives what it requires. Not all questions responded to are published in the conventional report.**

20. Page 19, C.3.4, paragraph 5 “and a web version of each of the tables”. Specifically, please give examples and a list of files that would be covered by this requirement. Is this included in the base contract?

**Answer. This question actually is for paragraph 3. “The contractor shall provide the Government.....” As part of the base program, the contractor shall provide OTTI with all of the tables developed and posted to the OTTI website on the annual inbound and outbound data files. To see the table’s current format, go to the following two website pages.**

1. [http://tinet.ita.doc.gov/outreachpages/inbound.general\\_information.inbound\\_overview.html](http://tinet.ita.doc.gov/outreachpages/inbound.general_information.inbound_overview.html)
2. <http://tinet.ita.doc.gov/outreachpages/index.html#inbound>

**Once on the first page, the inbound overview, the tables entitled as below will be developed by the contractor in excel and upon approval from OTTI, be formatted so they may be submitted for posting to the OTTI website. The excel files from the previous year shall be provided to the contractor for use in developing these files each year.**

**Then, the files that need to be updated for the second link are each of the world region and country profiles for all of the countries listed on the OTTI website. OTTI shall provide the contractor with the final profiles from the previous year for updating each year.**

21. Page 19, C.3.4, paragraph 6 “Data Backup” Please specify the data format for delivery of the backup data.

**Answer. OTTI would like to have the contractor’s recommendation on what we should require for the back-up format as part of their proposal; for example,**

**electronic, CD ROM, etc. (to be negotiated. Prices for this should be part of the base contract.**

22. Page 20, C.4.1, paragraph 2. Visa types mentioned are B-1/2, F-1/2, M-1/2, WB and WT. Is this a change in the specifications from the current processing scheme?

**Answer. This is currently the requirement and continues to be so under this RFP.**

23. Page 20, C.4.1, paragraph 3. "...to BEA along with the printed reports and excel files." What is the format of the printed reports that are to be provided to BEA?

**Answer. The same ones that are provided to OTTI.**

24. Page 21, C.4.2, "Custom Reports, Data Files and Tables" "The contractor should also provide OTTI with a format to directly access the data files and run ad-hoc inquires, and any other formats that would benefit this program."

**Answer. Exactly what is being asked is unclear. If it is what are the other format? OTTI would like to receive the programming and data files in SAS or whatever program is used so OTTI staff can run their own queries of the sample, etc.**

25. This requested item appears under C.4.2 – Is it part of CLIN 0005a through CLIN 0005e or is it a new requirement of the base contract? If it is part of a line item, which one?

- a. Please elaborate on the type of access to the database and the capabilities that the Government requires. For example, access via Internet or database access provided via CD-ROM or DVD for installation on OTTI personal computers.
- b. Please indicate if this would include database documentation and training.

**Answer:**

**a. See response to question 15. Also, As far as database access this is part of the competitive process. Offers shall describe the access options to be provided and the Government will evaluate.**

**b. NOTE: On page 21, the sixth full paragraph that starts: "Federal Government Training Program ...." This should have been labeled C.4.2.1. It is its own program and not part of custom runs, although some of what may occur could be custom runs. But, the intent of this option was as written. Our goal is to use this program to enlist new government offices to use the data. We envision the contractor will develop the list in priority order of who to approach, how we should approach each office, what data to show them and to assist in developing the pitch to enlist other federal agencies to use the OTTI In-Flight Survey. Yes, this should include database documentation and training.**

26. Page 23, C.6.a "*Progress Report*". How does this differ from "*Status Reports*" mentioned as the last item on page 24? Section F, page 28, item 2, references the "*Monthly Status Report*", but there is no deliverable referencing the "*Progress Report*". Please clarify.

**Answer: Progress reports and status reports are synonymous.**

27. Page 24, C.6.e. "Annual Reports". Historically, the *Introduction, Appendix* and *How to Use* sections of the report were updated by the contractor to reflect the current year, OTTI updated the data contained in the text, and returned the updated text of these sections to the contractor for publishing. Is the entire process now the responsibility of the contractor, and should this cost be included in the base contract?

**Answer. Yes. The contractor updates but the Government must approve.**

28. Page 28, Section F.2, Are their delivery time frames associated with the delivery of monthly, quarterly, annual, and custom reports and data files, respectively?

**Answer. Yes. The contractor should propose when they would be able to deliver reports to OTTI. Timeliness is key, so the contractor should keep this in mind when developing their timelines. In the past, the first sets of I-94 data was provided within one week of receipt of the raw data from DHS. The follow-up data was also received one week after the government provided the Canada data and approvals for what was received. The OAG file was sent within days upon receive of the data from OAG. For the In-Flight Survey data, quarterly, and annual reports were received 30 days after all of the government data was provided. For cross tabs and customs report, etc. all were provided within 7 days or less.**

29. To support the review and quality assurance checking for the quarterly and annual reports, would the Government please specify the tables that will be required from the contractor as part of the base contract? For example, a few of the current files required include the following:

- A. Unweighted sample count by country of residence and city of destinations in the U.S.
- B. Unweighted sample count by country of residence and state of destinations in the U.S.
- C. Unweighted sample count by port of entry
- D. Weighted sample count by port of entry
- E. Etc.

**Answer. All of the files we ask the contractor to provide now will be required. Upon written request to the Contract Specialist, Lauren Kunze, the 2004 inbound and outbound data review files can be sent to potential bidders for use in developing their estimate of the cost for developing these files.**

30. The solicitation calls for a two-part proposal on page 166 and a three-volume proposal on page 169. Which format should be followed?

**Answer: The offeror should follow the instructions set forth in section L.6 Proposal Preparation.**

31. The Federal Business Opportunities Announcements indicate a total small business set aside under NAICS Code 541910. On page 164, the small business size standard is not indicated. May we presume a \$6.5 million small business size standard?

**Answer: The solicitation will be amended to reflect the appropriate size standard, which is \$6.0 million.**

32. What is the process and timing expectations for the transition from the incumbent to the new vendor in terms of survey administration and contacts?

**Answer.** The goal of OTTI is to award the contract in late summer 2006. The winning contractor will be provided with the current contact lists if needed. They will also be provided with the past programming for all reports, the coding data, and all other government supplied data to assist them in preparing for the contract administration. OTTI will work with the contractor to prepare them for assuming management of the program and answer any questions of the winning contractor. If funds were available, OTTI would intend to have parallel data collections by the incumbent and new contractor if applicable to review the collections of the two to gauge the ability of the new vendors collections compared to what was collected in the past. This will be addressed through negotiations and may result in amendment to the solicitation.

33. Who owns the historical data and where does it reside?

**Answer.** All data and all other aspects of the program belong to the government. The data is currently housed by the contractor. Under this RFP back up will be with the Government.

34. We understand that some airports require surveyors in field to collect data. Which airports require field surveyors and how many are required? Is the field surveyors staff of the incumbent or is this contracted out?

**Answer.** It is not the airports that require the surveys to be collected at the airport, but the airlines. Certain carriers prefer that their flight crews not distribute and collect the surveys. Other airlines due to a cursory level of cooperation via the in-flight method are switched to the airport intercept method. OTTI will provide a list of the current carriers and the method used by this airline. We will also provide a list of airport in which the airport intercept method is used. Please note, it is the vendor's responsibility to ensure the data collections of representative of international travel patterns to and from the USA and the movement of carriers from the in-flight survey method to an airport intercept method or vice versa is part of the contract management of the program. With regard to the staff used at the airports, all are sub-contractors of the current vendor and any new contractor proposing an airport intercept method would be required to identify, obtain and manage the field services for the airport intercept surveys.

35. What is the software currently used for data analysis? SAS? Are there specific hardware and software requirements used to ensure conformity/commonality with government systems, or can other current/emerging technologies be deployed?

**Answer.** Currently, the incumbent uses SAS. Since this is a performance work statement, we cannot tell the potential contractors how to do the work. Past data sets, which are in SAS, will be provided to the winning contractor. An explanation of the selection of hardware and software shall accompany the proposal to allow the government the ability to determine if what is being proposed will meet our needs.

36. Can OTTI confirm the dedicated time/resources required for administration/management of the current program (excluding field surveyors)?



**Answer. We cannot provide this information.**

37. Please explain/define the items listed in Schedule B on page 8 of the RFP.

**Answer. The items on Page 8 – are the items to be priced. Items 0001 and 0002 are the fixed price portion of the contract and the remainder are the indefinite quantity. Via amendment to the solicitation, the line items will be incorporated for the four option periods of the contract. The services are described under section C.**

38. Can we have the complete list of U.S. and foreign flag carriers participating currently?

**Answer: Yes, this information is being provided as an attachment to the question and answers to the RFP.**

39. What is the source of sampling for charter flights?

**Answer: Currently, charter carriers only comprise 2-3% of all total international traffic for overseas and Mexico. So, with the exception of Sanford International Airport in Orlando, which is almost exclusively charter traffic, we do not survey charter flights. This could change, but the contractor would have to work with the airport authority to obtain the schedules for charter flights or provide OTTI with a source for charter flights, as we do not know of a source for charter schedules. Currently, we work with Sanford to obtain the charter schedules. The airport authority charges around \$200 per month for access to the airport as well. A source of other departure airports for charter flights is the I-92 *US International Air Statistics Report*, section IIIId, which provides airport specific traffic figures by world region and country with a charter breakout for departing flights. Upon review of this data, if other airports prove to have sufficient charter traffic and are cooperative, other charter flights may be surveyed. (Note: some charters are flown by scheduled carriers)**

40. Provide order of magnitude ranges for [?Not Legible?] by method: on board, in gate

**Answer: About 1/3<sup>rd</sup> of all completed Surveys are collected in the airport boarding area. Additional information will be provided as an attachment to the response to questions.**

41. How many educational programs and support presentations have been done in the past and do you expect this to change? (ref. CLIN0013, CLIN0015)

**Answer: We would hope to increase the quality and quantity of user training programs due to probable changes in the program and turnover of industry personnel, dependent upon the submissions of the potential vendors. The number of programs in the past has varied with the budget available. The current estimate is in the RFP.**

42. Is there a cultural weighting process?

**Answer: No, the only weighting is based on the distribution of I-94 arrival patterns, which differentiate those of Asian origin from Europeans.**

43. We need to know how many airlines use 3<sup>rd</sup> party vs. onboard to field surveys.

**Answer: OTTI will provide a table that lists the airlines participating in the survey and if they used the in-flight method or if they are using the airport intercept method. We will also provide total collection figures for the last few years for in-flight versus boarding area surveys. This will be provided as an attachment to the Question and Answers.**

44. How many customized reports in a typical year?

**Answer: It depends on the number of completed surveys collected in the previous year. The number of ad hoc reports could vary between 30 to 50, including special runs requested by OTTI.**

45. What proportion of completed questionnaires is typically in a foreign language?

**Answer: Generally, over 50% of completed surveys are foreign language versions. See attachment for further breakdown.**

46. Since travel for workshops can vary, do we cost for conducting workshops and have travel as a separate cost?

**Answer: Any travel required for CLINS 0008 (User Workshops/Meetings) and 0015 (User Education Program) are other direct charges, and will be included as part of the Indefinite Quantity portion \$642,000 annual ceiling.**

47. Are boarding area questionnaires distributed currently by airline staff or by contractor staff?

**Answer: With one exception, contractor staff distributes boarding area questionnaires. In this instance airline personnel at the gate administer the questionnaire.**

48. What is the typical response rate inbound vs. outbound and on-flight vs. at gate?

**Answer: Related to passenger response rates (inbound vs. outbound), we do not have any statistical breakouts, but non-residents (inbound) tend to be more responsive than U.S. residents (outbound) when it comes to completing the surveys.**

**OTTI does track the airline response rate (what percent of flights we asked to survey, did the crews or airport intercept team actually survey), and the passenger response rates. The airline or flight response rate for the gate surveys is nearly 100% because the subcontractors distribute and collect the surveys. In contrast, with the in-flight method, we rely upon the voluntary cooperation of the airline's airport service managers and the flight crews administering the survey.**

49. And, on a flight to Japan for instance, are surveys in English included along with the surveys in Japanese?

**Answer: Yes, English-only are included, however, the Japanese language versions also include the English version. For example, English-only are eight pages in length while the Japanese-English are 16 pages. In addition, on all flights we have a packet of two of each of the languages in each survey kit regardless of the language mix for the flight.**

50. \$642,000 Indefinite Quantity Portion – please elucidate if this is the annual amount or total for 5 years?

**Answer: The \$642,000 is the ceiling price for the indefinite quantity portion of the contract, CLINS 0003-0018, and is an annual amount for each contract period.**

51. Transition/Current State:

- a. Current cost per completed questionnaire?
- b. Number of man-hours used per year?
- c. Current field services staff –
  - i. Which company?
  - ii. Ability to roll over contracts with new vendor?

**Answer: We cannot provide this information**

52. Disadvantaged business/Enterprise 08a – is this a requirement?

**Answer: It is unclear what is being asked. However, this is set-aside 100% for small businesses and 50% of the labor must be performed by the prime who must meet the small business size standard.**

53. Who owns the programming code?

**Answer: The U.S. Government**

54. Question: Translation services – how does this work?

**Answer: On page 22, under item C.4.3.1, translation services, we requested two types of translations services.**

1. *At the time the questionnaire is revised, once the new English version of the survey instrument is approved, the contractor shall have it translated into all of the language versions that are currently used. The contractor shall describe the steps they will use to ensure the translations are correct.*
2. *There also exists the possibility that other language versions may need to be added to the program to increase the response for a specific country or for an airline. This cost is to add one language. Again, the contractor shall describe all of the steps they would implement to ensure the translation obtained will provide the desired results.*

55. Will there be an extension for submission of offers?

**Answer: Yes. The proposal due date has been extended by one week to 4:00 pm EDT, Monday, May 1, 2006.**

56. Will the slides from the presentation be posted?

**Answer: Yes, they will be posted on both the OTTI web site and in Fedbizops.**

57. Can an alternate proposal be submitted?

**Answer: Section L.B. Proposal Instructions, paragraph 2 provides guidance on this issue. It states: Offerors may, at their discretion submit alternate proposals or proposals which deviate from the requirement; provided, that an offeror submits a proposal for performance of the work as specified in the statement of work . . .**

58. How many carriers currently participate?

**Answer: Currently approximately 70 carriers participate. To see the past carrier participation, visit the OTTI website at:**  
<http://www.tinet.ita.doc.gov/research/programs/ifs/carriers.html>

59. Is the Request for Information and responses available?

**Answer: Yes, it can be found at:**  
<http://www.tinet.ita.doc.gov/research/programs/ifs/index.html>

**Once on the above page, scroll down until you see the yellow title bar that states: US DOC RFI Summary. Below it, you will also find the entire RFI.**

60. At what point can you eliminate paper but keep design and what are the concerns with changing the questionnaire?

**Answer: Questionnaire content can only be changed through the Office of Management and Budget (OMB) clearance process. OMB is concerned with the burden to the U.S. public (hours to complete the questionnaire) and content. But, if a vendor proposes to use other mechanisms other than a paper survey they may do so as long as all of the questions are included in the same order and all of the language versions used are also continued.**

61. What is the estimated time period for a new questionnaire?

**Answer: Envision this will occur in 2008, contingent upon the availability of funds.**

62. Are edits and validations fixed?

**Answer: The question is unclear; but our interpretation is not necessarily fixed.**

63. Can you provide an estimate of how many questionnaires are given out to achieve 70,000-response rate?

**Answer: This is being provided as an attachment to the response to questions.**

64. Are there any special requirements since systems have to interface with Government systems?

**Answer: Yes, must comply with the Security provisions that will be contained in the contract.**

65. Question: Isn't it risky to test in fourth quarter. Is this sufficient?

**Answer: Given the time frame required to secure the new contract and the time required to get the contractor ready to start the test, we have little choice. Funding will also be an issue, so we will be forced to use our best judgment based upon the test.**

66. Can you explain how the process works with the airlines?

**Answer: There are two processes – gated survey and in-flight where airline staff handout the questionnaires. . . . . See the RFI for more details on how the current system works, go to: <http://tinet.ita.doc.gov/research/programs/ifs/index.html>**

67. Is there a greater perceived value of doing it one way?

**Answer: It is the contractor's job to justify the methods they use or do not use. The government has stated in the RFP what we want from the vendor, and this RFP was issued to have you answer this question.**

68. Can you provide the current publication pricing?

**Answer: Yes. Visit the OTTI website.**

69. Does OMB burden apply to non-U.S. citizens?

**Answer: No**

70. Can you provide the order of magnitude for special reports?

**Answer: The number of reports sold is dependent upon the contractor and OTTI's ability to sell the data. The more reports sold, the more money there is for OTTI research programs. The estimate has already been provided in the RFP.**

71. Do you weight by carriers who participate?

**Answer: No and Yes. No, for non-resident arrivals into the U.S. where the weighting is by country of origin and port of entry. Yes, for U.S. residents traveling abroad, where the weighting is by carrier and port of departure. The current weighting scheme is described in the RFI (<http://www.tinet.ita.doc.gov/research/programs/ifs/index.html>). The weighting system is open to modification if changes can be shown to enhance data quality.**

72. This requirement is set-aside 100% for small business. Can you explain what this means as far as subcontracting?

**Answer: The terms set forth in the Limitation on Subcontracting clause contained in the solicitation requires that: "Services (except construction). At least 50 percent**

**of the cost of contract performance incurred for personnel shall be expended for employees of the concern.”**

73. Can you provide any administrative information that assists in our proposal submission?

**Answer: All offerors must be registered in the Central Contractors Registration (CCR) system (<http://www.ccr.gov/>). Additionally, they have to have a valid DUNS number. Proposals must be signed and all amendments must be acknowledged to be responsive.**

**Offerors need to ensure the proposals are submitted timely and familiarize themselves of the clause 52.215-1 Instructions to Offerors—Competitive Acquisition.**

74. Can you explain the process for clients ordering data?

**Answer: Orders for national reports are available from the OTTI website. Please visit the OTTI website to see what is sold. All custom reports are sold on a client to vendor/OTTI basis. In certain cases OTTI receives a call, email, fax, or even written correspondence that leads to a potential client. OTTI will work with the client to get them the appropriate data sets. Since the contractor is the only entity with the entire database, we typically turn over the prospective client to the vendor to first run a sample size for the subset(s) desired by the client. Information on OTTI's and the contractor's website are also used to guide the client into ordering the report. The client picks the sample to conform to the standard 12 column, 30 plus report format offered and the report is run by the contractor. The prices are set by OTTI upon receipt of the costs for custom reports, tables, data files or excel files from the vendor. The client normally pays the vendor, although certain clients are required to purchase the data from OTTI. The vendor uses a bank to collect the funds from the total sale. They report the sales to OTTI and collect their share of the custom report, etc. and remit a check to the U.S. Department of Commerce for the remaining totals. If the client does not pay the vendor, OTTI does not pay the vendor.**

75. Will the Government consider alternate invoicing options?

**Answer: The contractor can include proposed payment terms as part of their submission. Payment arrangements must take into consideration the delay in the data collections each month. OTTI proposes a partial payment each month and a final payment upon proof that the surveys funded per month are collected that month. It is the contractor's job to keep the collections in line with requests.**

76. Is the current contractor, CIC, still in good standing with the Government (i.e., are they still able to bid on this contract)?

**Answer: The incumbent is eligible to submit a proposal.**

77. Also, they have held the contract for about 20 years. Is there a limit to how long they are able to hold this contract?

**Answer: The Federal Acquisition Regulations (FAR) does not specify a time limit.**

78. Would it be possible to get a sample set of data from the past data for the purpose of estimating keystrokes? 1000 records of data would be ideal, in a csv or Excel format.

**Answer: We cannot provide this data. The incumbent holds the data sets. However, simulations could be created from the questionnaire provided in the solicitation Attachment J.**

79. Section C.3.3 of the RFP (Page 17) states that “Current report formats are available upon request (or as attachments).” Can you provide samples of the current report formats for this program?

**Answer: A sample report Excel (.xls) report format can be found on the OTTI website: <http://www.tinet.ita.doc.gov/research/programs/ifs/sample.html>. The sample is a little dated, but is still an accurate sample of the current format.**