

ITD Responses to RFP Questions October 5th, 2023

Note: The Idaho Transportation Department (ITD) Research Program received two or more similarly worded questions regarding some of the topics addressed in the Q&A below. To avoid duplicating responses and to provide clarity, some of the original language used in the questions may have been modified or merged with language in similar questions.

General RFP Questions and Responses

Question: What is the designated F&A (Indirect) rate for other state universities outside of Idaho?

Answer: Idaho Universities are limited to charging 20% overhead per [Idaho State Board of Education policy \(see item 3\)](#). Other public universities are limited to the federally approved overhead rate for their institutions.

Question: Are matching funds required?

Answer: No matching funds are required for this projects. However, if a researcher is interested in providing additional funds to the project budget, ITD is receptive to cooperatively funding a project.

Question: Who would qualify as an independent peer reviewer? Are there minimum qualifications for a peer reviewer? Is there an expectation that this person would be compensated for their review?

Answer: A qualified peer reviewer should be specialist with prior research experience in the field of study who was not actively involved in the contracted research nor in development of the draft report. Compensation of a peer reviewer is an allowable use of research project funding and while not required, it is common practice for peer reviewer compensation to be included in proposal budgets.

Question: Is there a maximum allowable fixed fee?

Answer: The “fixed fee” is a dollar amount negotiated to cover the Consultant's profit and business expenses not allocated to overhead costs. The determination of “fixed fees” shall take into account the size, complexity, duration, and degree of risk involved in the work and does not vary as direct labor costs vary. The establishment of the fixed fee shall be project specific. Fixed fees for research projects average between 10 percent and 12 percent of direct labor and indirect cost. The negotiated fixed fee shall not exceed 15 percent of the total direct labor and indirect cost. A [fixed fee worksheet](#) is located on the ITD Consultant Services web site for calculating and negotiating a fixed fee.

Question: Are staff from a national laboratory or research facility eligible to submit proposals?

Answer: Yes, researchers from a national laboratory or research facility can submit proposals to conduct the research.

Question: Would ITD please confirm that the budget and cost estimate should be included alongside the technical response content in a single PDF document? Would ITD please clarify whether the budget and cost estimate count against the 10-page limit?

Answer: The budget and cost estimate are expected to be included in the response content. These items do count against the 10-page limit.

Idaho Alive at 25 Young Driver Education Program Evaluation RFP Questions and Responses

Question: Will police citation data be provided to the team or is it the team’s task to solicit the data directly?

Answer: Statewide traffic citation information is maintained in the ITD DMV database. This includes citations received by Alive at 25 participants. Some citations have been dismissed on condition of Alive at 25 participation. In those instances, it may be possible to access citation information through local law enforcement or court system.

The ITD research project manager will coordinate with the research team to request any other necessary citation data from local law enforcement or court system offices as is practicable.

Question: Referring to Page 2 Section 1.3: What other information can ITD DMV share about the program participants? (e.g., parents / guardian information, participant contact information such as email, participant gender, frequency of program attendance, etc.)

Answer: ITD cannot provide any information that may be used to identify individual participants or their parents / guardians. In addition to information listed in Section 1.3 of the RFP, DMV can provide participant gender, location and number of citations, and location and number of courses attended.

Question: How does ITD expect the research team to contact the past / current participants?

Answer: ITD can release email addresses for participants. No other contact information for participants will be available for researchers. It may be possible to route other forms of participant communication through ITD during the project. The nature of participant communications as well as who will be responsible for communications can be discussed in greater detail during the project kickoff process and development of the final scope of work.

Question: Has Idaho established a budget ceiling for this effort?

Answer: As listed in Section 3.4, item 10 on page 6 of the RFP, the total proposed cost for the project must not exceed \$100,000.

Question: The goals/objectives and tasks listed in the RFP both indicate an interest in assessing changes in both attitudes and behaviors related to risky driving, but the list of existing program participant and driver record data appear to include information specific to participant behaviors only (not attitudes). Is there an expectation for additional data collection on risky driving attitude change within the time / budget constraints of this project, or are recommendations for future data collection strategies to assess attitude change adequate? Alternatively, does ITD already have additional data on this component (e.g., pre / post participant surveys)?

Answer: One (1) local law enforcement agency currently collects participant attitude information through post-course surveys that are distributed on paper forms. These survey records have been shared with ITD for the last four (4) years. Additional records spanning further back than four years may be accessible from the law enforcement agency. ITD is interested in collecting additional data on risky driving attitudes via survey if it is possible within the project constraints. ITD is also interested in developing strategies for future attitude change evaluation.

Question: In-person observation / fidelity assessment of a sampling of course delivery / instructors across Idaho would provide data needed to assess consistency of instruction. Considering the budget constraints of this project, does ITD have any resources available to support observation (e.g., course observers utilizing assessment rubrics provided by the researchers)?

Answer: ITD does not expect to have staff resources available to support course observation. It may be possible for researchers to virtually observe in-person courses, depending on the available technology at in-person venues. ITD will do whatever is feasible to allow for as much observation as possible, including maximizing in-person observation. Researchers will be provided instructor workbook and accompanying script to guide observation.

Question: Is ITD primarily interested in gathering literature on Alive at 25 program administration / evaluation in different states or literature about other comparable young driver education programs nationwide (or both)?

Answer: ITD is interested in a literature review that includes available information about the administration, delivery, and quality of Alive at 25 program as well as other young driver education programs in other states and nationwide.

Question: Will researchers be allowed to go to one (or more) of the sessions to conduct some kind of surveys / interviews?

Answer: Yes. Many Alive at 25 instructors welcome attendance of non-participants to audit the course as long as there is space available. This will require IRB approval and coordination with instructors as needed. The contractor will not share or publish PII if it is collected in interviews or surveys.

Question: Can the contractor conduct a pre-course survey of course participants related to attitudes and behaviors as part of course delivery?

Answer: Yes, the contractor can conduct a pre-course survey. However, participants often register for courses shortly before the course is administered. In these instances, it may be difficult to provide a complete list of participants prior to the course date. Delivery of a pre-course survey will require coordination with instructors to ensure that late registrants are included in pre-course survey to the extent possible.

Question: To conduct the assessment of consistency in course delivery is there an expectation of how many course instructors are to be observed?

Answer: There is no expectation regarding the number of courses that must be observed. A target number of courses can be determined through discussion and coordination with the ITD Technical Advisory Committee during the project kickoff process and development of the final scope of work.

Question: To conduct the assessment of consistency in course delivery will it be expected to travel to all areas of the state, or can we stay in the area of the state with the most population (e.g., Southern Idaho)?

Answer: There is no expectation that researchers travel statewide to attend courses in person. The geographic distribution of observed courses needed to assess consistency can be established through discussion and coordination with the ITD Technical Advisory Committee during the project kickoff process and development of the final scope of work. Courses are delivered in-person and virtually throughout the state, and researchers will have opportunities to observe the course in both formats. It may be possible for researchers to observe in-person courses using a virtual platform, depending on the available technology at in-person venues. This will require coordination with course instructors. ITD will do whatever is feasible to allow for as much observation as possible, including maximizing in-person observation.

Question: Does ITD already have self-report data from participants on their attitudes and behaviors? If so, are these data from both pre- and post-course completion?

Answer: Participant self-report data is presently collected by one (1) local law enforcement agency in a post-course evaluation survey. The past four (4) years of these records are retained at ITD. A [course evaluation](#) is also available to all participants via URL link and QR code in the National Safety Council Alive at 25 Workbook; however, the information is reported nationwide and is not shared with ITD. Researchers are welcome to contact the National Safety Council directly to request access to review the evaluations.

Question: How many participants typically attend a course?

Answer: ITD does not have calculated the statewide average number of participants per course. However, due to class size requirements, the number of participants ranges from a minimum of six (6) to a maximum of twenty-five (25).

Question: Can crash data from the Office of Highway Safety and citation data from the DMV be easily linked to course participants?

Answer: The DMV data including citations and driver records can be linked to Alive at 25 participants by ITD staff before it is delivered to the researchers. If the researchers would like the raw unlinked data sets, they can be formatted with a unique identifier to allow for connecting Alive at 25 participants with DMV records. Crash data from the Office of Highway Safety will be available for researchers. The DMV and the Office of Highway Safety will coordinate to either link the data prior to providing it to the research team, or to generate unique identifiers so the data sets can be linked by the researchers.

Question: Can a comparison group of drivers who have not taken the course be identified and the same demographic, crash and citation data be obtained for such a group?

Answer: Yes, the ITD Technical Advisory Committee will work with the researcher to define the desired characteristics of a comparison group who have not participated in the Alive at 25 program. DMV staff will assist with providing data for a random sample of individuals (cleaned of PII) that fit comparison group characteristics. The DMV will coordinate with the Office of Highway Safety to compile crash records (cleaned of PII) for the comparison group.

Question: Will there need to be a data sharing agreement in place to receive the data?

Answer: Yes, there is a standard bulk data sharing agreement that will need to be executed between ITD and the research entity.

Question: What format will the data be delivered as (excel spreadsheet, pdf, word doc, etc.)?

Answer: The DMV and Alive at 25 participant data can be delivered in whatever format the researchers request. Researchers will coordinate with the Office of Highway Safety regarding the format of crash reports and data.

Question: Can a description of the data types for variables within the Alive at 25 participant data be provided?

Answer: The variables within the Alive at 25 participant data are listed below:

[Student ID], [Status], [City], [State], [Zip], [Sex], [Date of Birth], [Age On Course Date], [Course Date], [Reason for Enrollment], [Court], [How they heard about course].

Additional variables from DMV data are listed below:

[ContactID], [ConvictionID], [[ACDCCode](#)], [IdahoCodeDescription], [ACDCCodeDescription], [ConvictionDate]

Question: To evaluate the attitude and driving behavior what kind of data we will have access to? I know the crash data is available publicly, but some additional data might be required to know more about their attitude and behavior while driving; especially when there is no record of arrest or ticketing.

Answer: This type of information is limited and would need to be gathered by the researchers through pre- and post-course participant surveys as part of the study (see responses to Questions 3 and 9 above). There are presently four years of post-course survey data that has been collected by a local law enforcement agency and shared with ITD, as well as post-course evaluations collected by the National Safety Council as described in the response to Question 12 above.

Question: Will the contractor be given access to contact information for course students and instructors for potential data collection?

Answer: ITD can provide email addresses for students and complete contact information for course instructors.

Question: Will ITD's Office of Highway Safety dashboard dataset be provided to the contractor?

Answer: Yes. The research team will need to coordinate with the Office of Highway Safety to arrange access to dashboard data.

Question: What research approvals (e.g., IRB) are anticipated to be required to complete the work?

Answer: The IRB of the organization to which ITD has contracted the research shall conduct the IRB review when human subjects are involved. According to federal regulations, all research on human subjects must be reviewed and/or overseen by an IRB or ethics committee, regardless of where the research is conducted. Investigators at institutions without IRBs can: (1) not conduct human subjects research, (2) limit research studies to those that can be classified as "non-research" or "non-human subject," or (3) find and work with an IRB or ethics committee to review and approve their research.

Question: Does ITD anticipate in-person data collection or in-person meetings being a requirement for the contract?

Answer: There is no requirement for in-person data collection or meetings. For data collection, it is up to the discretion of the researcher regarding what they anticipate is necessary to evaluate the program and what is the best approach based on the budget constraints. Meetings with the ITD Technical Advisory Committee can be virtual. The researchers and ITD can coordinate with instructors to arrange for virtual observation in-person courses if possible, depending on technological capability at course venue and readiness of course instructor.

Question: Can ITD distribute the designed surveys to teen drivers and course instructors? Researchers will design surveys but will need someone to distribute surveys to the target audience due to IRB restrictions.

Answer: Yes, ITD can distribute surveys to teen drivers and course instructors as needed. Researchers are encouraged to use a web-based survey tool for survey responses and include a link to the survey in email communications

Guidance on Evaluating Quality and Determining Return on Investment for Internal and Third-Party RFP Questions and Responses

Question: Regarding the statement from the RFP: "This project seeks to establish guidelines for ITD to use for evaluating the accuracy and reliability of data"? Is your intent to use an approach to evaluate accuracy and validity of data purchased from a third-party company, such as INRIX?

Answer: As described in the RFP, under Section 1.3 – Data Test Cases, and Section 2.2 – Tasks (see Task 5 specifically), INRIX is one data set that is expected to be evaluated. A second third-party data set as well as internally collected data will also be evaluated.

Question: Regarding the use of data, can ITD provide further context on the intended use of the research project outcomes and an example of how the data may be used in the department? For example, would ITD like researchers to generate use cases that can be tailored to fit the strategic goals of the department, or are there any specific end-users of data to whom use cases should be tailored (i.e., safety, asset management, travel demand, etc.)?

Answer: As stated in the RFP, under Section 2.2, Task 4, ITD would like the researchers to summarize methodologies and best practices for establishing use cases. As an outcome of the project, ITD would like to have a set of guidelines that data users in the department can use to identify and establish use cases for internally collected and commercially available data. Researchers will use three (3) sets of data to develop and demonstrate the methodology and best practices, which will include developing use cases for the data sets. ITD is seeking the expertise of researchers to determine how use cases can be tailored to address strategic goals and meet the needs of specific data users.