Department of Energy
Washington, DC 20585

FEB 0 5 2009

CERTIFIED MAIL

INPUT
Attn: Ms. Catherine Lyerly
Member Services Assoicate, FOIA
11720 Plaza America Drive, 12th Floor
Reston, VA 20190

Dear Ms. Lyerly:

This letter is the final response to your request, numbered FOIA-2009-000053, that you made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. 552. Your request specifically asked for a copy of the original RFP regarding contract number DE-AT01-06EI40508 awarded to National Opinion Research Center under the Residential Energy Consumption Survey requirement.

The information you requested has been reviewed and is deemed appropriate for release in its entirety. Pursuant to 10 CFR 1004.9, the charge associated with fulfilling your request amounts to $15.03. The Department will be requesting payment for this charge via a separate letter.

Sincerely,

Craig Ashline
Procurement Analyst
Office of Headquarters Procurement Services
Corporate Services Office

Enclosure

Printed with soy ink on recycled paper

DOE EIA Request For Proposal
06EI40508.000

The Department of Energy (DOE), Energy Information Administration (EIA), is soliciting proposals from both small and large business concerns that are interested in providing 2005 RECS Energy Supplier Survey services to EIA. Such support will require the services of personnel in a number of highly technical, scientific, and professional disciplines. The government intends to award a single task order to the offeror which offer represents the "Best Value" to the Government of the basis of capability, past performance and price in performing similar or like effort.

Attached is the full and open competition Performance Work Statement for a new EIA Cost-Plus-Fixed-Fee (CPFF) task. This new task order competition is under Functional Area **5D** of the EOP II Master Contract and terms and conditions of the Master Contract apply to this task award. Please respond to this Request For Proposal (RFP) via Email to Gwenne.Goodwin@eia.doe.gov by 3:00pm on **December 02, 2005**. Proposals received after the closing date and time will **Not** be evaluated for task order award.

Proposal Information

A Technical Proposal in "How" your firm proposes to perform the Performance Work Statement is required and this document shall not exceed 15 pages total (8.5 inches x 11inches in a font size 10 to 12 pt), and shall be submitted in Microsoft Word document format. Only the first 15 pages of a Technical Proposal will be evaluated. If the Technical Proposal is in excess of 15 pages the remaining pages will not be evaluated. Cover letters are **NOT** requested or required but if submitted will be included in the 15 page limitation. Resumes of members of your proposed team are requested as **one** Microsoft Word file and will **NOT** count towards the 15 page limitation.

Cost Information

Cost information submitted shall be in accordance with H.10 Ordering Procedure of the Master Contract. The proposal will show the Direct Productive Labor Hours (DPLH), by month for each particular labor category, and total DPLH per year, including all costs (Travel, Consultants, Subcontractors, etc...) required to complete this task. Also an estimate for computer use time required, if applicable and a separate line item for **fee**.

Evaluation Criteria

Award will be made to the proposal evaluated as offering the "Best Value" to the Government.

1.0 Overall Importance Of Evaluation Criteria

(a) The Technical and Business Management Plan criterion is weighted at 50%. The factors under this criterion are weighted 30% and 20% respectively.

The Experience criterion is weighed at 30%.

The Special Problems and Potential Solutions criterion is weighed at 20%. The problems are weighted equally.

(b) The criteria listed in 2.0 are significantly more important than the Past Performance or price (sections 3.0 and 4.0). Past Performance is more important than price.

2.0 Technical and Business Management Proposal Criteria

CRITERION 1: Technical and Business Management Plan

1.1 The evaluation shall be based on the effectiveness of the Offeror's **technical plan** as demonstrated by its technical expertise to accomplish the Energy Supplier Surveys task.

1.2 The Offeror's **business management plan** shall be evaluated on the degree of its feasibility and effectiveness to accomplish the task required by the SOW; including Work Requirements, task planning, monitoring, scheduling, cost controls, quality assurance techniques, confidentiality requirements, and any interactions between 2005 RECS Contractors.

CRITERION 2: Experience

2.1 The Offeror shall be evaluated for its **experience** within the past five years in providing services comparable in the type and complexity of the Energy Supplier Surveys task as described in the Statement of Work, for which an offer is being made. In evaluating the Offeror's proposal, experience relevant to the task in type, duration, scope, complexity, dollar value, risk and effectiveness in meeting performance objectives shall be considered. Any noteworthy management initiatives resulting in improved quality, cost savings, and/or efficiency of services and any experience in dealing with unique challenges shall also be evaluated.

CRITERION 3: Special Problems and Potential Solutions

For the Energy Supplier Surveys Task for which an offer is being made, the Offeror will be evaluated on its ability to demonstrate knowledge of particular difficult situations that may arise during the energy supplier surveys portion of the 2005 RECS and its ability to manage the situation using cost-effective solutions.

PROBLEM 3.1: Missing Energy Supplier Data and Data Quality

In recent RECS, there has been an increase in the number of energy suppliers who have refused to supply the households' energy billing data and also a decrease in the quality of the billing data. What cost-effective and innovative solutions could be used to improve energy supplier response rates as well as increase the quality the household energy billing data?

PROBLEM 3.2: Cost Escalation

In recent years, the cost of the energy supplier surveys has been escalating. What cost-effective and innovative solutions could be used to maintain data quality and at the same time at least moderate the cost increases.

3.0: Past Performance

The Offeror's **past performance** will be evaluated with respect to satisfaction of customer cost and technical requirements, customer relations, production and product timeliness, corporate integrity and all other functions associated with the management and administration of task(s).

4.0 Evaluation of Price

(a) Price

1. Price proposals shall not be point scored, assigned a numerical weight, or adjectively rated. However, an unreasonable price proposal may be evidence of the offeror's lack of or poor understanding of the requirements.

2. Price proposals shall be evaluated by the Contracting Officer to determine if an offeror understands the requirements of the RFP inclusive of the Statement of Work for which an offer is made.

The respondent shall ensure that messages/documents are virus-free prior to transmission. Transfer of a virus may result in non-acceptance of the respondent's proposal.

Performance Work Statement (PWS) for the Support of the 2005 Residential Energy Consumption Survey: Energy Supplier Surveys

Section I. Introduction, Background, and Scope of Work

Introduction and Background

The Residential Energy Consumption Survey (RECS) is the Energy Information Administration's instrument for collecting data about how energy is being used in the residential sector of the economy. The purpose of the RECS is to collect information from the end user in the residential sector--the household itself--what uses it makes of energy, what behaviors and housing characteristics are present that affect present and long term uses of energy, and what the actual energy bills are for the household. The data are used for policy planning and for forecasting energy consumption. The data are also made available to the public for their use through Internet data tables and through public use data files containing the individual household data (names and addresses are removed to protect the confidentiality of the respondent).

The RECS is a two-part survey fielded under two separate contracts. The first contract, "2005 Residential Energy Consumption Survey: Household Survey, "covers the collection of the household and housing unit characteristics data from the householders. The second contract, the 2005 RECS Energy Supplier Surveys Contract is where energy consumption data are collected via a mail survey from the energy suppliers to the households. The 2005 Residential Energy Consumption Survey: Household Survey, " task was previously awarded and the household data collection for the 2005 RECS is underway. This task concerns the second part of the 2005 RECS, the energy supplier surveys.

As part of the household data collection respondents are being asked to provide the name, address and account numbers for all suppliers of energy to the household. In addition, the household respondents are being asked to sign an Authorization Form that gives EIA's Energy Supplier Surveys Contractor permission to the energy suppliers to release the household's monthly billing data to EIA. For the first time, households are being asked to supply a bill for each of their energy suppliers. The interviewers are scanning the bills. This procedure should reduce errors that occur with the names and addresses of the energy suppliers. Additionally the rental agents have been asked to supply for scanning, a copy of the building's energy bills.

Scope of Work.

The purpose of this task covers only the Energy Supplier Surveys portion of the 2005 RECS as described in the Statement of Work within the Master Contract (DE-RP01-03EI40000). The Contractor shall perform all work associated with the collection of information from the households' energy suppliers from approximately 4,300 households. The Energy Supplier Surveys will be conducted via mail to approximately 900 energy suppliers. Each energy supplier will be asked to provide billing records for a 13 to 15 month period for all RECS respondents

that it supplies with energy. For RECS, the energy sources for which data are collected for are: electricity, natural gas, fuel oil, and bottled gas.

The Energy Supplier Surveys Contractor, hear after referred to as "the Contractor," shall be responsible for keeping track of all the household Authorization Forms and account numbers, energy supplier forms, identifying suppliers and linking them with the household data, mailing the forms, follow-up of nonresponders, keying, editing, verifying that the correct billing data have been received, collecting additional billing data when there are more than one account for the unit, identifying billing records that may contain data for other than the survey unit, processing the data, performing disaggregation procedures, purchasing and processing the related weather files and assigning the appropriate weather data to each household, annualizing the consumption and expenditures (c&e) data; and preparing and delivering to EIA data files with cleaned, annualized, and imputed data.

The Contractor shall consider innovative and new ways of collecting these data that include but are not limited to collecting the data electronically.

The Contractor shall be requested to assist EIA in preparing the energy supplier data collection materials, including any letters to energy suppliers. . The Household Survey collection includes an Authorization form giving respondent permission for access to energy consumption billing records maintained by the energy suppliers, a list of account numbers for energy sources, In addition, in many cases copies of scanned recent bills will be available that will be useful in verifying account numbers and supplier names and addresses. All pertinent information available from the Household Data Collection Contractor will be provided to the contractor performing the RECS Energy Supplier Surveys.

The Contractor shall send the data collection materials for each energy source for each household respondent to the appropriate energy suppliers. For each billing period and annual periods of consumption, the Contractor shall purchase from the National Oceanic and Atmospheric Administration (NOAA) data on local weather conditions (such as daily area minimum and maximum temperatures or annual heating and cooling degree-days) and shall process these data in machine-readable forms.

The Contractor shall provide a data file with the consumption by fuel type annualized to an agreed-upon period and weather data linked to each respondent.

Throughout the Energy Supplier Surveys, there will be considerable interaction required between the RECS Household Survey contractor and the RECS Energy Supplier Surveys contractor. For example, the Energy Supplier Surveys contractor will have to work with the Household Survey contractor to reconcile differences in the responses of the household respondent and energy supplier. The Contractor may need to recontact either household or energy supplier respondents. The Contractor shall contact household respondents when the supplier indicates that their company never supplied energy to the household or did so for only a partial year or if the account number was incorrect. The Contractor shall recontact energy suppliers to check inconsistencies in the data or to obtain missing consumption and expenditures data.

The 2005 RECS Household Survey Contractor shall provide to the 2005 RECS Energy Supplier Surveys contractor:

1. Case Management System which includes all the Household Survey respondents and their response status,
2. Authorization Forms, scanned energy bills,
3. Lists of energy suppliers by household respondent, and
4. Household and Housing Characteristics Data File.

The 2005 RECS energy supplier data shall be collected under the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) of 2002, which allows and requires EIA and its agents, including the Household Survey Contractor and the Energy Supplier Surveys Contractor, to protect identifiable data from disclosure or release to unauthorized parties for nonstatistical purposes. Therefore, as an integral part of the task, the Contractor shall maintain confidentiality of the data at all times and provide CIPSEA training and certification for all contracting staff as well as interviewers. Detailed monthly cost and progress reports as well as weekly progress reports shall be provided to the EIA Program Office. The Contractor shall develop and maintain an inventory of both paper and electronic materials used to conduct the household survey. The Contractor shall transfer the inventory as well as all survey materials and documentation as part of the final deliverable to the EIA Program Office along with all electronic files.

The Contractor is encouraged to recommend to the Program Office any improvements to the energy supplier surveys data collection procedures and survey processing that might result in decreasing costs, lessening of survey processing time or respondent burden, increasing efficiency or in improving the quality of the deliverables without increasing costs. All new procedures and all contractor-proposed modifications to existing procedures shall be approved by EIA prior to implementation. After approval by the Contracting Officer, the Contractor may be directed to implement the new procedures. If there is any additional cost for the new procedures and modifications approved by EIA, a modification to the initial contract will be submitted, adding the new or modified tasks to the initial contract and increasing the cost of the initial contract appropriately.

Section II. References

The government will provide EIA documentation, if requested by the contractor.

All work and documentation must meet EIA standards.

Any EIA information pertaining to the RECS is collected under provisions of the Confidential Information and Statistical Efficiency Act (CIPSEA) and shall be used for statistical purposes only.

As of January 2005, all contracting personnel, prime or subcontractors, undertaking work for the U.S. government must be U.S. citizens.

The Contractor shall ensure that any data provided via PC diskette or other electronic media is virus-free, using EIA-approved virus-scanning software. All processing shall be performed on PC's using software that is available to EIA, preferably PC-SAS.

All mail must meet Post Office requirements for bar coding.

Technical direction, if necessary, shall be provided in writing to the Contractor through the Contracting Officer's Representative. The EIA Program Office is the Energy Consumption Division (ECD). The Technical Monitor is a member of the Program Office.

THE FORMS TO BE USED FOR RECS ENERGY SUPPLIER SURVEYS TASK ARE:

- Form EIA-457D, Household Bottled Gas Usage
- Form EIA-457E, Household Electricity Usage
- Form EIA-457F, Household Natural Gas Usage
- Form EIA-457G, Household Fuel Oil Usage

Section III. Requirements

Subtask 1.0 Survey Planning and Management

Subtask 1.1 Energy Supplier Surveys Management Plan

The Contractor shall prepare a Survey Management Plan (SMP) at the beginning of the task. The SMP will be a detailed, step-by-step plan to conduct the Energy Supplier Surveys. The SMP shall identify all the procedures for the survey (manual and automated), proposed staffing, and time schedule to meet the deliverable due dates. In particular, the SMP will address how the Contractor will interact with the Household Survey Contractor in order to reconcile differences between the Household Survey responses and Energy Supplier Surveys responses and to provide updates to the Household Survey data file.

As part of the plan the Contractor shall propose for evaluation alternative, more efficient, more rapid, and less costly data collection and processing procedures than existing procedures. The plan shall be clear, properly ordered, and achievable.

Subtask 1.2 Data Confidentiality

To the extent that the work under this task requires that the Contractor or the Program Office have access to information collected in accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title V of the E-Government Act of 2002, Public Law

107-347) (CIPSEA), the Contractor and the Program Office shall treat such information as confidential and use the information for exclusively statistical purposes as set forth in the Act.

Subtask 1.21 Data Confidentiality Plan

The Contractor shall design and implement procedures for protecting the confidentiality of respondent identification as specified in the contract. These procedures must be compatible with the codes and standards of the Council of American Survey Research Organizations and the American Association of Public Opinion Research as well as CIPSEA. The Contractor shall submit a detailed plan to EIA how the data confidentiality procedures shall be implemented. The Data Confidentiality Plan may be included as a separate section of the Energy Supplier Surveys Management Plan.

The confidentiality procedures shall include the need for the Contractor to:

- Secure all data that would allow identification of survey respondents
- Protect the electronic transmission to and storage of respondent information.
- Train affected personnel in the procedures to be followed in maintaining confidentiality
- Provide secure areas for processing the data and locked files for storage of returned questionnaires. The procedures must also be designed to allow EIA personnel access to the confidential data at the Contractor's site for monitoring, methodological development, and validation purposes, and
- Secure the necessary CIPSEA confidentiality pledges. All Contractor employees that have access to identifiable information collected in accordance with this Act shall undergo training in the rights and responsibilities conveyed by the Act and the penalties for noncompliance, and shall sign a written certification that they have taken the training and understand and agree to comply with its provisions.

To further protect the privacy of respondents, the Contractor may be directed by EIA to conduct a series of data adjustment procedures prior to the release of the data. These adjustments may include error inoculation, micro aggregation of data, normalization of consumption and degree-day data to the calendar month, and other procedures specified by EIA. The Contractor may, with the approval of EIA, redesign and upgrade these procedures to make them more efficient and/or effective.

Subtask 1.3 Records Management

The Contractor shall design and implement procedures while maintaining the confidentiality of the respondent identifiable data as well as procedures to inventory and store all materials, paper and electronic. The Contractor shall receive necessary inventory and survey materials from the Data Collection Contractor to perform the task. At the end of the task, the Contractor shall transfer all survey materials, paper and electronic, as well as the corresponding inventory to EIA's storage facility and/or EIA's Program Office as requested.

Subtask 1.4 Inventory

The Contractor shall maintain an inventory of material received from the government, material generated under the previous contractor and transferred to the Contractor for use in the performance of this task and material generated in performance of this task. The inventory shall be used to transfer materials to EIA. A list of materials, paper and electronic, in this inventory shall also be delivered to the Program Office at the end of this task as part of the final deliverable along with all survey-related materials, paper and electronic. All materials shall be clearly documented and identified, and transmitted in a timely manner as specified by the Program Office.

Subtask 2.0 Supplier Control File

The Contractor shall prepare and maintain a file of energy supplier names, addresses and identifiers to be used for generating mailing labels and for survey control purposes to ensure that every household that uses a fuel is listed under at least one energy supplier and that the energy suppliers listings contain all households paying for their energy directly to an energy supplier.

Subtask 2.1 Supplier Name and Address File

The Program Office shall provide the Contractor with the supplier name and address file used in the Household Survey. The Contractor shall check and update the file using the address listings from the Form EIA-861 (electricity) and Form EIA-176 (natural gas).

Subtask 3.0: Survey Mail Out

The Contractor shall conduct a mail survey of all energy suppliers of electricity, natural gas, fuel oil, kerosene, and propane servicing the households that completed the Household Survey.

Subtask 3.1: Data Collection Forms

The Contractor shall review 2005 RECS energy supplier instruments for each of the 4 energy sources (Forms EIA-457 C through F). Energy suppliers shall be given an option of returning the information in a format that is preferred by the energy supplier. The options include transfer of the monthly consumption and expenditures to the EIA-457 form provided, printout of the billing records in the supplier's format, electronic filing using a preformatted diskette, or via the Internet.

Subtask 3.2: Preparation and Mailing of Materials

EIA will be responsible for the printing of any survey data collection forms and EIA introductory letters. The Contractor shall be responsible for the preparation and duplication of materials used for tracking respondents, data processing and editing instructions, field control and other internal purposes, after EIA approval.

Subtask 3.21. Mailout of Forms

Three main batches unless a more suitable schedule is proposed and accepted by EIA.

Subtask 4.0: Minimizing Nonresponse

The Contractor shall use extensive efforts to obtain usable energy supplier data including the use of prompts such as letters, telephone calls, toll-free "Hot Line" for technical problems throughout the data collection period to remind suppliers to provide the data within the required time period.

Subtask 5.0 Data Retrieval

The Contractor shall perform data retrieval when the respondent returns survey forms with missing or inconsistent critical information. The Program Office shall provide the Contractor with a list of critical data items.

Subtask 6.0: Data Editing and Processing

As energy supplier forms are received, the Contractor shall undertake a preliminary manual edit scan to ensure that the household is correctly identified and that the survey form has been completed. The Contractor shall key (or other approved data reduction method) the energy supplier data collection forms (or alternative data filing) into a machine-readable format using standard, pre-specified data formats approved by the Program Office. The Contractor shall then edit the billing record files to locate outliers and ensure that the records are in the same chronological order. The Program Office shall provide the edit specifications. The Contractor may propose other important edits. The Contractor shall include in the edits range checks, consistency checks, technical edits and comparisons with Household Survey responses and may have to recontact the energy supplier to ascertain whether the information supplied was accurate.

Subtask 6.1: Data Review and Coding

On each returned data collection form the Contractor shall undertake a series of manual review procedures to ensure that the data forms are complete and to code key pieces of information about the status of the data. The Contractor shall contact the energy supplier respondent if any additional information is needed.

Subtask 6.2: Data Keying

The Contractor shall key from each data collection form or enter into a standard machine-readable format using another approved data reduction method. Each form is entered by two different keying staff.

Subtask 6.3: Data Edits

The Contractor shall use an extensive program of automated machine edits including: basic energy range, logic and skip checks that are specified by the Program Office and consistency checks among data items; and technical edits, specified by the Program Office. A series of consistency and outlier edits shall be run by the Contractor.

The Contractor may have to recontact the energy supplier to ascertain whether the information supplied was accurate or in some instances, may have to recontact the household respondent for additional account or supplier information.

The Contractor shall propose procedures to use the data contained in the scanned utility bills in the editing procedures. EIA will review and approve which procedures to use.

These edit programs shall be programmed in SAS, unless the Program Office approval is granted for another software to be used.

Subtask 7.0: Annualization, Modeling, Imputation and Disaggregation Procedures
The Contractor shall use these procedures to transform the monthly billing data into an annualized amount, to impute data values for units for whom billing data were not obtained, and to disaggregate the data into component end uses.

Subtask 7.1: Annualization

The Contractor shall use the monthly billing files to create annual consumption and expenditure figures. Generally, data are filed for the 15-month period. The Contractor shall annualize the data for the period January 1 through December 31, 2006. Detailed specifications will be provided by the Program Office on the procedures to be used for records with incomplete or partial data. Annualization procedures will be different for different energy sources. In summary, a series of computer programs shall: 1) select the set of monthly bills that best match the annual period, 2) cumulate the selected bills, and 3) adjust the total value to a 365-day period.

Subtask 7.2: Aggregation and Disaggregation

Aggregation occurs when the supplier reported consumption for only a portion of the household's usage. The Contractor shall review these types of cases and generate an inflation factor based on the proportion of the bill for which the consumption information was obtained. Disaggregation occurs when the supplier reported consumption covering more than the sampled household, such as a bill for two apartments in one house or the bill covers both a residence and a business. The Contractor shall calculate a factor that will allow the consumption for the sample household to be reduced. These factors shall be placed on the data files.

Subtask 7.3: Modeling

In this subtask, the Contractor shall use a series of computer programs to estimate one set of regression equations correlating energy consumption with fuel usage and household variables and a second set of equations correlating energy expenditures with energy consumption. Nonlinear regression equations shall also be used to estimate the end-use consumption and expenditures for all households. These end-use estimates shall be put on the household data file. As a starting point, the Program Office shall provide regression equations used to estimate end-use consumption and expenditures using 2001 RECS data.

Subtask 7.4: Imputation

The Contractor shall undertake imputations for missing consumption and expenditures using nonlinear regression equations according to detail specifications provided by the Program Office. The regression models are used to impute annual consumption and expenditures for households that do not have annualized estimates from billing data.

The imputation procedures need to be designed so that the variance of the estimates derived from the survey results are not artificially reduced or unnecessarily increased

The Contractor may be requested by the Program Office to perform item nonresponse imputation. The Contractor shall review the patterns of item nonresponse and recommend the type of imputation procedures to use. These procedures may include hot decking, random selection from known values of a variable, deductive and allocation procedures, regression-based procedures, multi-imputation techniques, and other statistical methods. The Contractor may be required to develop variance estimation techniques that take into account the amount of imputation for nonresponse. All imputation procedures shall be approved by the Program Office prior to implementation.

Subtask 7.4.1: Source and Quality Variables

The Contractor shall create variables for each fuel that indicates the source and quality of the consumption and expenditure data such as scanned, imputed, or supplier data source.

Subtask 7.5: Estimate End Use by Fuel

The regression equations are used to estimate the share of annual consumption and expenditures for each fuel that is consumed for a specific energy end use.

Subtask 8.0: Supplier Survey Data Files

The Contractor shall provide the Program Office with clean, edited, and fully documented data fields. These files must be linked to the Household Survey data to ensure that the consumption and expenditures data are for the correct sampled household. The Contractor shall coordinate any changes to the data need with the Household Survey contractor to ensure that the Household Survey data files are up-to-date.

The Contractor shall transcribe all data into machine-readable form using standard specified formats and shall verify 100 percent of all data entries. Transcription shall be to disk, diskette, or some other electronic medium as approved by the Program Office. The Contractor shall provide data files both prior to and following imputations. The Contractor shall prepare and deliver a data file with the billing period consumption data linked to the weather data for each principal interview unit.

The Contractor shall append the annual consumption and expenditures data, including the end-use estimates and the total regression estimate, to the Household Survey data file so there is only one 2005 RECS survey data file. Data file processing is an iterative process in which the Program Office will have considerable input. The Contractor shall update all data files as requested by the Program Office.

The contents of the files will be specified in the detailed Survey Management Plan and be subject to the Program Office approval. In general, the Program Office is to receive file copies of all data sets produced.

The Contractor shall use Program Office-approved software and shall transfer to the Program Office any software, which is necessary to perform work.

Energy Supplier data files provided to the Program Office shall contain the Household Survey data linked to the consumption and expenditures information collected from the Energy Supplier Surveys. In addition to the unit survey data information specified earlier, the Energy Supplier Surveys files provided to the Program Office will additionally include, but not be limited to: annualized billing data, weather data, price data, imputed consumption and expenditures data, and aggregation and disaggregation factors.

The Contractor shall provide preliminary draft data files including both Household Survey and Energy Supplier Surveys data prior to delivery of the final clean data file. (NOTE: The number of data files provided by the Contractor is subject to change depending on the Program Office's review of the data.) The Program Office will thoroughly review the data on the draft data files and the Contractor may be asked to clarify either by research or callbacks to respondents, the correct values of several data items. Once the Program Office is satisfied that their questions have been resolved, the Contractor shall prepare the final data file deliverable.

The energy supplier monthly data files shall be delivered to the Program Office in a minimum of two deliveries. The first delivery shall include heating and cooling degree-days attached to each billing record representing the weather for the period of the billing record. The second delivery shall be an inoculated billing record file in which the billing periods have been adjusted by moving the dates for the period forward or backward up to 3 days and the consumption and expenditures adjusted to the revised billing periods. The inoculated file shall contain weather data for the adjusted billing periods.

Subtask 9.0: Weather Data and Energy Price Data

Subtask 9.1 Weather Data

The Contractor may be requested by the Program Office to calculate data values from data collected in the survey and from nonsurvey data sources. The Contractor shall purchase weather and climate data from the National Oceanic and Atmospheric Administration to match the consumption time periods for the data acquired from the energy suppliers. An appropriate weather station shall be selected for each Secondary Sampling Unit. The annual weather data shall consist of heating and cooling degree-days to base 65 degrees Fahrenheit. In addition, EIA may require that the average daily temperature for calendar year 2005 and its standard deviation shall be attached to each household record and that heating and cooling degree-days data and matching the time periods for the billing records shall also be attached to each billing record.

Subtask 9.2 Energy Price Data

The Program Office shall provide the Contractor data files from the annual survey of natural gas suppliers (Form EIA-176) and from the annual survey of electric utilities (Form EIA-861). These files can be used to extract an average cost (total residential sales in physical units and total dollar sales) for electricity and natural gas. By matching the names of the energy suppliers from the RECS to the EIA-861 and EIA-176, the Contractor shall attach the average price to each household record for households that use electricity or natural gas.

Subtask 10: Quality Control and Performance Statistics

Subtask 10.1: Weekly Performance Statistics

The Contractor shall provide performance statistics to monitor the progress of the Energy Supplier Surveys and to provide feedback on ways that survey processes can be improved for subsequent iterations of the survey. The Contractor will report weekly on the Energy Supplier Surveys status. The status categories for these components should match the categories used in past cycles, so that comparison statistics are available.

Subtask 10.2: Change Process Statistics

The Contractor shall maintain performance statistics to indicate the extent of change throughout the editing and data cleaning process. This means that differences must be identified between the first available electronic file and the final data file for each variable. The purpose of these performance statistics is to allow for continuous improvement in subsequent iterations of the survey.

Subtask 10.3: Energy Supplier Surveys Performance Statistics

For the Energy Supplier Surveys, the Contractor shall maintain the following statistics:

- Number of Energy Suppliers, by Energy Source

- Response rates by type of survey form, energy supplied, and supplier
- In-scope and Out-of-scope responses
- Usable responses
- Number of callbacks and nonresponse conversion rates
- Number of edits failed
- Number of edits resolved and method of resolution
- Status of reconciliation efforts for suppliers reported differently in the Household and Energy Supplier Surveys
- Number of complete monthly billing records
- Number of imputed billing records
- Number of item nonresponse imputations

Subtask 10.4: Costs Statistics

The Contractor shall also record, or be able to derive, the following:

- Cost per form received
- Number of contacts to obtain a completed energy supplier form
- Average number of callbacks/follow-ups to energy suppliers
- Edit cost per energy supplier questionnaire
- Cost per Energy Supplier response, by energy source (e.g., electricity)

Note: Additional cost statistics are required as part of the Monthly Cost Report.

Subtask 11.0. Documentation and Final Report

Subtask 11.1. Documentation for Data Collection Activities

The Contractor shall produce documentation, which complies with standards as specified by the Program Office that includes, but is not limited to, the following:

- Copies of all forms used, including those used for tracking data receipt and quality control activities;
- Copies of all respondent form letters, including advance letters mailed to energy suppliers, standard follow up letters designed to increase response rates, and letters signed by the Program Office;
- Copies of all SAS programs used in the editing, and
- A Flow Chart of the editing procedures.

Subtask 11.2. Documentation for Automated Data Collection Techniques

In the event that the Contractor is authorized to use automated data collection techniques such as CSAQ or electronic filing via Internet, the contractor shall produce documentation, which complies with standards as specified by the Program Office that include but are not limited to the following:

- A description of the procedures for inputting the questionnaire into the selected software;
- A description of the skip patterns and branching procedures programmed into the selected software;
- A description of edit routines and internal consistency checks programmed into the selected software;
- A description of the resulting data file.

This documentation shall include narrative descriptions accompanied by flowcharts and computer program statements as specified by the program Office.

Subtask 11.3. Documentation for Data Systems

The Contractor shall produce documentation that includes, but is not limited to, the following:

- A copy of coding and editing instructions used in the data processing;
- A description of the imputation procedures used with each question or variable;
- A description of the estimation procedures including weighting, nonresponse adjustments, post stratification, and other ratio adjustments;
- A description of stratification variables required for estimation of variances;
- A copy of all cleaning and editing specifications used in cleaning the various data files;
- Complete documentation for all data files created; and
- Complete documentation for all software systems created or acquired.

Subtask 11.4: Documentation

All documentation must meet or exceed the standards for data systems documentation as specified in the Energy Administration Standards Manual, April 1989 (or its successor).

Interim documentation is required quarterly throughout the task, in addition to the final documentation deliverables due after work has been completed. The interim documentation will be the portions of the documentation that are completed as work progresses. The documents prepared under previous contracts will be used as the starting point for the 2005 RECS documentation. EIA document standards are currently being revised. EIA will notify the Contractor of any changes in documentation requirements.

Subtask 11.5: How the Survey Was Conducted Input

The text and tables from Appendix A, How the Survey Was Conducted, and relevant portions of Appendix B, Quality of the Data, in the report *A Look at Residential Energy Consumption in*

1997 shall be updated to reflect how the 2005 RECS was conducted. The updating shall be for only the Energy Supplier Surveys material.

Subtask 11.6: Manuals

The Contractor shall add Energy Supplier Surveys Documentation to the following manuals from the Household Survey Contractor:

- Data Collection Procedures Manual
- Data Manipulation Procedures Manual
- Data User's Manual
- Database Program Maintenance Manual
- Data Manipulation Program Maintenance Manual

Subtask 11.5. Final Report

The Contractor shall prepare a final report detailing all work performed on the completed RECS Energy Supplier Surveys. This report shall include, but is not limited to, the following:

- Response rates achieved within Program Office-provided classifications, such as Census Divisions, energy source;
- Copies of all forms and correspondence used, in the Energy Supplier Surveys, including but not limited to those used for survey data collection, internal Contractor control, edit/update, and collecting other information. Also include suggestions for improvements to any of those forms;
- Contractor recommendations for any improvements to the collection or processing procedures to improve supplier response rates or efficiency, lower costs, or shorten processing time;
- A discussion of any known limitations or problems with the data or procedures applied to the data.

Subtask 12. Data Disclosure Analysis, Error Inoculation, and Public Use Data

The Contractor shall prepare the data for release including final data editing, creation of statistical and relative standard error tables, and disclosure analyses where required. The micro data for RECS have always been made available to the public after all individually identifiable data have been removed. Therefore, prior to releasing the micro data, it is necessary to mask any data items that could be used to identify the individual respondents. The Contractor shall run these error inoculation procedures.

The Contractor shall prepare disks, diskettes, or some other electronic medium, such as EXCEL and ACCESS data base, as approved by the Program office for release to the public. The Contractor shall perform a Program Office-approved disclosure analysis procedure. Pursuant to EIA guidelines, the Contractor shall mask or alter data items that could be used to identify individual respondent. EIA, not the Contractor, will release public use data and diskettes.

Subtask 13: Transfer of Materials

The Contractor shall transmit all survey-related materials, documentation, computer software and specific programs, completed questionnaires, sampling materials, interview information, and confidential elements of computer and paper records to the Program Office. The inventory will be used to transfer materials at the completion of work. All materials shall be clearly documented and identified, and transmitted in a timely manner as specified by the Program Office.

Subtask 14.0: Task Report Deliverables

Subtask 14.1: Monthly Status Report

The Status Report is due on the 15th of each month for the previous calendar month. This monthly, written report should include at a minimum for the month:

- List of accomplishments
- Brief description of work in progress
- Items requiring resolution

The Contractor should add anything else it feels is pertinent.

The Cost Report should break down the charges by the following subcategories:

- General Management
- Energy Supplier Survey Data Collection
- Energy Supplier Survey Data Processing
  - Data Editing
  - Data Annualization and Imputations
  - End Use Estimation
- Documentation

MATERIALS TO BE PROVIDED BY PROGRAM OFFICE OR HOUSEHOLD SURVEY CONTRACTOR

<u>Household Survey Contractor Provided Materials:</u>

- Case Management System which includes all the Household Survey respondents and their response status,
- Authorization Forms and scanned household and rental agent energy bills
- Lists of energy suppliers by household respondent.
- Data Collection Procedures Manual
- Data Manipulation Procedures Manual
- Data User's Manual
- Database Program Maintenance Manual
- Data Manipulation Program Maintenance Manual

- Household and Housing Unit Data File
- Rental Agent Data File

Government Provided Materials:

- Form EIA-457D, Household Bottled Gas Usage
- Form EIA-457E, Household Electricity Usage
- Form EIA-457F, Household Natural Gas Usage
- Form EIA-457G, Household Fuel Oil Usage
- Forms EIA-861 and EIA-176
- Edit Specifications
- Annualization Procedures Specifications
- Imputation Specifications
- Energy Price Listings from Forms EIA-861 and EIA-176

Section IV. Quality Assurance Plan

This task order is subject to the quality assurance requirements of the EIA Standards Manual as attached to the EOP master contract.

Section V. Schedule of Deliverables

Subtask	Deliverable	Due Date
14.1	Monthly Status Report	15th**
10.1	Weekly Progress Report	Monday of each relevant week
1.1	Survey Management Plan (draft)	01/16/2006
1.21	Data Confidentiality Plan (draft)	01/16/2006
	EIA Decision/Review on 1.1 and 1.21	02/06/2006
1.22	Survey Management Plan and Data Confidentiality Plan (final)	02/20/2006
11.5	Final Report on Energy Supplier Surveys (draft)	09/07/2007
	EIA Review of 11.5	(09/28/2007)
11.6	Final Report on Energy Supplier Surveys (final)	10/12/2007

**If the 15th falls on a weekend or holiday, the due date is the next workday.

All deliverables shall be in virus-free electronic form and transfer of a virus may result in non-acceptance. Documentation deliverables shall be delivered in both electronic and hard-copy form and shall meet EIA documentation standards.

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Due dates for the following deliverables shall be specified in the Final Survey Management Plan:

Number	Deliverable
3.1	Data Collection Forms Review
3.0	Advance Energy Supplier Survey contacts started
	Begin Energy Supplier data collection mailings
	End Energy Supplier data collection
6.0	Begin Energy Supplier data review, coding, and keying
	Energy Supplier Survey data outlier checks begin
	Energy Supplier Survey data outlier checks end
7.0	Supplier data annualization, modeling and imputations begin
	Supplier data annualization, modeling and imputations end
8.0	Household data file with preliminary energy supplier data
	Household data file with final energy supplier data
	Monthly billing data file without error inoculation
	Monthly billing data file with error inoculation
11.5	Input for energy supplier portion of How the Survey Was Conducted
11.6	Manuals
	Data Collection Procedures Manual (draft)
	EIA review
	Data Manipulation Procedures Manual (draft)
	EIA review
	Data User's Manual (draft)
	EIA review
	Database Program Maintenance Manual (draft)

Due dates for the following deliverables shall be specified in the Final Survey Management Plan:

Number	Deliverable
	EIA review
	Data Manipulation Program Maintenance Manual (draft)
	EIA review of
	Data Collection Procedures Manual (final)
	Data Manipulation Program Maintenance Manual (final)
	Data User's Manual (final)
	Database Program Maintenance Manual (final)
	Data Manipulation Program Maintenance Manual (final)
13	Transfer of Inventory and Materials

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Section VI. Evaluation Criteria

Proposals should be submitted via electronic mail. However, respondents may submit via fax or posted mail. Proposals should not exceed 15 pages in length and will be reviewed for clarity, accuracy, and completeness. Proposals will be evaluated on best value procurement.{tc " SECTION M - EVALUATION FACTORS FOR AWARD "}

1.0 Overall Importance Of Evaluation Criteria

(a) The Technical and Business Management Plan criterion is weighted at 50%. The factors under this criterion are weighted 30% and 20% respectively.

The Experience criterion is weighed at 30%.

The Special Problems and Potential Solutions **is** weighed at 20%. The problems are weighted equally.

(b) The criteria listed in 2.0 are significantly more important than the Past Performance or price (sections 3.0 and 4.0). Past Performance is more important than price.

2.0 Technical and Business Management Proposal Criteria

CRITERION 1: Technical and Business Management Plan

1.1 The evaluation shall be based on the effectiveness of the Offeror's **technical plan** as demonstrated by its technical expertise to accomplish the Energy Supplier Surveys task.

1.2 The Offeror's **business management plan** shall be evaluated on the degree of its feasibility and effectiveness to accomplish the task required by the SOW; including Work Requirements, task planning, monitoring, scheduling, cost controls, quality assurance techniques, confidentiality requirements, and any interactions between 2005 RECS Contractors.

CRITERION 2: Experience

2.1 The Offeror shall be evaluated for its **experience** within the past five years in providing services comparable in the type and complexity of the Energy Supplier Surveys task as described in the Statement of Work, for which an offer is being made. In evaluating the Offeror's proposal, experience relevant to the task in type, duration, scope, complexity, dollar value, risk and effectiveness in meeting performance objectives shall be considered. Any noteworthy management initiatives resulting in improved quality, cost savings, and/or efficiency of services and any experience in dealing with unique challenges shall also be evaluated.

CRITERION 3: Special Problems and Potential Solutions

For the Energy Supplier Surveys Task for which an offer is being made, the Offeror will be evaluated on its ability to demonstrate knowledge of particular difficult situations that may arise during the energy supplier surveys portion of the 2005 RECS and its ability to manage the situation using cost-effective solutions.

PROBLEM 3.1: Missing Energy Supplier Data and Data Quality

In recent RECS, there has been an increase in the number of energy suppliers who have refused to supply the households' energy billing data and also a decrease in the quality of the billing data. What cost-effective and innovative solutions could be used to improve energy supplier response rates as well as increase the quality the household energy billing data?

PROBLEM 3.2: Cost Escalation

In recent years, the cost of the energy supplier surveys has been escalating. What cost-effective and innovative solutions could be used to maintain data quality and at the same time at least moderate the cost increases.

3.0: Past Performance

The Offeror's **past performance** will be evaluated with respect to satisfaction of customer cost and technical requirements, customer relations, production and product timeliness, corporate integrity and all other functions associated with the management and administration of task(s).

4.0 Evaluation of Price

(a) Price

1. Price proposals shall not be point scored, assigned a numerical weight, or adjectively rated. However, an unreasonable price proposal may be evidence of the offeror's lack of or poor understanding of the requirements.

2. Price proposals shall be evaluated by the Contracting Officer to determine if an offeror understands the requirements of the RFP inclusive of the Statement of Work for which an offer is made.

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FOI FEE COMPUTATION WORKSHEET

THIS WORKSHEET ASSESSES CHARGES ON FOIA REQUESTS FROM COMMERCIAL USE REQUESTERS. FOR OTHER CATEGORIES OF REQUESTERS, REFER TO 10 CFR PART 1004, SECTION 1004.9.

FOI NUMBER: F2009- 000053

FOI REQUESTER: Catherine Lyerly

CASEWORKER: Phyllis Morgan

BREAKDOWN OF FEES ASSESSED

DUPLICATION FEE CALCULATION:

24 ~~xxx~~ Pages X $.05 / Page = $~~x.xx~~ 1.20

LABOR RATE CALCULATION

Annual Salary/2080 hours = Base Hourly Rate = $

Base Hourly Rate X 1.16 = Loaded Hourly Rate = $ 55.33

SEARCH FEE CALCULATION:

.25 Hours X $55.33 Loaded Hourly Rate = $ 13.83

REVIEW FEE CALCULATION:

.25 Hours X $55.33 Loaded Hourly Rate = $ 0.00

TOTAL DUPLICATION, SEARCH AND REVIEW FEES: = $ 15.03

This is ____ an initial estimate or _X_ the final computation.