

## **RFI for CRSS Coding Operations Resource Center**

**ACTIVE**

### **Contract Opportunity**

#### **Notice ID**

693JJ921RQ000466

#### **Related Notice**

#### **Department/Ind. Agency**

TRANSPORTATION, DEPARTMENT OF

#### **Sub-tier**

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

#### **Office**

693JJ9 NHTSA OFFICE OF ACQUISITION

### **General Information**

- **Contract Opportunity Type:** Special Notice (Original)
- **All Dates/Times are:** (UTC-05:00) EASTERN STANDARD TIME, NEW YORK, USA
- **Original Published Date:** Feb 25, 2021 11:34 pm EST
- **Original Response Date:** Mar 09, 2021 04:00 pm EST
- **Inactive Policy:** 15 days after response date
- **Original Inactive Date:** Mar 24, 2021
- **Initiative:**
  - None

### **Classification**

- **Original Set Aside:**
- **Product Service Code:** R702 - SUPPORT- MANAGEMENT: DATA COLLECTION
- **NAICS Code:** 541990 - All Other Professional, Scientific, and Technical Services
- **Place of Performance:**

Washington , DC 20590

USA

### **Description**

**Notice Type:** Special Notice

**Notice Number:** 693JJ921RQ000466

**Synopsis:** Request for Information (RFI) for the National Highway Traffic Safety Administration (NHTSA)

**NAICS Code:** 541990, All Other Professional, Scientific and Technical Services

**PSC Code:** R702, Support- Management: Data Collection

**Title:** CRSS Coding Operations Resource Center

## **I. BACKGROUND:**

The National Highway Traffic Safety Administration (NHTSA) is charged with the responsibility of reducing the personal and property losses resulting from motor vehicle crashes. Many sources of information are needed to permit researchers to adequately measure the characteristics of the highway safety environment. NHTSA data are essential to reducing the human and economic cost of motor vehicle crashes. NHTSA's various data systems are the only source of real-world crash data for conducting basic research, identifying problem areas, developing effective countermeasures, identifying program and rulemaking needs, developing and evaluating programs, rules, and standards, evaluating new technologies, and providing information to accurately assess and allocate grants for reducing crashes.

This statement of work applies to the record-based data collection, the Crash Report Sampling System (CRSS). CRSS is a sample of police reported crashes involving all types of motor vehicles, pedestrians, and cyclists, ranging from property-damage-only crashes to those that result in fatalities. CRSS is used to estimate the overall crash picture, identify highway safety problem areas, measure trends, drive consumer information initiatives, and form the basis for cost and benefit analyses of highway safety initiatives and regulations.

CRSS obtains its data from a nationally representative probability sample selected from the estimated 5 to 7 million police-reported crashes that occur annually. By focusing attention on police-reported crashes, CRSS concentrates on those crashes of greatest concern to the highway safety community and the general public. (see attached Draft SOW)

The CRSS has three stratification stages: 1) Primary Sampling Unit (PSU), 2) Police Jurisdiction (PJ) and 3) Police Crash Report.

The CRSS data collection effort begins with sampling activities. The CRSS Samplers review the police crash reports to review, stratify and list important sampling variables in the Police Accident Report Sampling Engine (PARSE). The PARSE application runs an algorithm to select cases to be coded for the annual CRSS data file. The CRSS Sampler may then upload the case materials into the PARSE application for further coding. The PARSE application routinely transmits the case materials for the selected cases to be coded. CRSS coding begins only after a police crash report has been selected for the CRSS sample.

There is a separate NHTSA contract, the Crash Report Sampling System (CRSS) Sampling Resource Center, that awards the responsibility to review, stratify and select cases. CRSS Samplers are trained to review and categorize the police crash reports into three categories: Non-Traffic Surveillance (NTS), CRSS applicable strata or out of scope. All CRSS in-scope or NTS in-scope crash reports are classified into one of the 10 strata. For more information, which provides a broad overview of the sample design, the Crash Report Sampling System: Design Overview, Analytic Guidance and FAQs, <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812509>. The selected cases for NTS and CRSS are identified by the Police Accident Report Sampling Engine (PARSE) application and made available for coding by the CRSS Coders.

CRSS Coders are trained personnel who interpret various state crash reports and analyze the crash data to transform into FARS/CRSS coding into the CRSS Records Based Information Solution (RBIS) application. The CRSS RBIS application allows for the CRSS Coders to review, code and perform quality control activities of approximately 120 different data elements that are coded and added into RBIS. The coded data elements describe the overall crash, vehicle, pre-crash and person level data elements in each selected case. Each year, the number of selected cases vary based on the selection algorithm, data collection timelines and real-world events. However, for the purposes of estimation, NHTSA is using the latest data collection years estimates of 57,000 crash reports selected for coding.

During case coding, the Coders are responsible for quality control activities such as resolving blanks and edit check violations in their coded cases. Additionally, quality control is then performed by the Quality Control Resource Center, which may have questions on data anomalies based on their findings. The CRSS Coding Resource Center will be responsible for responding and addressing all quality control inquiries from the Quality Control Resource Center as well as NHTSA. Once quality control has been completed on the data to ensure validity and consistency with the FARS/CRSS coding and validation manual guidance, the CRSS Files are produced; CRSS data files and coding documentation are made publicly available on the NCSA website at <https://www.nhtsa.gov/node/97996/221>.

**Objective:**

The objective of this Contract is to provide timely, efficient, and effective support of the Crash Data System Crash Report Sampling System (CRSS) by performing the required coding and quality control activities of the CRSS data collection system effort for NHTSA.

**Contract Requirements:****Contract Kickoff Meeting**

A two-day meeting for senior Contractor personnel shall be held within four (4) weeks after contract award at NHTSA in Washington, DC at 1200 New Jersey Avenue, SE. The Contractor shall present an overview of their management plan, program objectives and quality control procedures to NHTSA personnel.

## **General Requirements**

The Contractor shall maintain a facility and/or remote locations for the CRSS coding and operations for the CRSS and NTS files. The office space shall sufficiently accommodate staff members coding of crash reports obtained from the 57 CRSS sites. Three PSUs perform their states CRSS data collection effort, thus this contract covers the remaining 57 of the 60 CRSS PSUs. Alternatively, the Contractor shall have the means to support staff working remotely. The office space shall include a climate-controlled area for computers and other environmentally sensitive hardware that may be required in the future. The office space shall sufficiently accommodate staff members coding, as well the performance of the quality control activities.

### **II. DISCLAIMER TO PROSPECTIVE RESPONDENTS:**

THIS IS A REQUEST FOR INFORMATION (RFI). This is **NOT** a solicitation for proposals, proposal abstracts, or quotations. The purpose of this RFI is to obtain knowledge and information for project planning purposes. Interested parties are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. Those not responding to this RFI are not prohibited from participation in any future RFP, if any. If a solicitation is released, it will be synopsisized on the beta.SAM.gov (Beta SAM) website as the Government's official government-wide point of entry (GPE).

### **III. INFORMATION FROM INDUSTRY:**

NHTSA is seeking information from industry regarding the following questions. Interested organizations are asked to provide their input regarding:

**A. Understand the difference between transcribing data from CRSS and NTS coding:** CRSS and NTS are coded solely from the crash reports. However, coding a case using the coding and validation principles are not the same questions a state may ask on the crash report. Coding a case involves analyzing the entire crash report, crash report fields, narrative and diagram to determine CRSS or NTS coded value.

**B. Ability to adapt to flexible deadlines:** While NHTSA may estimate a data collection year, the real world of may impact data collection activities. Thus, managing coding productivity, with a minimal backlog is key to meeting flexible deadlines.

**Experience with State crash data and multiple crash reports:** This contract covers 57 PSUs, thus experience and the ability to maintain coding operations for the various CRSS sites is needed. NHTSA is seeking skilled vendors that understand and can address the complexities and nuances in crash data collection efforts.

Please provide questions your organization has regarding the NHTSA's requirements. Additionally, please review and comment as appropriate regarding the CRSS Coding Resource Center.

#### IV. DESCRIPTION OF INFORMATION REQUESTED:

Interested parties shall furnish the following minimum information:

- Name, Address of Organization, and Organizations webpage;
- Name, title, and email address, of Business and Technical Point(s) of Contact;
- DUNS Number;
- Business Size of Organization;
- Socio-economic status of Organization;
- Indicate whether or not your Organization is registered in System for Award Management (SAM);
- Nature of the interested Organization (Examples include but are not limited to: University, Non-profit, General Partnership, Joint Venture, Limited Liability Company (LLC), Limited Liability Partnership (LLP), Sole Proprietorship, Corporation (C or S);

Examples of questions include, but are not limited to:

What is your experience with analyzing multiple States crash data?

#### NHTSA Q&A

What is your knowledge and experience with the FARS/CRSS Coding and Validation Manual?

#### NHTSA Q&A

What is your experience using CRSS and NTS data?

#### NHTSA Q&A

- *A discussion of the Organization's capabilities to perform the activities identified above in Capability Assessment Information (i.e. Corporate Capability Statement).*

*You must submit your response electronically in a MS Word or Adobe Portable Document Format (PDF) in no more than ten (10) pages, with standard 1" margins, and 12-point Times New Roman font. Any pages exceeding the page limitation designated herein may not be reviewed. **The due date for the submission of responses to this RFI is 4:00 PM EST on Tuesday, March 09, 2021.***

*The RFI response must be sent via e-mail to [vincent.lynch@dot.gov](mailto:vincent.lynch@dot.gov) with subject line "Response to RFI Notice Number: **693JJ921RQ000466**". Any questions related to this RFI should be directed to [vincent.lynch@dot.gov](mailto:vincent.lynch@dot.gov) with the subject line entitled: "Question to RFI Notice Number: 693JJ921RQ000466."*

**Note:** *Additionally, a follow up discussion with the public concerning all of the aspects for this project and the proposed contract award will be scheduled for interested parties on **MS Teams from 1:00p.m. to 2:30p.m. EST on Thursday, March 04th, 2021**. Furthermore, at 12:55p.m. there will be a 5-minute early systems compatibility check-in prior to the meeting;*

*which will start promptly at 1p.m. (see meeting invite link below)*

*Microsoft Teams meeting*

***Join on your computer or mobile app***

*Click here to join the meeting*

***Or call in (audio only)***

*+1 509-931-1572,,267993555# United States, Spokane*

*Phone Conference ID: 267 993 555#*

*Find a local number | Reset PIN*

## **V. ATTACHMENTS**

*Attachment 1 – (Draft Statement of Work)*

### **CONFIDENTIALITY:**

*No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use information provided by respondents for any purpose(s) it deems necessary and legally appropriate.*

## **Attachments/Links**

[Download All Attachments/Links](#)

### **Attachments**

Document	File Size	Access	Updated Date
<a href="#">RFI Notice- (693JJ921RQ000466) CRSS Coding Operations Resource Center.pdf (opens in new window)</a>	266 KB	Public	Feb 25, 2021
<a href="#">Draft SOW CRSS Coding Operations Resource Center.pdf (opens in new window)</a>	406 KB	Public	Feb 25, 2021

## **Contact Information**

### **Contracting Office Address**

- OFFICE OF ACQUISITION MANAGEMENT 1200 NEW JERSEY AVE SE, ROOM W51-30
- WASHINGTON , DC 20590
- USA

**Primary Point of Contact**

- **Vincent Lynch**
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**Secondary Point of Contact**

- **Brian Powell**
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