

Questions and Answers for The Smartphone Pilot Study - A Study to Use Smartphone App in Household Travel Survey Task Assignment Z-18-03 As of 4/1/2019**Any Additional Questions Are Requested BY 4:00 PM April 8, 2019**

1. Can NYMTC clarify if the 1,000 sample size includes households that do not have a smartphone. Would households that do not have a smartphone count toward the target 1,000 sample size or is the target only for smartphone-owning households (in which case the total/final sample will be more than 1,000).

ANS: Since this pilot study is to determine the effect/impact/usefulness of smartphone App as a survey instrument, only those with smartphone will be recruited. If multiple people from the same household participate then the total number of households will be lower. The study target is 1,000 total completed surveys (persons)

2. The RFP requests a 2-month data collection period. The RFP also requests a monthly survey dataset. Given the short data collection period, is NYMTC open to provision of statistics, data schema, or other instead of a dataset provided at the 1-month point given the short data collection period?

ANS: NYMTC expects to have interim raw data.

3. Does NYMTC have a preference for the number of days of data collection for the smartphone sample? For example, 1, 3, 5, or 7 days? The RFP states a preference for the Tues-Thurs period, but it is not immediately clear if there is a requested duration of days.

ANS: 3 days: Tuesday, Wednesday, & Thursday. There is to be no data collections on holidays and during school vacation periods

4. Does NYMTC have a preferred definition for a complete household or is NYMTC comfortable with the university team recommending one?

ANS: NYMTC's definition of complete persons/households, as explained in the answer for question 1, is to attain a minimum of 1000 complete surveys (persons).

5. May we confirm that Task 1 and Task 2 refer to the "use" of a smartphone app customized to NYMTC's needs rather than the "ownership" of an app code base?

ANS: Yes, the app should be customized to NYMTC's needs.

6. For Task 1 and Task 2, does NYMTC expect an existing app to be modified to have a unique app store listing only for NYMTC or is an existing app's store listing acceptable? The former option has additional timeline and cost implications.

ANS: NYMTC expects an App either newly developed or modified existing one.

7. Task 2 indicates the app should be "multi-lingual". In what languages does NYMTC want the pilot to be conducted? Or is NYMTC looking for a recommendation?

ANS: The pilot should be in English; however, the app should be flexible to incorporate Chinese, Russian, and Spanish languages.

8. Can NYMTC clarify the expected ambition of Task 4? It is common on projects of a similar scale for the outreach effort on a pilot to be more limited so that outreach efforts on a full-scale survey are more effective and timely. However, Task 4 reads as possibly desirous of a full-scale outreach effort for the pilot.

ANS: This pilot study expects a limited outreach.

9. Additionally, for Task 4, it is correct to assume that NYMTC would be able to utilize its own Facebook, Twitter (social media accounts) to post outreach during the pilot survey? Or would other social media accounts (such as the university's) need to be used?

ANS: NYMTC will be able to use its own social media to perform outreach process. NYMTC will also reach-out to its member agencies to extend the effort.

10. Task 4 mentions NYMTC member agencies. What role will they play on the project? For example, will some agencies serve as review of deliverables or on a Steering Committee/Technical Advisory Committee? What communication expectations, if any, does NYMTC have that the university team would need to conduct for these member agencies?

ANS: According to Task 4, member agencies role is to help in public outreach by promoting the project through their website and social media accounts, in public meetings they may conduct. Since this is just a pilot study there will be no Steering Committee/Technical Advisory Committee, however, there will be a project team which will include some of the NYMTC members.

11. Is it correct that Task 7 is provision of an unweighted dataset and weighting is not part of the scope of work?

ANS: This project is a verification effort to determine if a smartphone app can be used to replace or supplement a traditional diary for future HTS. Therefore, unweighted dataset is adequate.

12. Is it correct that the Task 7 report is focused on the effectiveness, feasibility, pros/cons, recommendations of the smartphone-based approach for the future? And therefore, analysis of the 1,000 sample would only be in support of that (rather than conducted separately to compare results to the 2010-2011 survey or identify travel trends, etc.)

ANS: It is correct.

13. Is there an estimated contract start date to inform drafting a proposed project timeline (for the 18 month period)? We understand from the proposal that any start date is an estimate, but it would be useful to know if a fall 2019 or spring 2020 pilot is more likely. Or put differently, is it correct to assume that the pilot should occur during a non-holiday period (not in the summer, but when school is in session, etc.)?

ANS: The survey will occur during a non-holiday period (not in the summer, but when school is in session, however, we expect approval of the contract to occur by early June and initial work to begin then.

14. Re: Costs/Pricing: Row 38 of Budget form 1 says “Consultant (please attach details)
- a. Are the details to be included in Budget Form 2 or Budget Form 3 or in separate document?
 - b. Please clarify the level of detail you would like to see for the Consultant budget (e.g. Loaded rates vs. breakdown of base rates/OH/profit; hours per task vs. lump sum; hours by person by task etc.)
 - c. Is match funding required?

ANS: The Consultant/Principal Investigator shall use the template provided by UTRC which has the required details. You may contact UTRC for details and the template. Match funding is not required but will be considered in the Cost evaluation.