

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE OF PAGES 1   28	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER 693JJ925R000016	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 01/14/2025	6. REQUISITION/PURCHASE NUMBER 693JJ925RQ000103
7. ISSUED BY CODE		8. ADDRESS OFFER TO (If other than Item 7)			

**NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".**

**SOLICITATION**

9. Sealed offers in original and \_\_\_\_\_ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in \_\_\_\_\_ until 1400 ES local time 02/14/2025  
(Hour) (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

<b>10. FOR INFORMATION CALL:</b>	A. NAME DEBASHIS NAG	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS debashis.nag.ctr@dot.gov
		AREA CODE	NUMBER	EXT.	

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**OFFER (Must be fully completed by offeror)**

**NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 0 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
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15B. TELEPHONE NUMBER	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE   NUMBER   EXT.	<input type="checkbox"/>		

**AWARD (To be completed by government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) ( ) <input type="checkbox"/> 41 U.S.C. 3304 (a) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice. AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is unusable

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
693JJ925R000016

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00001	Delivery: 03/31/2025 Delivery Location Code: DOT/NHTSA DOT/NHTSA 1200 New Jersey Ave SE Washington DC 20590 USA  FOB: Destination  Develop Methods to Analyze Trip Recorder Data to Assess Safety Performance				

## PART I - THE SCHEDULE

### SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

#### B.1 SUPPLIES/SERVICES

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The Contractor shall furnish the necessary qualified personnel, facilities, materials, supplies, equipment, and services to provide the National Highway Traffic Safety Administration (NHTSA) with technical support for the project entitled “**Development of Methods to Automate the Analysis of Trip Recorder Data to Support Safety Performance Assessment**”. The Contractor shall fulfill the work requirements in accordance with Statement of Objective (SOO), Section C, and other terms and conditions of the Task Order. All support provided to the Government shall be performed by Contractor employees or personnel otherwise retained by the Contractor.

#### B.2 TYPE OF TASK ORDER

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The Government contemplates award of one (1) Cost Plus Fixed-Fee (CPFF) or Firm-Fixed Price (FFP), Non-Severable Task Order resulting from this solicitation and in accordance with the IDIQ award.

#### B.3 TASK ORDER PRICING

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The total value of this Task order is **\$TBD** at award and shall cover the period of performance from: Base Period pricing shall cover period of performance **TBD**.

All work and services required hereunder shall not exceed base period of twenty-four (24) months from the effective date of the task order.

The Task order resulting from this RFP is subject to availability of Funds IAW FAR 52.232.20 and FAR 52.232-22.

#### B.4 CONTRACT PRICES

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##### PRICING SCHEDULE COMPOSITION WORKSHEETS:

The following worksheet format shall be used when calculating Loaded Fixed Rates. The Offeror shall propose one set for base period that covers **Section B.3** of the RFP period of performance. Although the tables are formatted for labor categories, offerors are free to designate appropriate labor categories and hours. Offerors may develop the following tables in either Microsoft Word or Microsoft Excel and submit them in either format.

Price shall cover the performance period from: **TBD**.

<b>Labor Categories</b>	<b>Estimate (Hour)</b>	<b>Loaded Fixed Hourly Rate</b>	<b>Total Cost</b>
Senior Researcher II	1100		
Applications Engineer II	600		
Associate Researcher	300		
Data Services Engineer	600		
Engineer V	300		
Prog Engineering Mgr	300		
Senior Technical Program Manager	500		
Statistician	800		
Program Associate	800		
Project Engineering Mgr II	600		
<b>Total</b>	<b>5900</b>		
Total Cost			
<b>Other Direct Cost</b>			
<b>Travel Description</b>	<b>Number</b>	<b>Per diem + Airfare</b>	
A. Transportation (airfare, train, taxi)			
B. Per Diem (include lodging and meals)			
	<b>Subtotal Travel</b>		
Total Direct cost			
<b>Indirect Cost</b>			
	<b>Total Task Order Cost</b>		

*(End of Section B)*

**SECTION C - DESCRIPTION/SPECIFICATIONS/ STATEMENT OF OBJECTIVE**

**C.1 ACRONYMS**

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ATO	After Task Order Award
CO	Contracting Officer
COR	Contracting Officer’s Representative
ADS	Automated Driving System
GTTR	Ground Truth Trip Recorder
SOO	Statement of Objectives
TO	Task Order

**C.2 BACKGROUND**

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Testing and validation of automated driving systems (ADS) may require collection and analysis of vast amounts of driving data. The collected driving data may potentially be used for characterization of basic maneuver execution as well as safety assessment of the driving decision making. The National Highway Traffic Safety Administration (NHTSA) conducted prior research to instrument human-driven vehicles with an advanced data collection system called the “ground truth trip recorder” (GTTR). Using this GTTR, NHTSA is researching a possible testing concept whereby data is collected for a period of time (minutes to hours long) while a vehicle is driven (either human or ADS driven) on the road. Data collected include data from radar, camera, Lidar, kinematic and position information for the subject vehicle as well as surrounding objects.

The GTTR was a proof of concept to evaluate the feasibility of collecting on-road driving data of sufficient fidelity to permit 1) the identification of behaviors/scenarios of interest, and 2) the calculation of safety performance metrics.

The previous research effort collected data for several hundred hours of on-road driving and developed some data analysis processes and algorithms, successfully proving the feasibility of the testing concept.

**C.3 PROJECT OBJECTIVES/TASK OVERVIEW**

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This research program aims to automate and refine methods to analyze trip recorder data to identify and categorize scenarios, maneuvers, and behaviors encountered during a data collection drive. In general, the body of work performed under this contract will take previously recorded, continuous driving recording(s) from a vehicle equipped with GTTR that could be hours long as input, and process it in an automated manner to establish a finite number of short duration unique driving scenarios (e.g. 10 seconds long but best duration to be determined in project) encountered during that trip. In addition, this research will develop a ‘similarity score’ to categorize and group families of scenarios.

This project will not require additional data collection and will rely on data already collected as part of NHTSA’s GTTR project. All data processing algorithms and software shall be made open source and available to any researcher seeking to analyze or process GTTR data.

## C.4 SCOPE

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As noted above, this project will leverage the data collected under NHTSA's previous 'ground truth trip recorder' research project. The data will be made available to the successful bidder. This project will refine and automate methods of mining driving data such that at the conclusion of the research, an entire trip should be describable in a sequence of scenarios encountered during that trip.

This request for proposal is issued as a **Statement of Objectives (SOO)**. In responding to this RFP bidders are encouraged to present innovative approaches to address the numbered research questions and objectives below (consider sub-bullets as additional guidance, not strict requirements for each objective):

**Grouping and Scoring Scenarios.** Part of the research interest is to establish a measure of similarity among two or more given scenarios in the context of relevance to driving decision making. Part of the research is to determine what attributes and parameters should be considered in the calculation of the similarity score. The established similarity score is envisioned to be used to identify "unique scenarios" among the encountered scenarios, with a goal to cluster them as a smaller set of "root scenarios" with variations around them and find ways to capture the magnitude of observed variations around the root scenarios. Overall approach should be extendable to analyzing data from multiple vehicles and multiple studies to establish a growing list of unique scenarios.

The project will also establish a 'diversity index' in encountered scenarios for a given trip or a collection of trips derived from a central larger database of scenarios. This index will describe how varied are the sub-scenarios encountered by one vehicle or fleet wide. This measure will be useful in describing the richness and volume of the data collected (or the central scenario database) at the time of calculation and the measure should be marked with respect to the specific benchmark used. In formulating a response, relevant questions and tasks to consider are listed below.

- What parameters or attributes are relevant to group scenarios into similar families of scenarios?
- How can you calculate a 'similarity score' among similar scenarios? Given multiple scenarios, what are ways to categorize them?
- How can unique, or 'outlier' scenarios be identified?
- What scenarios may be relevant to assess driving performance?

**Enhance Data Sampling<sup>1</sup> and Mining Techniques.** The project seeks to establish meta labels for the analyzed recording in an automated manner, synced up in time with the video but down-sampled as appropriate, to facilitate quick search objectives. The search elements of interest will be established within this research activity and reviewed and approved by NHTSA. For example, weather, time of day, GPS location, number of lanes, occupied lane, speed, brake status, stop sign, stop lights, speed sign, motorcycle in field of view, etc. type indicators may be among the factors of interest included in the meta file label for the trip which can be searched such as

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<sup>1</sup> In this RFP, 'sampling' is used to find or identify relevant portions of the data collected (e.g. to find exemplars of a certain scenario or behavior) and not as a means to extrapolate findings based on a 'sampled' section of data. This project always envisions analyzing 100% of the data collected.

“timestamps of encounters when motorcycle was in FOV.” In formulating a response, some relevant questions and tasks to consider are listed below.

- Develop automated algorithms for identifying and extracting specific driving tasks, maneuvers, and scenarios of interest. Develop actuarial reports describing exposure to the scenarios of interest.
- Explore machine learning techniques for automatically classifying and labeling driving events, such as lane changes, merges, accelerations, and other driving maneuvers.
- Algorithms should be extendable beyond a single vehicle and data set to enable analyzing data from multiple vehicles and multiple field data collection studies.
- Develop searchable metadata files (e.g., possibly presented in tables) to easily identify objects, events, or scenarios found in the driving database. The metadata label elements will be established within this research activity and reviewed and approved by NHTSA.

### **Expected Outcomes**

- Development of automated data sampling and mining techniques for extracting relevant scenario or other information of interest from ground truth trip recordings. In general, take previously recorded, continuous driving recording(s) as input and process it in an automated manner to establish a finite number of short duration unique driving scenarios. An entire trip should be describable in a sequence of scenarios encountered during that trip.
- Identification of parameters, features, attributes, or factors that define and classify scenarios into similar groups, including the development of a ‘similarity score’ to allow comparison between and grouping of similar scenarios in the context of relevance to driving decision making.
- Use the similarity score to identify “unique scenarios” among the encountered scenarios to cluster them as a smaller set of “root scenarios” with variations. Identify the magnitude of observed variations around the root scenarios through a measure of diversity encountered in a given trip (or collection of trips).
- Creation of meta labels for the analyzed recording in an automated manner, synced up in time with the video as appropriate, to facilitate quick search objectives.
- The full automated functionality will be demonstrated on five 15-min GTTR datasets provided by NHTSA at the conclusion of the project.
- The data processing algorithms and software shall be made open source and delivered to NHTSA. The fully functioning software will use GTTR data recordings as input and output the elements outlined in the preceding sections of this RFP.

*(End of Section C)*

**SECTION D - PACKAGING AND MARKING**

The terms and conditions under Section D of the Base IDIQ will be observed under this Task Order, as applicable.

*(End of Section D)*



**SECTION E - INSPECTION AND ACCEPTANCE**

The terms and conditions under Section E of the Base IDIQ will be observed under this Task Order, as applicable.

*(End of Section E)*

**SECTION F - DELIVERIES OR PERFORMANCE**

**F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <https://www.acquisition.gov/?q=/browse/far/52>

Federal Acquisition Regulation (FAR) Clauses:

- 52.242-15 Stop Work Order (AUG 1989)
- 52.247-35 F.o.b. Destination, Within Consignees Premises (APR 1984)

**F.2 PERIOD OF PERFORMANCE**

All work and services required hereunder shall not exceed base period of twenty-four (24) months from the effective date of the task order.

**F.3 PLACE OF PERFORMANCE**

The work performed under this task order shall be performed at the Contractor’s facilities or Subcontractor’s facilities. Those facilities shall be located within the continental United States. There shall be no deviation from or waiver of this requirement.

**F.4 PERFORMANCE MILESTONES AND DELIVERABLES**

A listing of milestones and deliverables shall be provided to NHTSA in the proposal. The final milestones and deliverables will be agreed upon following the Kick-Off meeting. Offerors are free to propose whatever milestones they deem appropriate to keep NHTSA informed of progress and receive feedback.

All deliverables are subject to COR (TO) review and approval, and changes may be required. The Contractor shall immediately notify the COR (TO) of any problems that might delay the completion of a requirement.

The following deliverables apply to this Task Order and are considered important to the successful completion of the Task Order. The sample schedule outlined in the following table is an estimate. Final milestones and deliverables will depend on the proposals and could vary depending on the approach. The schedule will be finalized and replaced with agreed upon milestones and deliverables before Task Order award.

Item No.	Deliverables/Milestones	Due Date/After Task Order Award (ATO)
1	Kick-off meeting (M)	Within 2 weeks ATOA
2	Revised Work Plan and Risk Management Plans (D)	Within 5 weeks ATOA

Item No.	Deliverables/Milestones	Due Date/After Task Order Award (ATO)
3	Monthly Progress Reports (D)	15 <sup>th</sup> calendar day of each month following the month being reported, beginning 30 days ATOA
4	Bi-weekly phone status updates (D)	Starting 2 weeks ATOA
5	Quarterly Status Briefings (M)	Starting 4 months ATOA
6	Executive Summary (D)	Sixteen (16) months ATOA
7	Draft Final Report (D)	Eighteen (18) months ATOA
8	Final Report (D) and algorithms/software	Twenty-four (24) months ATOA

*Offerors, In their response to this SOO are encouraged to comment on the realism of this proposed schedule, and/or propose alternative schedules and milestones that believe offer advantages to NHTSA in meeting project objectives in an efficient manner, reduce risk, or offer a more practical approach.*

**F.5 PLACE OF DELIVERY OF REPORTS**

All deliverables shall be furnished to the following addresses in the number of copies specified. Unless otherwise noted, correspondence should be made via email.

Item No.	Address
1	Contracting Officer's Representative (COR) for the Contract <b>(Name and Address to be provided at time of Contract Award)</b>
2	NHTSA Contracting Officer <b>(Name and Address to be provided at time of Contract Award)</b>

**F.6 REPORTS**

1. Draft and final reports must provide information clearly, concisely, and consistently in design, style, grammar, spelling, composition, and format and reviewed by a technical editor prior to submission. **Deliverables intended for publication or external audiences shall be reviewed and edited by a Technical Editor prior to submission to the COR.**
2. All reports, unless otherwise directed by the COR, shall follow the guidelines defined in the current edition of NHTSA’s editorial style guide (Swanson, W. C., & Jones, M. F. (2021, February). *NHTSA in-house editorial style guide (Revised)* (Report No. DOT HS 812 689). National Highway Traffic Safety Administration.).

3. Reports must use transportation standard terminology and definitions (e.g., SAE J3016). Reports must not use vernacular synonyms for specific technical terms (e.g. 'rotary' or 'traffic circle' to describe what is specifically a 'roundabout').
4. Additional requirements (the COR will provide more details and examples after contract award):
  - Report language shall describe the scientific methodology used with sufficient detail
    - Experimental design shall be clearly written so that others are able to replicate the research
    - Statistics and significant/non-significant findings shall be clearly reported. Descriptions of statistical results shall include model specifications and analysis software with version number. Descriptions of statistical methods shall distinguish between analysis methods and assumptions specified prior to data collection and analysis methods and assumptions specified during data analysis.
  - Conclusions shall be limited to observations that are closely tied to data (i.e., do not make broadly applicable conclusions).
  - Text shall be written objectively using evidence-based statements.
  - Use of policy setting words shall be avoided (e.g., must, need, required, propose, should, recommend, etc.)
  - The passive voice shall be used sparingly
  - Short, clear sentences are preferred over longer, more complex sentences
  - Tell the reader why the research is valuable in the executive summary
  - Reports shall be accessible to individuals with vision impairments and shall comply with the requirements of Section 508 of the Rehabilitation Act.
    - For example, to support readers with color vision deficiencies, authors shall use color in graphics only in a way supplementary to shapes and symbols, and shall not depend on color alone to differentiate elements of a chart or graph.
  - The performing contractor name, or research institute shall not appear outside of the front matter.
  - The report shall be void of unnecessary branding or imagery that may appear to promote and/or endorse a specific product or vendor.
  - Statements of fact, especially in background or literature review sections, shall be properly supported with citations.

## **F.7 COMPLIANCE WITH REHABILITATION ACT**

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The Contractor may be required to ensure that electronic documents it prepares will meet the requirements of Section 508 of the Rehabilitation Act. The Rehabilitation Act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. When an electronic document developed under this effort has been identified by NHTSA as necessary and required to meet the requirements of Section 508, it is understood that all reasonable costs incurred by the Contractor that are associated with meeting the requirements for Section 508 compliance will be fully reimbursed by the Government.

The Contractor should review Section 508 of the Rehabilitation Act and Federal IT Accessibility Initiative (Home Page) website at <http://www.section508.gov> for further information on these requirements.

*(End of Section F)*

**SECTION G - CONTRACT ADMINISTRATION DATA**

**G.1 SUBMISSION OF INVOICES**

Definitions. As used in this clause—

1. Contract financing payment has the meaning given in FAR 32.001.
2. Payment request means a bill, voucher, invoice, or request for contract financing payment or invoice payment with associated supporting documentation. The payment request must comply with the requirements identified in FAR 32.905(b), “Content of Invoices,” this clause, and the applicable Payment clause included in this contract.
3. Electronic form means an automated system transmitting information electronically according to the accepted electronic data transmission methods and formats identified in paragraph (c) of this clause. Facsimile, email, and scanned documents are not acceptable electronic forms for submission of payment requests.
4. Invoice payment has the meaning given in FAR 32.001.
  - a. Electronic payment requests. Except as provided in paragraph (e) of this clause, the contractor shall submit payment requests in electronic form. Purchases paid with a Governmentwide commercial purchase card are considered to be an electronic transaction for purposes of this rule, and therefore no additional electronic invoice submission is required.
  - b. The Department of Transportation utilizes the Delphi eInvoicing web-portal for processing invoices. For vendors submitting invoices, and certain grantees submitting payment requests, they will be required to submit invoices to Operating Agency (NHTSA) electronically via the Delphi eInvoicing web-portal which is accessed via <https://einvoice.esc.gov>, and is authenticated via [www.login.gov](http://www.login.gov). All persons accessing the Delphi eInvoicing web-portal will be required to have their own unique user Delphi eInvoicing ID and be credentialed through [login.gov](http://www.login.gov). See [www.login.gov](http://www.login.gov) for instructions.
  - c. In order to receive payment and in accordance with the Prompt Payment Act, all invoices submitted as attachments in the Delphi eInvoicing web-portal must contain the following:
    - i. Invoice number and invoice date.
    - ii. Period of performance covered by invoice.
    - iii. Contract number and title.
    - iv. Task/Delivery Order number and title (if applicable).
    - v. Amount billed (by CLIN), current and cumulative.
    - vi. Total (\$) of billing.
    - vii. Cumulative total billed for all contract work to date.
    - viii. Name, title, phone number, and mailing address of person to be contacted in the event of a defective invoice.

If the contract includes allowances for travel, all invoices which include charges pertaining to travel expenses will catalog a breakdown of reimbursable expenses with the appropriate receipts

to substantiate the travel expenses. Electronic authentication. See [www.login.gov](http://www.login.gov) for instructions. Click on the following link for instructions on establishing a login.gov account: <https://login.gov/help/>.

1. To create a login.gov account, the user will need a valid email address and a working phone number. The user will create a password and then login.gov will reply with an email confirming the email address.
2. Agency POC's will be responsible for communicating with vendor POC's to initiate the Delphi eInvoicing account creation process. Vendor POC's who will require access to the eInvoicing web-portal for invoice submission and payment tracking purposes will be required to provide their full name, valid email address, and current phone number to the agency POC to initiate the Delphi eInvoicing web-portal account. Vendor users and the agency POC will be notified via e-mail when the account is created. The vendor user will be provided detailed instructions for logging into their Delphi eInvoicing account.
3. Training on Delphi. To facilitate use of DELPHI, comprehensive user information is available at <http://einvoice.esc.gov>.
4. Account Management. Vendors are responsible to contact the Delphi Help Desk when their firm's points of contacts will no longer be submitting invoices, so they can be removed from the system. Instructions for contacting the Delphi Help Desk can be found at <http://einvoice.esc.gov>

NHTSA vendors will submit invoices to NHTSA electronically via the Delphi eInvoicing web-portal. To initiate this process, you are requested to provide NHTSA with the following information (company name, contract/Delivery Order number/purchase order [PO] number, and up to two Points of Contact [POC] full names and their email addresses) as shown on the table below.

Company Name	NHTSA Contract/Delivery Order No.	Primary POC First Name	Primary POC Last Name	Primary POC Email	Secondary POC First Name	Secondary POC Last Name	Secondary POC Email

Email the above information to the following email address: [NHTSAISPvendors@dot.gov](mailto:NHTSAISPvendors@dot.gov)  
Please note that the POCs you provide are the individuals you authorize to submit invoices to NHTSA on behalf of your company. Your POCs will then receive a welcome letter from Delphi eInvoicing processing center with instructions on creating a Login.gov user account. This account can then be used to access the eInvoicing web-portal.

**G.2 TRAVEL AND PER DIEM RATES**

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It is expected that, from time to time as set forth in the requirements detailed in Section C, the Contractor will be required to travel, to accomplish the goals set forth within the Statement of Work. It is also acknowledged that travel may be required by the Contractor and its subcontractors (if any) to assist in the performance of this work or to attend meetings or other project activities initiated by the COR (TO).

Travel costs will be reimbursed in accordance with FAR Part 31.

The Contractor shall obtain COR/CO approval before scheduling any travel unless specifically stated otherwise in the contract. Travel and Per Diem authorized under this Task Order shall be reimbursed in accordance with the Government Travel Regulations currently in effect.

Travel requirements under this Task Order shall be met using the most economical form of transportation available. If economy class transportation is not available, the request for payment voucher must be submitted with justification for use of higher-class travel indicating dates, times, and flight numbers. All travel shall be scheduled sufficiently in advance to take advantage of offered discount rates, unless authorized by the CO.

### **G.3 GOVERNMENT PERSONNEL**

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#### **G.3.1 Contracting Officer's Representative (COR)**

The performance of the work required under this contract shall be subject to the technical review of the NHTSA COR.

The Contracting Officer will designate a technical representative to assist in monitoring the work under the contract. The Contracting Officer's Representative (COR) serves as the technical liaison between the Government and the Contractor. The COR is not authorized to change the scope of work or specifications as stated in the contract, to make any commitments or otherwise obligate the Government, or to authorize any changes which affect the contract price, delivery schedule, period of performance or other terms or conditions.

In the event, any technical direction offered by the COR is interpreted by the Contractor to be outside the scope of this contract, or if the direction may result in a change to the cost or price of this contract, the Contractor shall not implement such direction, but shall notify the Contracting Officer in writing of such interpretation within five (5) calendar days after the Contractor's receipt of such direction. Such notice shall include (1) the reasons upon which the Contractor bases its belief that the technical direction falls within the purview of the "Changes" clause, and (2) the Contractor's draft revisions to the terms of the contract that it thinks are necessary to implement the technical direction.

The Contracting Officer is the only individual who can legally commit or obligate the Government for the expenditure of public funds. The technical administration of the contract shall not be construed to authorize the revision of the terms and conditions of this contract. Any such revision shall be authorized only in writing by the Contracting Officer.

The following individual has been designated as the NHTSA COR:

**[To be Provided at Time of Contract Award]**

#### **G.3.2 Alternate COR (ACOR)**

In the event that the NHTSA COR of record (identified in G.2.1 above) is unavailable for a period of time during which the Contractor requires technical guidance or during which other COR duties must be fulfilled, then the person identified below has been designated by the NHTSA Contracting Officer to perform those duties as the Alternate COR.

**[To be Provided at Time of Contract Award]**

**G.4 CONTRACTOR PERSONNEL**

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**G.4.1 Project Manager**

The Contractor shall appoint a Project Manager who will be the Contractor's authorized supervisor for technical and administrative work performed under the contract. The Project Manager shall provide the single point of contact between the Contractor and the NHTSA COR or other duly authorized representative under the contract.

The Project Manager under this contract is:

**[To be Provided at Time of Contract Award]**

**G.4.2 TAR 1252.237-73 Key Personnel (Nov 2022)**

(a) The personnel as specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed during the course of the contract by adding or deleting personnel, as appropriate.

(b) Before removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the contracting officer, in writing, before the change becomes effective. The Contractor shall submit information to support the proposed action to enable the contracting officer to evaluate the potential impact of the change on the contract. The Contractor shall not remove or replace personnel under this contract until the Contracting Officer approves the change in writing. The key personnel under this contract are:

**[ Contracting Officer insert specified key personnel]**

**(End of clause)**

**G.5 PAYMENT/COST REIMBURSEMENT SCHEDULE**

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**For Cost-Plus contracts:**

The Contractor may request interim payments for costs incurred during the performance of this Task Order. A statement of allowable costs incurred by the Contractor in the performance of tasks under this Task Order shall support each interim payment request.

The Contractor shall submit Monthly Requests for Reimbursement. Requests for reimbursement must correspond to the Contractor's submission of Progress Reports for the period of performance being invoiced.

**For FFP contracts:**

The Contractor may request interim payments for delivered items during the performance of this Task Order. A statement of which deliverables have been submitted during the month in the performance of tasks under this Task Order shall support each interim payment request.

The Contractor may submit Monthly Requests for payment. Requests for payment must correspond to the Contractor's submission of Progress Reports for the period of performance being invoiced.



Any request for reimbursement that does not correspond to a progress report detailing Task Order activity for the period of time being invoiced is cause for rejection by the COR. If this occurs, the Contractor must then resubmit the invoice after it has submitted the corresponding progress report to COR.

Other causes for invoice rejection by the COR include missing / incomplete information, errors, or non-allowed expenses. Invoices may be rejected by the COR for Contractor changes to key personnel without written consent from the COR and Contracting Officer. Invoices may be rejected by the COR if insufficient detail to verify incurred costs is provided by the Contractor in the monthly progress report or attachment(s) accompany the invoice. Invoices may be rejected by the COR if incurred costs are included for planned deliverables in the reporting period that are not provided or not provided at sufficient quality without prior notification and concurrence with the COR.

SPECIAL NOTE: Failure to provide the Final Report in a clean and ready-to-print condition will impact the Contractor negatively. More specifically, any invoice submitted which requests reimbursement for costs associated with the Final Report may be rejected if that report or article is not submitted in a final, ready-to-print condition. In addition, any costs associated with additional work needed to correct a report or article previously submitted as "Final" shall be borne by the Contractor and will not be reimbursed by the Government."

***(End of Section G)***

**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

The terms and conditions under Section H of the Base IDIQ will be observed under this Task Order, as applicable.

*(End of Section H)*

**PART II - CONTRACT CLAUSES**

**SECTION I - CONTRACT CLAUSES**

The terms and conditions under Section I of the Base IDIQ will be observed under this Task Order, as applicable.

*(End of Section I)*

**PART III - LIST OF DOCUMENTS EXHIBITS, OTHER ATTACHMENTS**

**SECTION J - LIST OF ATTACHMENTS**

- J.1.1      Question and Answer Grid**
- J.1.2      Subcontractor Checklist**
- J.1.3      Cost Proposal Worksheet**

*(End of Section J)*

**SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS  
OF OFFERORS OR RESPONDENTS**

The terms and conditions under Section K of the Base IDIQ contract will be observed under this Task Order, as applicable.

*(End of Section K)*

## SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO THE OFFERORS AND RESPONDENTS

### L.1 PROPOSAL DELIVERY

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**Questions:** All questions concerning the RFP shall be submitted electronically to Office of Acquisition management mailbox at [nhtsaOAM@dot.gov](mailto:nhtsaOAM@dot.gov) and furnish a copy to Attn: Dave Nag at [debashis.nag.ctr@dot.gov](mailto:debashis.nag.ctr@dot.gov) no later than **Tuesday, January 21, 2025 @ 11AM Eastern** in order for responses to questions to be conveyed in a timely manner. No telephone requests will be entertained. Offerors shall include RFP Number **693JJ925R000016** in the subject line. Offerors shall submit questions in the form of an electronic file attachment in Microsoft Word format (compatible with version 2016) and shall include at a minimum, company name, address, point of contact, phone number and identification of the paragraph or subparagraph within this RFP from where the question originated.

For example:  
SOO Section C.3, "entitled..."  
Question: (State the Question)

**Amendment or Cancellation of Solicitation:** NHTSA reserves the right to amend or cancel this solicitation as necessary to meet NHTSA requirements.

**Communication:** Until a formal notice of award is issued, no communication by the Government either written or oral shall be interpreted as a promise that an award will be made.  
**When/Where/How Many to Submit:** Each Offeror shall submit their technical and business proposals per instructions outlined in Section L.3 (Proposal Format) to Office of Acquisition Management via [nhtsaOAM@dot.gov](mailto:nhtsaOAM@dot.gov). The Proposals are due no later than **Friday, February 14, 2025 @ 2PM Eastern**.

Proposals shall be e-mailed to the Attention of Dave Nag Office of Acquisition Management at [nhtsaOAM@dot.gov](mailto:nhtsaOAM@dot.gov) and furnish a copy to [debashis.nag.ctr@dot.gov](mailto:debashis.nag.ctr@dot.gov).

### L.2 FAR 52-216-1 TYPE OF CONTRACT (APR 1984)

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The Government contemplates award of one (1) Cost Plus Fixed-Fee (CPFF) or Firm-Fixed Price (FFP), Non-Severable Task Order resulting from this solicitation and in accordance with the IDIQ award.

### L.3 PROPOSAL FORMAT

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The Offeror shall submit Technical and Price/Cost Proposals as two (2) separate volumes:

#### 1. VOLUME I – TECHNICAL PROPOSAL

- The Technical Proposal shall contain a cover sheet that clearly identifies the Offeror's name, RFP number **693JJ925R000016**, and date.
- The electronic submission(s) shall be submitted in a format compatible with Microsoft Office.

#### 2. VOLUME II – PRICE/COST/BUSINESS PROPOSAL

- The Price/Cost/Business Proposal should contain a cover sheet that clearly identifies the Offeror's name, RFP number **693JJ925R000016**, and date.
- The electronic submission(s) of the Price/Cost Proposals shall be submitted in a format compatible with Microsoft Office 2016. The electronic submission shall allow the Government to interact with the data.
- Subcontractor cost/pricing shall be submitted in the same format and level of detail as the prime Contractor's proposal.
- Supporting Documentation for ODC Indirect Costs (if applicable) shall be provided.
- **Page Limit: None**

**Note:** NHTSA will not be liable for the failure to read and/or evaluate a business (cost/price) proposal that contains a virus and/or similar problem.

#### **L.4 TECHNICAL PROPOSAL INSTRUCTION**

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A written technical proposal is required for this RFP. The technical proposal shall not exceed **Seventeen (17) pages** (Excluding Resume) and shall be bound separately from the cost proposal. Cost information shall not be provided in the forwarding letter or in any part of the technical proposal. The following are not included in the Technical Proposal page limit resumes less than or equal to 2 pages, the table of contents, and the list of citations.

**Project Understanding: 3 pages maximum:** This section should summarize the offeror's understanding of NHTSA's objectives for the project, as well as key challenges, opportunities and other issues that could impact execution of the project.

**Work Plan (Approach): 10-page limit:** This section should describe the offeror's proposed approach for meeting the project's objectives. The work plan must detail the proposed methods and processes that will be used to generate innovative concepts, including proposed research sources, analysis methods, partnerships; contingencies; or other innovative ideas or technical approaches. This Work Plan section should include a description of proposed schedule as well as all milestones and deliverables.

**Management Plan: 4 pages maximum:** This section should describe the offerors staffing and organizational approach to the project including designation of the Task Order project manager and other key staff and subcontractors. It should describe Project Management approach and must provide a brief Risk Management Plan.

**Qualifications and Staffing (resumes):** No page limit: This section should include descriptions of three (3) past or current projects that demonstrate the offeror's experience and capabilities for performing this Task Order. Maximum of 1 page for each project description. In addition, this section should include resumes for proposed Principal Investigator, Project Manager as well as key staff and subcontractors.

1. The Technical Proposal, Volume I, will be evaluated in accordance with Section M.2.  
Volume I: Technical Proposal shall be submitted in Four (4) parts:

Part I: Project Work Plan and Approach  
Part II: Qualifications of Personnel

Part III: Project Understanding

The technical proposal MUST address the following technical evaluation factors:

**L.4.1 Project Work Plan and Approach: (M.2.1)**

The offerors shall describe their work plan and approach to achieving the overall project objectives listed in previous sections. Innovative approaches, methods, and discussion are encouraged. The offeror's approach must be clear, complete, reasonable, and feasible.

Proposals will be evaluated on the suggested technical approach and discussion. Demonstrated understanding of the benefits and drawbacks of possible methods will be evaluated. The feasibility of completing this project given the available resources and schedule will also be evaluated.

The offeror should describe a strategy for addressing technical objectives through research, data gathering, literature review, industry discussion, and other innovative means. Overall, the evaluation will include the interesting approaches, ideas, and comments discussed. The offeror must also discuss the capabilities and limitations of proposed method(s).

**L.4.2 Qualifications of Personnel (M.2.2)**

Personnel must have and demonstrate expertise and work-related experience in the skills needed for successful completion of the task order. Offeror staff will be evaluated on its experience in the areas of software development, database design, data analysis, research, simulation and modeling, statistical analysis, data visualization, driving safety metric development and evaluation, machine learning methods, and familiarity using NHTSA's technical report writing guidelines. The education, experience, and availability of key contract technical personnel must be demonstrated. Subcontractors and/or consultants will be evaluated to the same standards as above.

**L.4.3 Project Understanding (M.2.3)**

The offeror should demonstrate a thorough understanding the task order project objectives as well as of the key technical issues and challenges involved in completing such a project. The offeror's understanding of the issues presented in the sample methods, or the newly developed methods must be evidenced in its proposed approach and work plan. The approach must also address potential issues that may arise during the conduct of the contract, and the offeror's strategy for minimizing risk.

**L.5 INSTRUCTIONS FOR PREPARATION OF THE COST PROPOSAL**

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The Offeror shall support its total cost for the task(s) outlined in Section C and shall contain the Offeror's best terms from a cost standpoint with applicable discounts for consideration of the total effort. The cost proposal shall be prepared in accordance with the Offeror's accounting system and practices. The Business Cost Proposal shall illustrate cost data by cost element (labor category, indirect costs, etc.) used to develop the Loaded Fixed Rate.

**L.5.1 COST/PICE INFORMATION BREAKDOWN**

Cost Proposals shall include, at a minimum, all costs by task under Section C for the following categories:



(a) Labor Rates/Categories:

Provide labor rates/categories for all proposed staff. **The labor categories being provided, and the labor rates proposed must be in accordance with the Offeror's base IDIQ contract.** However, the Government encourages the Offeror to provide price discounts. The number of hours needed to complete each task must be included.

(b) Subcontracts/Consultants as appropriate:

The Offeror shall include subcontract information to be evaluated when proposing Subcontractors/independent consultants (e.g., name, labor rates, etc.).

1. Name and address of the Subcontractor or consultant.
2. Identify the position and the portion of the work to be completed.
3. Extent to which adequate price competition was obtained, or justification in its absence. This information should be in a Negotiation Memorandum Format describing the Prime Contractors approach for identifying appropriate Subcontractors and/or consultants inclusive of methods used to determine cost reasonableness.
4. Statement as to whether the proposed Subcontractor is on the list of Parties Excluded from Federal Procurement (ELPS) and Non-Procurement Programs.
5. Cost proposal inclusive of any supporting documentation needed to substantiate proposed rates, hours, and overall costs. Note: Prime Contractors/Offerors are responsible for performing a cost reasonableness analysis on all its proposed Subcontractors and Consultants in accordance with FAR 15.404-3 and this analysis should be included in the Negotiation Memorandum described above in section 3.
6. Letters of Commitment from the Subcontractor/Consultants indicating their intent to participate in the project.

(c) Other Direct Costs (ODCs):

This category includes materials, equipment, etc. The Offeror shall consolidate ODCs into one line item. However, a separate schedule shall be provided to breakdown ODCs. The schedule shall provide a detailed itemization of each ODC proposed and shall also provide rationale for the need of each item.

NOTE: The Contractor shall obtain the COR (TO's) written approval prior to purchasing items under this Task Order. The Contractor shall submit a copy of all receipts with the monthly invoices for reimbursement.

*(End of Section L)*

## SECTION M - EVALUATION FACTORS FOR AWARD

### M.1 GENERAL PROCEDURES FOR AWARD

Award of the Task Order will be made based on the review of the technical proposal to ensure the Offeror is proposing to the full needs and requirements of the Government as defined in the statement of work. NHTSA must determine the technical offer to be “technically acceptable” for consideration of award. Award of the Task Order will also be made based on an evaluation of the cost, including labor costs (skill level, number, and mix), Subcontractor cost, material costs, overhead and general and administrative expenses. The Government may award a Task Order without discussions.

#### M.1.1 Evaluation Process

**PHASE ONE** - The Offeror’s technical proposal will be evaluated for technical merit according to the criteria set forth in M.2, EVALUATION CRITERIA. *NHTSA must determine the technical offer to be “technically acceptable” for consideration of award.*

**PHASE TWO** - The Offerors proposed prices/costs will be evaluated in accordance with Section M.3, PRICE/COST AND OTHER BUSINESS FACTORS. The review of Offerors prices will be made independently of the technical review.

#### M.1.2 Exchanges with Offerors:

The Government may conduct negotiations with those Offerors whose responsive and technically acceptable technical proposals, combined with their price proposals, place them in the competitive range. However, negotiations will be conducted at the discretion of the Government. Accordingly, OFFERORS SHOULD SUBMIT PROPOSALS THAT PLACE THE OFFEROR IN THE MOST FAVORABLE POSITION BECAUSE THE GOVERNMENT RESERVES THE RIGHT TO MAKE AN AWARD WITHOUT FURTHER NEGOTIATION OR DISCUSSION, PURSUANT TO FAR 52.215-1

#### M.1.3 Basis for Award

The Evaluation Criteria set forth in M.2 will be used in evaluating technical proposals. Further guidance on requirements and criteria is provided in **Section L** - Instructions, Conditions, and Notices to the Offerors or Respondents. **Technical considerations are more important than price.** Prices will not be accorded any specific numerical rating. If there are no significant technical proposal differences, price may be the determining factor for source selection. An Offeror whose price is high(er) may be accepted if technical considerations make the offer advantageous to the Government.

Proposals will be evaluated using the “Trade-off” method described in FAR Section 15.101-1. The Government will award a contract that represents the best value to the Government.

2. **Note:** The Offeror should not assume that the Contracting Officer will independently obtain information necessary to evaluate its proposal and should therefore supply all information required to evaluate its proposal. Failure to provide the information required in order to evaluate a proposal could result in rejection of the proposal as being “technically unacceptable”.

**The Contracting Officer is the only individual who can legally commit or obligate the Government to the expenditure of public funds.** No cost chargeable to the proposed Task Order can be incurred before receipt of a fully executed Task Order or specific written authorization from the Contracting Officer.

## **M.2 TECHNICAL EVALUATION CRITERIA**

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The Offeror will be evaluated on the reasonableness, completeness, clarity, and feasibility of its approach to carrying out each of the tasks required for this project as described in Section C. This includes demonstrating the Offeror's thorough understanding of the objectives of the solicitation, the scientific and technical merits of the Offeror's technical approach, and the potential for the Offeror's research to successfully produce significant improvement in the understanding of the solicitation topic.

The submitted technical information will be scored by a technical evaluation committee (TEC) using the technical criteria specified in Section L and Section M. When evaluating the Offeror's proposal, the Government will consider the written qualifications and capability information provided by the Offeror, and any other information obtained by the Government through its own research.

**Note:** Technical risk will be included in the final evaluation for each factor and will not be evaluated as a separate factor. The government shall consider all available information in assessing risk.

### **M.2.1 Project Work Plan and Approach (L.4.1)**

This factor will be evaluated on technical approach to work plan and approach to achieving the overall project objectives listed in previous sections. Innovative approaches, methods, and discussion are encouraged. The offeror's approach must be clear, complete, reasonable, and feasible. Proposals will be evaluated on the suggested technical approach and discussion. Demonstrated understanding of the benefits and drawbacks of possible methods will be evaluated. The feasibility of completing this project given the available resources and schedule will also be evaluated.

The offeror will be evaluated on their strategy for addressing technical objectives through research, data gathering, literature review, industry discussion, and other innovative means. Overall, the evaluation will include the interesting approaches, ideas, and comments discussed. The offeror must also discuss the capabilities and limitations of proposed method(s).

### **M.2.2 Qualifications of Team (L.4.2)**

This factor will be evaluated on personnel expertise and work-related experience in the skills needed for successful completion of the task order. Offeror staff will be evaluated on its experience in the areas of agile software development, database design, data analysis, research, simulation and modeling, statistical analysis, data visualization, driving safety metric development and evaluation, machine learning methods, and familiarity using NHTSA's technical report writing guidelines. The education, experience, and availability of key contract technical personnel must be demonstrated. Subcontractors and/or consultants will be evaluated to the same standards as above.

**M.2.3 Project Understanding (L.4.3)**

This factor will be evaluated on their demonstrate a thorough understanding the task project objectives as well as of the key technical issues and challenges involved in completing such a project. The offeror's understanding of the issues presented in the sample methods, or the newly developed methods must be evidenced in its proposed approach and work plan. The approach must also address potential issues that may arise during the conduct of the contract, and the offeror's strategy for minimizing risk.

**M.3 COST PROPOSAL EVALUATION**

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The Cost/Business Proposal will be analyzed and evaluated to determine the reasonableness of the Offeror's proposed cost. Cost proposals will also be analyzed to assess realism and probable cost to the Government. The purpose of this analysis will be to determine if the Offeror's proposed cost reasonably reflect that the Offeror understands the Government's requirement(s). Technical Factors, when combined, are significantly more important than Cost.

*(End of Section M)*

*(End of Request for Proposal)*