

STATEMENT OF WORK

**COASTAL HOUSEHOLD TELEPHONE SURVEY AND ANGLER
LICENSE DIRECTORY SURVEY**

I. INTRODUCTION AND BACKGROUND.....	3
A. PURPOSE AND NATURE OF THE PROCUREMENT	3
B. ENABLING LEGISLATION	3
II. SCOPE OF WORK	4
A. TASKS TO BE PERFORMED.....	4
A.1. <i>Coastal Household Telephone Survey</i>	4
A.1.1. Sampling Design	4
A.1.2. Data Collection Protocols	5
A.1.3. Survey Questionnaire.....	7
A.1.4. Data File Preparation	9
A.2. <i>Hawaii Coastal Household Telephone Survey</i>	10
A.3. <i>Angler License Directory Survey</i>	10
A.3.1. Sampling Design	10
A.3.2. Data Collection Protocols	11
A.3.3. Survey Questionnaire.....	11
A.3.4. Data File Preparation	11
B. INTERVIEWER TRAINING	11
C. QUALITY CONTROL.....	12
C.1. <i>Interviewer Supervision and Monitoring</i>	12
C.2. <i>Data Editing</i>	13
D. REPORTING REQUIREMENTS	14
D.1. <i>Data Delivery</i>	14
D.2. <i>Wave Reports</i>	14
D.3. <i>Annual Report</i>	18
D.4. <i>Wave Review Meetings</i>	18
E. SCHEDULE OF DELIVERABLES	19

I. INTRODUCTION AND BACKGROUND

A. PURPOSE AND NATURE OF THE PROCUREMENT

The National Marine Fisheries Service of the National Oceanic and Atmospheric Administration (NOAA Fisheries), United States Department of Commerce, requires a contract to continue the telephone survey components of the Marine Recreational Fisheries Statistics Survey (MRFSS) and the Marine Recreational Information Program (MRIP). This procurement includes implementation of three independent telephone surveys, the Coastal Household Telephone Survey (CHTS), the Hawaii Coastal Household Telephone Survey (HI CHTS) and the Angler License Directory Survey (ALDS). Each of these surveys will be conducted to collect information about marine recreational fishing effort.

Catch, effort, and participation statistics are fundamental for assessing the influence of fishing on any stock of fish. The quantities taken, the fishing effort, and the seasonal and geographical distribution of the catch and effort are required for the development of rational management policies and plans. Recreational fisheries data are essential for NOAA Fisheries, the Regional Fishery Management Councils, the Interstate Fisheries Commissions, State conservation agencies, recreational fishing industries, and others involved in the management and productivity of marine fisheries. The allocation of many fishery resources depends on the results of these surveys. Prospective offerors are encouraged to visit the MRIP website (<http://www.st.nmfs.noaa.gov/st1/recreational/index.html>) to learn more about the MRFSS and MRIP.

B. ENABLING LEGISLATION

Collection of recreational fishing data is necessary to fulfill statutory requirements of Section 303 of the Magnuson-Stevens Fishery Conservation and Management Act (16 U.S.C. 1852 *et. seq.*), Section 401 of the Magnuson-Stevens Fishery Conservation and Management Reauthorization Act, and to comply with Executive Order 12962 on Recreational Fisheries. Section 303 (a) of the Magnuson-Stevens Act specifies data and analyses to be included in Fishery Management Plans (FMPs), as well as pertinent data that shall be submitted to the Secretary of Commerce under the plan.

II. SCOPE OF WORK

A. TASKS TO BE PERFORMED

A.1. Coastal Household Telephone Survey

The CHTS is a Random Digit Dialing (RDD) survey of coastal county households. Generally, the survey is limited to households in counties that are located within 25-50 miles of the coastline. The overall goal of the CHTS is to identify and interview households and household members within the survey area to determine if they participated in recreational saltwater fishing during the reference period.

A.1.1. Sampling Design

The sample frame for the CHTS includes all full-time, occupied housing units with landline telephone numbers within the coastal counties included in the dialing area for each sampling period. The counties included in the dialing area are identified in Appendix A. The frame shall be derived from a list-assisted RDD approach, and shall include all hundred-banks that contain at least one listed household number. Institutional housing, businesses, wireless phones, and pay phones should be excluded from the frame.

The sample frame must be maintained on a continual basis through the use of current telephone directories, reverse directories, and information from telephone companies, or purchased from a company providing this service. This approach ensures the most current telephone sample would be available for generation of telephone numbers during each data collection period. In addition, the Contractor shall attempt to identify non-working numbers prior to sample selection through pre-dialing or some other alternative pre-screening procedure.

Sampling is stratified by state, county, and two-month reference period (wave). Sampling is without replacement within strata (state/county/wave), as well as among strata within a year. The distribution of sample among states and waves is based upon a combination of historical fishing effort and population. County allocations within wave/state strata are proportional to the square root of the number of full-time, occupied households with telephones in a coastal county divided by the sum for the state of the square root of the number of full-time, occupied households with telephones in all coastal counties. NOAA Fisheries will provide county-level allocations prior to each data collection period.

The number of telephone numbers to be dialed in each county must be sub-allocated by screened telephone banks. The number of calls to each bank must be proportional to its occurrence in the population. For example, if 10 percent of all telephone numbers in the county begin with 274-45, then approximately 10 percent of all interviews in that county must be conducted with households in this bank. The last two digits are generated randomly. Generally, no household telephone number shall be included in the sample more than once during a calendar year. NOAA Fisheries will allow exceptions to this rule under certain conditions, such as in rural counties with extremely small populations.

Table 1 provides the total number of household interviews to be completed each wave. At a minimum, an interview consists of a successful contact with a household resident and enumeration of the number of household members (including zero) that participated in recreational saltwater fishing during the reference period. Any attempt to contact a household that does not result in the above minimum criteria for a household interview will not be counted towards the desired quota. Prospective offerors are encouraged to review CHTS wave reports, which provide information about historical sampling productivity. Previous wave reports can be downloaded from <http://www.st.nmfs.noaa.gov/st1/recreational/rfq/>.

Once a sample of telephone numbers has been selected, all numbers in the sample must achieve dialing protocols as described in Section A.1.2 of this document. Additional sample draws may be necessary if an underage in quota of completed household interviews is anticipated. However, all the numbers in supplemental draws are subject to dialing protocols, to the extent possible.

If a dialed number has been disconnected and a new number assigned, the new number should not be dialed as a replacement. The primary interest of the survey is not the household, but the randomly generated telephone number and the results obtained when dialing that number.

In previous years, states and/or other Federal organizations have funded supplemental levels of sampling above that ordered by NOAA Fisheries. The Contractor shall work with individual state agencies or commissions wishing to add to the sample size and/or modify the content of the telephone portion of the survey. However, proposed modifications to the survey, by states or other entities, must be approved by NOAA Fisheries prior to implementation. Any add-on questions or additional sampling paid for by an entity other than NOAA Fisheries, and collected through the CHTS shall be included in the datasets provided to NOAA Fisheries.

A.1.2. Data Collection Protocols

Data collection shall be conducted during a two-week period at the end of each wave (i.e. the last week of the wave being surveyed and the first week of the next wave). Table 2 provides the data collection schedule for each wave during the period of performance. Anglers are asked to recall all recreational, saltwater fishing trips taken in the last 59, 60, 61, or 62 days (from date of interview), depending on the actual number of days in the wave. Table 3 contains the allowable dates for trips for each wave in the period of performance. Survey interview systems should display allowable trip dates, and interviewers must have a calendar available to help respondents with dates.

All interviewing shall be done through Computer Assisted Telephone Interviewing (CATI). The CHTS Contractor is responsible for purchasing and maintaining its own CATI system software and hardware. The contractor is responsible for adapting the questionnaire to work on its system, and will be responsible for developing and maintaining the computer programs necessary for accurate CATI data collection and data processing, and for modifications to the programs when there are changes made in the questionnaire.

The CATI system shall be capable of automatically dialing household numbers, as well as automatically scheduling dialing attempts on unresolved records such that minimum protocols (minimum attempts, time, day-type, etc.) are met. In addition, the system shall be capable of automatically queuing and dialing scheduled call-backs, as well as notifying interviewers that a number is a scheduled call-back.

Once a number has been selected, a minimum of five attempts must be made to categorize the number as an interview (partial or complete), non respondent, ineligible or unknown eligibility. Standard AAPOR definitions shall be used to assign final disposition codes to each sampled telephone number (http://www.aapor.org/Standard_Definitions1.htm). A complete interview is an interview in which a household is identified as either fishing or non-fishing, and, for fishing households, ALL recent (fished during the wave) anglers have been interviewed, either personally or via proxy (see below for rules for proxy interviewing). Interviews in which only a portion of anglers are interviewed are partial completes.

Once dialed, the telephone should be allowed to ring five times before the number is classified as “no answer.” Telephone calls must be stratified by weekend/weekday and day/evening. The following protocols must be followed when dialing is scheduled:

- Each number will have at least one weekday attempt and three night or weekend attempts. The time delineating day and night is 5 pm.
- At least one of the night-time attempts must also be a weekend attempt.
- No calls shall be attempted before 8:00AM or after 9:00PM (local time for the area being called).

The goal of the CHTS is to contact households within the survey area, determine if household residents participated in saltwater fishing during the reference period, and interview each angler within fishing households to collect detailed information about recent saltwater fishing trips. Occasionally, interviews with all active anglers will not be completed during the initial contact with fishing households. The contractor shall attempt to contact all anglers in fishing households until all interviews have been completed, or until the end of the dialing period. Call-backs should be made on an appointment basis if possible.

Proxy data is information obtained from someone in the fishing household other than a specific angler. The collection of proxy data is preferable to missing data. Proxy data may be collected immediately if:

- The initial respondent indicates that all household trips were made as a group. If the initial respondent indicates that all household trips were made as a group then their responses can be duplicated for the remaining household anglers without separate angler interviews.
- Anglers in the household include small children. An adult can provide proxy information for a small child if he/she is knowledgeable of the child's fishing trips.
- An angler is unable to provide information due to a language barrier.

In other situations, when an angler cannot be reached for an interview, it may ultimately be necessary to gather information on that person's trips from another household member. Proxy data may be collected if a specific angler cannot be contacted after five callback attempts. Other occasions that would require the collection of proxy data include extended travel away from the household or hospitalization.

A.1.3. Survey Questionnaire

The CHTS questionnaire includes a household screener to identify eligible fishing households and an angler questionnaire to collect detailed information about recent saltwater fishing trips. The following screening procedures shall be used in order to determine household and angler eligibility for the survey:

1. Households shall be screened to determine if the number dialed is physically in the county being sampled. In some areas, telephone banks overlap county lines and a number drawn randomly for one county may actually be in an adjacent county. If the number is not in the designated county, the household is ineligible for interviewing.
2. Households shall be screened to determine if they are permanent, year-round residences (> 6 mo.). If a dwelling is a seasonal residence, for example, the respondent is not eligible for the survey. Individuals who have just moved into a residence are eligible for the survey and should be interviewed.
3. Households shall be screened to determine if any member of the household has gone marine recreational fishing during the previous two months. The number of people in the household who went marine recreational fishing during the past 2 months is recorded.
4. If any person has fished in saltwater in the previous two months, then he/she is an eligible respondent and should be interviewed. All eligible anglers within a household shall be asked to:
 - a. Recall their total number of marine recreational fishing trips made in the past two months
 - b. Beginning with the most recent fishing trip and working backwards in time for 2 months, respondents are asked for details on each trip, including trip dates, fishing modes, state and county of the fishing access site, and general area of fishing including river and estuarine saltwater cutoff points.

General instructions that apply to the CHTS questionnaire can be found in Appendix D. The most recent version of the complete questionnaire is posted as an M.S. Word document at <http://www.st.nmfs.noaa.gov/st1/recreational/rfq/>. NOAA Fisheries reserves the right to make changes to the questionnaire for regional or annual customization, and in order to improve response rates or accuracy of the responses. Questionnaire changes will be submitted to the Contractor at least 30 days before the beginning of the dialing period for each wave. NOAA Fisheries also encourages the successful Contractor to provide suggestions for improving the questionnaire.

NOAA Fisheries reserves the right to add up to twelve questions per 2-month household or 2-month saltwater fishing participant, or five questions per trip for saltwater anglers. These “flex questions” may vary geographically and temporally to address specific resource management concerns. Additionally, NOAA Fisheries reserves the right to collect names, addresses and phone numbers from all, or a sub-sample of all, 2-month or 12-month anglers. NOAA Fisheries will submit any supplemental questions to the Contractor at least 30 days before the beginning of the dialing period for each wave.

The Contractor shall provide a testable CATI instrument at least two weeks prior to the initial data collection period. The CATI system should allow the COTR, or other designated program staff, to complete a variety of simulated interviews, testing responses to various scenarios and types of responses. In addition, the Contractor shall deliver an electronic text version of the survey instrument to NOAA Fisheries at least two weeks prior to the start of each dialing period.

In certain areas of the United States, a language barrier may exist. Therefore, some specially qualified interviewers may be needed to interview non-English speaking households and anglers. A Spanish translation of the CHTS questionnaire shall be part of the CATI system, and at least one interviewer per shift must be bilingual (English-Spanish). The contractor shall be responsible for programming the Spanish translation of the instrument.

Some general interviewing instructions that apply to the instrument:

Wording: The interviewer should always read each item on the questionnaire exactly as it is written. Methodological studies have shown that even slight changes in wording, for example, "should" versus "could", drastically influence item response.

Provide Definitions, Not Answers: If a respondent asks for an interviewer's opinion about an item, the interviewer should provide a definition for the item in question, rather than supply an opinion or the actual response.

"Other (SPECIFY)": In some cases, the response codes for some data items are not exhaustive and include codes designated "Other (SPECIFY)". If a respondent gives an answer not covered by the pre-coded responses, the interviewer should enter the "other" code and write out the respondent's exact response next to the coding boxes. These written responses should be captured by the CATI program for the data base. Questions requiring written responses will be specifically identified in the statement of work or in the written specifications for questionnaire changes or use of flexible questions.

Terminate: Some responses are followed by the instruction to "TERMINATE." When the respondent answers with a response which has the "TERMINATE" instruction following it, the interviewer must thank the respondent pleasantly and say goodbye.

Maps: Maps for the State being dialed must be available to help interviewers determine the county in which cities are located and to help locate areas of fishing.

A.1.4. Data File Preparation

The telephone interview data are stored in a three record hierarchical format with records linked by a unique identifier for each household. The household identifier should be unique for each household within a wave. There are also angler codes unique within a household (sequential within each household) that identify individual anglers and link trip records back to an individual fisherman. Appendix E provides example CHTS datasets. The contractor shall work with NOAA Fisheries staff to finalize datasets in terms of content, formatting and naming conventions and to incorporate new data fields corresponding to flexible questions.

The three record types in the fishing household telephone interview files are:

Type 1: Household information - one record per household. These contain the identifying information on the household such as state and county of residence; number of anglers who went fishing in the last 2 months; number of personally interviewed anglers; number who refused to be interviewed; number who were unavailable; the number otherwise not interviewed due to language barriers, age, etc.; the number of anglers with proxy data.

Type 2: Angler information - multiple eligible anglers per household result in multiple type 2 records. These contain the household identifier, an id number for each angler within a household, and information such as whether the information was provided directly by the angler or by someone else (proxy), language, whether the angler could recall all trips in the 2-month period, and the total number of trips taken by the angler. Fishing households in which no anglers were interviewed, either personally or via proxy, will not have type 2 records.

Type 3: Fishing trip information - multiple trips per eligible angler result in multiple type 3 records for each angler. These contain the household identifier, the angler id code, a consecutive number for each trip taken by the angler, date of the trip, fishing mode, area fished, state and county where the trip occurred. Anglers who were not interviewed, either personally or via proxy, will not have type 3 records. In addition, the number of type 3 records may not be equal to the number of trips that an angler initially reported.

Naming conventions for CHTS datasets are as follows:

T1_YYYYW – Household-level Dataset (Type 1)

T2_YYYYW – Angler-level Dataset (Type 2)

T3_YYYYW – Trip-level Dataset (Type 3)

where YYYY = year, and W = wave.

Non-fishing household files are summaries of telephone interview data for all households contacted. Non-fishing datasets contain the number of fishing and non-fishing households for

each county by state and wave. The naming convention is nfYYYYW. Complete descriptions of non-fishing datasets are included in Appendix E.

A separate dataset is needed to collect information about the number of phone lines in contacted households. This dataset (PL_YYYYW) will contain the state and county of residence, as well as the number of phone lines for each non-fishing household. Complete descriptions of PL datasets are included in Appendix E. A random sample of 10% of non-fishing households are asked a series of questions to ascertain the number of landline telephones associated with each household. For fishing households, this information will be included in the fishing household dataset (t1).

Appendix E provides variable names, descriptions, and codes for all dataset types. The Contractor shall be responsible for developing and maintaining all data processing software and/or programs and ensuring that datasets meet specifications established by NOAA Fisheries.

A.2. Hawaii Coastal Household Telephone Survey

The contractor shall utilize local (Hawaiian) call-center facilities and interviewers to conduct CHTS interviews with residents of Hawaii. All interviews and data collected at a HI facility are subject to the requirements and protocols described for the CHTS (A.1). Hawaii CHTS interview data shall be included with non-Hawaii CHTS datasets.

A.3. Angler License Directory Survey

A.3.1. Sampling Design

The sampling unit for the ALDS is a licensed saltwater angler. Sample will be selected from frames that have been compiled from databases of licensed saltwater anglers. Frames will consist of a contact name, telephone number, state and county of residence. NOAA Fisheries will provide the contractor with complete, electronic sample frames for each state two weeks prior to the start of each wave's dialing period.

The survey utilizes a stratified, random sampling design where license state, wave and residency (e.g. coastal, non-coastal, out-of-state residence) are the strata. Sampling is without replacement within strata (state/wave/residency), but replacement will be permitted among waves (i.e. an angler can be contacted more than once in a calendar year).

The contractor shall be responsible for selecting sampling units for each specified strata. Within a state and wave, sample shall be allocated among strata in proportion to the number of license holders within strata. All angler records shall be eligible for inclusion in the sample frame, regardless of the presence of a telephone number. Reverse telephone directory matching shall be applied to sample units following the sample selection. The contractor shall deliver sample draw files and sample frames one week prior to the beginning of the dialing period. Table 1 provides sample sizes that will be ordered for each year and wave of the performance period. NOAA Fisheries will provide actual sample sizes by state and wave at least 30 days prior to start of each

wave.

A.3.2. Data Collection Protocols

Data collection will be independent of the CHTS (A.1). However, data-collection and recall periods will coincide with the CHTS, and all interviewing and dialing protocols will follow the procedures already established for the CHTS (A.1.2).

While the sampling unit for the ALDS is a licensed saltwater angler, we are also interested in collecting fishing information from other members of fishing households. The contractor shall first attempt to contact the selected angler to collect his or her fishing effort information. Once the selected angler has been screened and/or his trips profiled, the contractor shall determine if any other household members fished during the recall period. If other eligible anglers are identified, the contractor shall collect their fishing effort information following the procedures that are specified under A.1.2.

A.3.3. Survey Questionnaire

The questionnaire for the ALDS will be similar to the questionnaire used for the CHTS with minor modifications to the screener. A draft ALDS questionnaire is included as Appendix G. The contractor shall deliver text versions of the final questionnaire, as well as a testable CATI instrument according to the schedule provided in Section E.

A.3.4. Data File Preparation

The datasets for the ALDS will generally follow the convention established for the CHTS. However, unlike the CHTS, the Type 1 dataset for the ALDS includes a record for each sampled angler, regardless of whether or not the angler was successfully contacted. A list of all variable names, descriptions, and codes may be found in Appendix H. ALDS datasets shall be named as follows:

- T1_YYYYWL – Household-level Dataset (Type 1)
- T2_YYYYWL – Angler-level Dataset (Type 2)
- T3_YYYYWL – Trip-level Dataset (Type 3)

B. INTERVIEWER TRAINING

The Contractor shall be responsible for providing interviewer training for all telephone data collections described in this statement of work. Training programs shall be designed to ensure quality and consistency of interviewing methods, questionnaire use, coding method, and quality checks of data. The level of training and content of the training programs must be approved by NOAA Fisheries.

An extensive training session must be held for all personnel who have not previously worked on the survey. This training must cover general telephone interviewing procedures as well as

procedures specific to the CHTS and ALDS. Training sessions must include a general overview of the background, purpose and design of the surveys, as well as the uses of the data. The introduction shall be sufficient to allow interviewers to respond to general questions regarding the CHTS and ALDS. The overview must be followed by an item-by-item explanation of the data collection instruments and a review of all materials used to conduct the interviews.

Each training session must contain periods of role playing to ensure good interviewing technique, and all trainees must conduct practice interviews with supervisors to allow first-hand critique of interviewing technique.

All interviewers, including those employed during previous waves, must receive a final briefing before the start of each wave's dialing period. This briefing will refresh techniques established in previous waves, review the basic details of the survey, explain modifications in questionnaires that are applicable to the current wave, and point out any other changes in protocol. Interviewers shall be kept informed of developments in the recreational fisheries being surveyed, and shall be able to refer respondents to the NOAA Fisheries staff for further information.

The Contractor shall prepare all training, examination, and study materials (survey manuals, presentations, etc.) needed for hiring and training interviewers. Training materials shall be delivered to NOAA Fisheries prior to their use, and final versions shall be delivered at the conclusion of each survey year.

C. QUALITY CONTROL

The Contractor shall be responsible for ensuring that all dialing requirements and protocol are met according to specifications outlined in the SOW. The contractor shall provide reports summarizing data collection activities, and detailing dialing results by day and interviewer at the Government's request.

C.1. Interviewer Supervision and Monitoring

Project supervisors must oversee the operation of the CHTS, HI CHTS and the ALDS. These individuals must be experienced in telephone interviewing and be knowledgeable about the surveys. They must have effective skills in managing and motivating personnel. Supervision shall include direct observation of interviewer procedures, silent monitoring or recording of interviews, and call-backs to validate interviews. Additional training or remedial action shall be taken whenever appropriate.

Silent monitoring of each experienced interviewer shall be performed at a level to ensure that 10% of all interviews by each experienced interviewer are independently verified for correct survey protocol and accurate recording of key survey information. The contractor shall monitor new interviewers at a level higher than the 10% minimum. The supervisor shall not interrupt interviews in progress. Supervisors must have the capability to visibly observe the data that is being entered while listening to the interview. Following the interview, the supervisor shall provide feedback to the interviewer and give suggestions to help improve interviewing

techniques. The Contractor is encouraged to propose alternative procedures for monitoring interviews and ensuring proper supervision.

The Telephone Contractor must provide the capability for NOAA Fisheries staff, or others designated by NOAA Fisheries staff, to perform silent monitoring of CHTS, HI CHTS and ALDS interviewing from a remote phone.

In addition, the Contractor shall produce weekly reports summarizing each interviewer's performance relative to the collective pool of interviewers (expected range). Specific checks shall include response distributions (percent of calls resulting in complete interviews, refusals, call-backs, etc) and mean interview times. Individuals who consistently fall outside of expected ranges shall be monitored at a rate greater than 10%. Reports shall be made available to NOAA Fisheries upon request.

C.2. Data Editing

The Telephone Survey Contractor shall be responsible for data editing and delivering error-free data on the assigned delivery date. Error-free data is defined as data that passes through NOAA Fisheries' quality assurance programs without generating errors. Copies of current error-checking programs shall be provided to the successful Contractor following award, but shall not be assumed to be complete for the purposes of this solicitation. New error checks continue to be developed by NOAA Fisheries and suggestions from the Contractor are encouraged. All new quality control processes must be approved by NOAA Fisheries prior to implementation.

Error checking should be accomplished through the use of table look-ups during data entry, and/or by running datasets through automated editing routines after data entry is completed for the wave. To the extent possible, all codes should be controlled by the CATI system such that only valid documented code values are used in the databases. Every data element must be checked for data-entry errors, reasonableness in falling within an acceptable range, use of valid codes, and logic in relation to other data elements. Working electronic copies of all edit-checking and error-correction programs shall be delivered to NOAA Fisheries at the conclusion of each survey year. Questionable records identified by error-check programs must be examined by the Contractor. Investigations may include a call-back to the household or angler, or confirming information with the interviewer.

The Contractor shall also identify and investigate outlier values. NOAA Fisheries will generate distributions of pooled data for trips per household and trips per angler from the previous four years for each state, mode and wave. Observations that are outside of the 95th percentile shall be considered outliers, and must be re-contacted by a supervisor for verification. At least 5 attempts to re-contact outliers must be made before delivery of final data. Re-contacts of respondents should attempt to verify that: (1) the interview took place, and (2) responses were coded correctly. NOAA Fisheries will provide outlier distributions to the telephone contractor at least 30 days prior to each wave.

Records that are questioned and corrected or verified shall be reported to NOAA Fisheries on spreadsheets listing the key information to identify the record (state, wave, household id, angler

id, etc.), the value questioned, the resolved or corrected value, and the reason for the correction. The Contractor shall deliver an electronic copy of the output from any error checking programs, as well as the spreadsheet documenting the resolution of outlier and error-check investigations according to the delivery schedule.

D. REPORTING REQUIREMENTS

D.1. Data Delivery

All data collected through the CHTS and ALDS shall be transferred through File Transfer Protocol (FTP) to a NOAA server according to the delivery schedule provided in Section E. Datasets shall be transferred in a .zip file using the following naming convention: CHTS_YYYYW.zip (ALDS_YYYYW.zip).

D.2. Wave Reports

The Contractor shall prepare and submit wave reports of survey activities and results. These reports are to be provided to NOAA Fisheries on a bimonthly basis as required in the deliverables schedule. These data are useful for identifying anomalies in the data, as well as tracking trends in dialing success. Wave reports shall be delivered in electronic format via FTP.

Historical wave report tables are available for download from:

<http://www.st.nmfs.noaa.gov/st1/recreational/rfq/>. The contractor shall work with NOAA Fisheries staff to enhance the quality and content of wave reports. The contractor shall provide separate reports for the CHTS and ALDS. Wave reports will include the following:

1. By state, subregion, and nation;
 - a. Total allocations (separate by NMFS, ACCSP and State if applicable),
 - b. Total households contacted,
 - c. Total number of complete interviews
 - d. Total number of shortfalls
2. By state, subregion, and nation;
 - a. Total household quotas,
 - b. Total households contacted,
 - c. Total households contacted (number and proportion of total contacted) that reported fishing in the last 12 months,
 - d. Total households contacted (number and proportion of total contacted) that reported fishing in the last 2 months,
 - e. Average trips per 2-month fishing household
3. By state, subregion, and nation, total number and percent of eligible fishing households by interview status;
 - a. Final Eligible Households
 1. Total number of 2-month fishing households (after all data finalized)

2. Number of eligible households with 1 or more complete interviews,
 3. Number of eligible households with 1 or more incomplete interviews due to refusals,
 4. Number of eligible households with 1 or more proxy interviews (language barrier, child, deafness),
 5. Number of eligible households with 1 or more proxy interviews due to unavailability of angler throughout dialing period or all fishermen in household took all trips together,
 6. Number of households with initial contact indicating eligibility but no fishermen interviewed
- b. Initial Eligible Households
 1. Number of households where initial screening indicates eligible fishing activity;
 2. Number of households that turn out to be not eligible upon interviewing of fishing respondent (fresh water, not in last 2 months, charter captain or crew member, etc.)
4. By state, subregion, and nation, average number and percent of trips per angler by mode;
 - a. Total number of eligible anglers,
 - b. Number and percent of anglers that refused trip profiling
 - c. Number and percent of total trips by mode for
 1. Shore
 2. Party boat
 3. Charter boat
 4. Part and Charter boat (sum of 2 and 3)
 5. Private/Rental boat
 6. Boat but unknown type
 5. By state, subregion, and nation, distribution of boat trips by public versus private access and launch type;
 - a. Public access
 1. Launch ramp
 2. Boat slip
 3. Mooring
 4. Other
 - b. Private
 1. Personal residence or dock
 2. Private locked gated marina
 3. Private property
 4. Unlocked marina
 5. Other
 - c. Don't know
 6. By state, subregion, and nation, and mode, distribution of times that fishing trips ended in numbers and percent of trips
 - a. Times are grouped into either 3 hour blocks (Midnight-3, 3-6 AM, 6-9 AM, 9-12 AM, Noon-3 PM, 3-6 PM, 6-9 PM, 9 PM-Midnight) or "Depends on Tides" or . Multi-day trips, or don't know/refused.

7. By state, subregion, and nation, the number and percent of trips and anglers with out-of-state and in-state trips;
 - a. Total Number of trips
 - b. Number and percent of out-of-state trips
 - c. Number and percent of in-state trips
 - d. Number and percent of anglers profiled with and without detailed trip data
 - e. Number and percent of anglers with out-of-state trips
 - f. Number and percent of anglers with in-state trips
 - g. Average total trips per angler
 - h. Average out-of-state trips per angler
 - i. Average in-state trips per angler.
8. By state, subregion, and nation number of households with proxy data;
9. By state, subregion, and nation, fishing activity results for all contacted households;
 - a. Total number and percent of households contacted,
 - b. Total number and percent of households who refused the initial 12-month screening question,
 - c. Total number and percent of households who had no fishing in the last 12 months,
 - d. Total number and percent of households who could not answer the initial 2-month screening question,
 - e. Total number and percent of households who refused the initial 2-month screening question,
 - f. Total number and percent of households who had no fishing in the last 2 months,
 - g. Total number and percent of households who initially indicated fishing eligibility but were later found to be ineligible, and
 9. h. Total number and percent of households with eligible fishing in the last 2 months.
- By state, subregion, and nation, interview results for all identified fishermen;
 - a. Total number of anglers identified,
 - b. Total number of anglers personally interviewed,
 - c. Total number of anglers with proxy interviews because they were never available,
 - d. Total number of anglers with proxy interviews because all anglers in the household all made the same trips,
 - e. Total number of anglers with proxy interviews because they were children, or spoke a language other than English or Spanish (or Hawaiian required languages for Hawaii dialing), or deafness
 - f. Total number of anglers who refused to provide detailed trip information, and
 - g. Total number of anglers with no proxy interviews - never available and no one able to reasonably answer for them.
10. By state, subregion, and nation, final resolution of all numbers in the sample (in numbers and percentages) ;
 - a. Non-Contacts
 1. Number of telephone numbers with undetermined status due to busy lines,
 2. Number of telephone numbers with undetermined status due to no answer,
 3. Number of telephone numbers with undetermined status where no-one was ever available for screening (mid-terminates/breakoffs; unable to be interviewed due to age, disability, etc.; no eligible respondent in fielding

- period; scheduled callbacks; unscheduled callbacks; dialer dispositions for records that resolved their last attempt without going to an interviewer),
4. Number of telephone numbers with undetermined status due to answering machines or answering service,
 5. Average number of attempts.
- b. Contacted Non-Respondents
 1. Number of telephone numbers with undetermined status due to communication problems such as deaf, foreign language;
 2. Number of telephone numbers with undetermined status due to don't know or refusal;
 - c. Ineligible Numbers
 1. Number failed pre-screening (household previously called on different number),
 2. Number not in service, disconnected number/dead line,
 3. Number is non-household (Business/coin phone/time/weather/computer tone) or is institutional housing (dormitory/barracks/nursing home),
 4. Wrong number,
 5. Wrong county,
 6. Not permanent resident (part-year housing)
 - d. Eligible Non-Fishing Households
 1. Number of households with no people who fished in the previous 12 months,
 2. Number of households with people who did not fish in the previous 2 months but did fish in the previous 12 months,
 3. Number of households with people who, on first contact, indicated two-month fishing activity, but on later contact were found to have no eligible two-month fishing activity,
 - e. Eligible Fishing Households
11. Resolved Telephone Numbers by day of the 2-week dialing period;
 12. By subregion, region, and nation, the responses to various screening questions based on the gender of the first household respondent;
 - a. Response by gender (number and percent) to "Does anyone in the household go fishing?"
 - b. Response by gender (number and percent) to "Has anyone in the household been saltwater sport fishing in the last 12 months?"
 - c. Response by gender (number and percent) to "Has anyone in the household been saltwater sport fishing in the last 2 months?"
 - d. Existence of type 1 records (eligible fishing household) by gender (number and percent).
 13. By state, subregion, region, and nation, productivity data in terms of telephone interviewing time;
 - a. Average minutes per interview for the total sample,
 - b. Average minutes per non-fishing household,
 - c. Average minutes per fishing household (with flexible questions when added),

D.3. Annual Report

An annual report that provides an overview of data collection procedures and results is required for each year of the contract. Annual reports shall be delivered in electronic format via FTP. The annual report will include, but not necessarily be limited to:

1. Yearly summary of the tables provided in the wave reports (cumulative data from all waves),
2. Description of data collection procedures and results, including description of any changes throughout the sampling year,
3. Description of the coding and editing procedures,
4. Description of other quality control measures and procedures, such as silent monitoring and call-backs,
5. Listings of the edit checking programs.

D.4. Wave Review Meetings

Representatives from all of the organizations involved in recreational fisheries data collections periodically meet to review catch estimates, review data collection procedures, discuss quality control measures, and discuss potential improvements and enhancements to the surveys. The telephone survey Contractor shall send a representative to each wave review meeting. It is anticipated that review meetings will occur 3-6 times per year. The Contractor is expected to pay for travel for each staff member who attends these meetings.

E. SCHEDULE OF DELIVERABLES

Deliverable	Schedule
Error-free datasets	Due the 28th of the month following the end of a wave
Wave reports	One week after data delivery
Output from edit-check programs	Due the 28th of the month following the end of a wave
Documentation of edit-check resolutions	Due the 28th of the month following the end of a wave
Edit-check programs	Delivered with Annual Report
Documentation of outlier validation	Prior to data delivery
Training materials	Prior to initial training; Final versions delivered with Annual Report
Survey instrument (Text)	Due two weeks prior to the start of each dialing period
Survey instrument (CATI Executable)	Delivered with Annual Report
Annual reports	March 31 of following year
Interviewer performance reports	Upon request

Table 1: Total number of household interviews to be conducted each wave

Survey Year	Wave	Household Interviews to be Completed		
		CHTS	CHTS HI	ALDS
2011	4	56119	1,850	3,000
2011	5	38723	1,850	3,000
2011	6	26606	1,850	3,000
2012	1	17977	1,850	3,000
2012	2	25676	1,850	3,000
2012	3	45542	1,850	3,000
2012	4	58,455	1,850	3,000
2012	5	40,279	1,850	3,000
2012	6	27,694	1,850	3,000

¹ Option 1

² Option 2

Table 2: Data collection schedule

Sampling Year	Wave	Survey	
		Start Date	End Date
2011	4	Aug 25, 2011	Sept 7, 2011
2011	5	Oct 25, 2011	Nov 7, 2011
2011	6	Dec 26, 2011	Jan 8, 2012
2012	1	Feb 23, 2012	March 7, 2012
2012	2	April 24, 2012	May 7, 2012
2012	3	June 24, 2012	July 7, 2012
2012	4	Aug 25, 2012	Sept 7, 2012
2012	5	Oct 25, 2012	Nov 7, 2012
2012	6	Dec 26, 2012	Jan 8, 2013

Table 3: Allowable fishing trip dates by wave

Sampling Year	Wave	Days in Wave	Trip Dates	
			Earliest Date	Latest Date
2011	4	62	June 24, 2011	Sept 6, 2011
2011	5	61	Aug 25, 2011	Nov 6, 2011
2011	6	61	Oct 25, 2011	Jan 7, 2012
2012	1	60	Dec 25, 2011	Mar 6, 2012
2012	2	61	Feb 23, 2012	May 6, 2012
2012	3	61	April 24, 2012	Jul 6, 2012
2012	4	62	June 24, 2012	Sept 6, 2012
2012	5	61	Aug 25, 2012	Nov 6, 2012
2012	6	61	Oct 26, 2012	Jan 7, 2013