

**III. STATEMENT OF WORK
NATIONAL MARINE FISHERIES SERVICE
OFFICE OF SCIENCE AND TECHNOLOGY**

FOR HIRE SURVEY AND LARGE PELAGICS TELEPHONE SURVEY

1	INTRODUCTION AND BACKGROUND	3
1.1	FOR-HIRE TELEPHONE SURVEY	3
1.2	LARGE PELAGICS TELEPHONE SURVEY	4
2	FOR-HIRE SURVEY AND LPTS ADD-ON	4
2.1	SCOPE	4
2.2	PERFORMANCE REQUIREMENTS	5
2.2.1	<i>Sample Frame</i>	5
2.2.2	<i>Sample Selection</i>	7
2.2.3	<i>Sample Sizes</i>	8
2.3	DATA COLLECTION DESIGN	10
2.3.1	<i>Data Collection Procedures</i>	10
2.3.2	<i>Vessel Notification</i>	10
2.3.3	<i>Dialing Procedures</i>	10
2.3.4	<i>Alternate Reporting Options</i>	11
2.3.5	<i>Survey Instrument</i>	12
2.3.6	<i>Data Collection Staff</i>	12
2.3.7	<i>Interviewer Training</i>	12
2.4	QUALITY CONTROL OF DATA COLLECTION	13
2.4.1	<i>Management of Dialing</i>	14
2.4.2	<i>Management / Supervision of Interviewers</i>	14
2.5	SURVEY DATA PREPARATION	14
2.5.1	<i>Data Entry</i>	14
2.5.2	<i>Databases and Record Formats</i>	14
2.5.3	<i>Data Editing</i>	15
2.6	REPORTING REQUIREMENTS	15
2.6.1	<i>Delivery of Datasets</i>	15
2.6.2	<i>Wave Reports</i>	16
2.6.3	<i>Annual Reports</i>	19
2.7	STATE SUBCONTRACTING	20
3	LARGE PELAGIC TELEPHONE SURVEY PRIVATE.....	21
3.1	SCOPE	21
3.2	PERFORMANCE REQUIREMENTS	22
3.2.1	<i>LPTS Private Sample Frames</i>	22
3.2.2	<i>LPTS Private Sample Allocation</i>	22
3.3	DATA COLLECTION DESIGN	23

3.3.1	<i>Data Collection Procedures</i>	23
3.3.2	<i>Vessel Notification</i>	23
3.3.3	<i>Dialing Procedures</i>	24
3.3.4	<i>Survey Instrument</i>	24
3.4	QUALITY CONTROL	24
3.4.1	<i>Management of Dialing</i>	24
3.4.2	<i>Interviewer Training and Supervision</i>	25
3.5	LPTS DATA PREPARATION	25
3.5.1	<i>Data Entry</i>	25
3.5.2	<i>Databases and Record Formats</i>	25
3.5.3	<i>Data Editing</i>	26
3.6	REPORTING REQUIREMENTS	26
3.6.1	<i>Delivery of Datasets</i>	26
3.6.2	<i>Wave Reports</i>	26
3.6.3	<i>Annual Report</i>	28
4	DELIVERABLES	29
5	PLACE OF PERFORMANCE	39
6	PERIOD OF PERFORMANCE	39
7	GOVERNMENT FURNISHED PROPERTY	39
8	APPLICABLE DIRECTIVES	40

1 INTRODUCTION AND BACKGROUND

National Oceanic and Atmospheric Administration (NOAA Fisheries) is required to conduct surveys of marine recreational fishing. The For-Hire Survey (FHS) specifically gathers information on fishing effort (number of angler trips) and catch by marine recreational anglers fishing on for-hire (charter boat and headboat) vessels, while the Large Pelagic Survey (LPS) collects fishing effort and catch data for the hand-gear fishery directed at "large pelagic species" (e.g., tunas, billfishes, swordfish, sharks, wahoo, dolphins, and amberjacks).

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 Marine Fisheries Commissions, State resource management 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.

1.1 For-Hire Telephone Survey

The FHS consists of two independent, yet complementary surveys, a vessel-directory telephone survey to assess fishing effort, and an access-point intercept survey to assess catch per-unit (CPU) of effort. The data from both surveys are combined to estimate total fishing effort and catch by species. The work specified in this Statement of Work (SOW) is for conduct of the telephone survey component of the FHS (referred to as FHS in this document).

It should be noted that during this period, the FHS will overlap with other charter and headboat monitoring programs. These other programs include the Northeast (Maine-Virginia) Vessel Trip Reporting Program (VTR), and the Southeast Regional Headboat Survey (SERHS). In some cases, these programs have been integrated with the FHS to reduce reporting burden and increase response rates.

The telephone survey portion of the FHS will be conducted for all Atlantic Coast states from Maine through Georgia in 2013. The contractor shall process FHS data collected by these state agencies at a specified price (Survey B). The contractor shall conduct the FHS data collection in all other states where the state agency is not conducting the survey (Survey A).

1.2 Large Pelagics Telephone Survey

The Large Pelagic Survey (LPS) collects fishing effort and catch data for the hand-gear fishery directed at "large pelagic species" (e.g., tunas, billfishes, swordfish, sharks, wahoo, dolphins, and amberjacks) in the offshore marine waters of the Northeast Region (Maine through Virginia) (Survey C). Because large pelagic species are only sought on a relatively small proportion of the total marine recreational angler fishing trips made in the Northeast Region each year, the fishing effort directed at such species, and the resulting angler catches are generally not estimated very precisely by the Agency's general recreational surveys. Therefore, LPS was designed as a specialized survey that would focus specifically on the recreational handgear fishery directed at large pelagic species. This specialization has allowed higher levels of sampling needed to provide more precise estimates of pelagic fishing effort and catches of large pelagic species. The LPS includes two independent, yet complementary, types of surveys which provide the effort and average catch per trip estimates needed to estimate total catch by species. The Large Pelagics Intercept Survey (LPIS) is a dockside survey of fishing access sites, primarily designed to collect catch data from private and charterboat captains who have just completed fishing trips directed at large pelagic species. The Large Pelagics Telephone Survey (LPTS) collects data used to estimate the total number of boat trips on which anglers fished with rod and reel or handline for large pelagic species. The work specified in this SOW is for conduct of the LPTS in 2013.

The LPTS is divided into two boat-type stratum based on permit category. Vessels with the HMS Charter/headboat permit form the "charter" stratum, and boats for which either the HMS Angling category or the Atlantic Tunas General category permit was obtained have been covered as a second "private boat" stratum. The "charter" stratum is surveyed as an add-on to the FHS ("LPTS Add-On") and is described with the FHS in Section 2 of this SOW, while the "private" stratum ("LPTS Private") is treated as a separate survey and is described in more detail in Section 3.

2 FOR-HIRE SURVEY AND LPTS ADD-ON

2.1 Scope

The contractor shall be responsible for conducting the FHS on the Atlantic coast north of Florida. The FHS will be conducted on a 12-month basis (January, 1 –December 31, 2013) in all states with the exception of Maine and New Hampshire, where it is conducted on a 10-month basis (March 4 – November 4, 2013).

The contractor shall be responsible for all data collection tasks described in the FHS SOW, including but not limited to:

1. Hiring, training, deployment and supervision of interviewers.
2. Survey administration, including selection of specific sampling units to be interviewed.
3. Establishment of a toll-free telephone number for vessel contacts during FHS administration.
4. Mailing of pre-contact notification letters and logsheets to captains selected to be included in the following week's sample.
5. Collection of specified fishing effort information by surveying vessel representatives through Computer Assisted Telephone Interviewing (CATI).
6. Collection of specified fishing effort information by allowing responses by toll-free fax and a

- PIN-protected website.
7. Hosting, maintaining and updating the data-entry website.
 8. Acceptance of Vessel Trip Reporting (VTR) program logsheets via fax for survey completion where overlap occurs with this program.
 9. Making modifications to the CATI programs to accommodate changes to the survey instrument.
 10. Editing of every entered variable for possible coding or key-entry errors identifiable as out-of-range, illogical, or unreasonable, and correcting all such errors identified in the data bases to produce a contact dataset.
 11. Document all data edits and corrections.
 12. Preparation of two-month progress reports (wave reports), as well as an annual final summary report of the data collection procedures and results.
 13. Attendance and participation at three data review meetings per year.
 14. Participation in bi-weekly conference calls with NOAA Fisheries.
 15. Accommodation of states wishing to conduct the telephone survey portion of the FHS.
 16. Timely delivery of error-free electronic databases to NOAA Fisheries.
 17. Updating the vessel directory with current information collected through contacts with vessel operators, provided by NOAA Fisheries, or provided by the contractor conducting the access-point intercept survey.
 18. Coordination of the FHS with NOAA Fisheries and entities conducting the access-point intercept survey.

The 2013 LPTS Add-on in the Northeast Region is a survey of vessels with Charter/headboat category HMS permits. The LPTS Add-on will be conducted as part of the For-Hire Survey (FHS). The LPTS Add-on will be conducted in the Northeast Region (Maine through Virginia) from May 27 through December 1, 2013. For the LPTS Add-on, each state will be considered a separate stratum, as in the FHS.

The contractor shall be responsible for completing all tasks for the LPTS Add-on, including collection of data, data entry, editing of data, quality assurance of survey operations, and quality control of the data. The Contractor shall also be responsible for documenting and delivering all required databases and programs developed for data entry and data processing. All tasks conducted under this contract shall be coordinated with NOAA Fisheries. Any decisions regarding re-allocation of sampling effort, modifications to procedures, or replacing key personnel shall only be made after the Contractor consults with and receives approval from the NOAA Fisheries. All telephone questionnaires must be approved by the NOAA Fisheries. All manuals, training documents, and computer programs developed to fulfill the objectives of the contract line items become the property of NOAA Fisheries. Estimated weekly sample sizes shall be used by the contractor to develop per-unit FHS pricing proposals that factor in the FHS as well as the LPTS Add-on questions. Also, NOAA Fisheries reserves the right to redistribute the quantities ordered among states and weeks. The methodology, specifications, and requirements described in this statement of work shall be used to develop per-unit pricing proposals.

2.2 Performance Requirements

2.2.1 Sample Frame

The sampling unit for the FHS is a for-hire vessel. The sample frame is constructed from a

comprehensive directory of for-hire boats for all states, from Maine through Georgia. The vessel directory consists of a vessel identifier (vessel name or registration number), the name, address and telephone number of an identified vessel representative (captain or owner), as well as a variety of accessory information, such as eligibility, activity, and cooperation status (Appendix A- Vessel Directory Variable Descriptions and Formats, provides complete variable descriptions and formats for the vessel directory). NOAA Fisheries shall provide the most current vessel directory to the contractor.

To be included in the sample frame, a vessel must be active in the for-hire fishery and have complete contact information, including a vessel identifier (either vessel name or registration number), at least one telephone number for a vessel representative, and the county and state in which the vessel operates. Vessels that do not meet these criteria remain in the vessel directory, but are not included in the sample frame. Periodically, contact information for these vessels will become available through dockside interaction or some other means. In addition, new vessels will be identified from license files, advertisements, field contacts, or other sources. Such updates will be provided to the contractor at least one week prior to sample selection for each data collection period. The contractor shall be responsible for updating the vessel directory with new information, as well as documenting all changes and updates prior to sample selection.

The contractor shall also be responsible for updating the vessel directory with information collected throughout the course of the telephone survey. Such updates will include, but are not limited to, information concerning the eligibility, activity and cooperation status of vessels. If a representative indicates that a vessel never participates in for-hire fishing, that vessel shall be coded as ineligible, such that it will not be included in future sampling frames. If a representative indicates that a vessel is inactive (out of season, being fixed, or out of the water for repair), the vessel shall be coded as such, and the wave, month and year in which activity will resume shall be recorded. Inactive vessels are not included in the sampling frame. The contractor shall be responsible for restoring the activity of the vessel at the appropriate time. If a vessel representative refuses to participate in the survey (hard refusal), the vessel shall be coded as non-cooperative. Such vessels remain in the sample frame, but are not contacted (automatically coded as refusal) if selected for sampling. Non-cooperative vessels shall remain as such for four months (two waves) following the initial refusal, after which time they shall be re-coded as cooperative. Upon subsequent refusals, the vessel shall be coded as non-cooperative for a period of six months (three waves).

The contractor shall incorporate information obtained during the telephone survey into subsequent weeks' sampling activities within a wave. For example, if a representative reports that a vessel is inactive (and will be inactive for ten weeks) during the first week of a sampling period, that vessel should not be contacted during subsequent weeks within the sampling period. Rather, it should be coded as inactive for all weeks that it was selected within that period. Similarly, if a vessel representative provides new contact information, that information should be immediately incorporated into the vessel directory, and used for all subsequent contacts.

The LPTS Add-on is conducted as part of the FHS. Therefore, all vessels with a Charter/headboat category HMS permit shall be included in the FHS vessel directories for Maine through Virginia for the particular sample weeks covered by the Add-on (sample weeks 22 through 48). Prior to the beginning of each wave, NOAA Fisheries will supply a database of all vessels with a HMS Charter/headboat category permit to the Contractor. The Contractor shall be responsible for incorporating this list into the FHS vessel directory. This shall include updating existing vessel directory records with HMS permit information, as well as adding new vessels to the FHS database.

The Contractor shall be responsible for assuring that, immediately prior to each wave's draw, the FHS

vessel directory is as accurate and complete as possible given the information available from the previous wave's directory and the current Charter/headboat category permit database. NOAA Fisheries will work with the Contractor to develop protocols and programs for FHS directory updates that will address, but not be limited to, the following issues:

- Ensuring that existing vessel records are not duplicated as a result of HMS permit updates.
- Establish standard approaches for resolving cases where there is conflicting information between the FHS directory and HMS permit databases.
- Establish standard approaches for dealing with records that contain missing information.

In a small number of cases involving FHS directory updates sufficient ambiguity may exist as to require a follow-up phone call with a vessel owner or captain. Based on historical data, the number of follow-up calls needed to update the directory each wave should average around 1 percent of the HMS Charterboat/headboat permit list size. NOAA Fisheries can, upon request, provide prospective bidders with an example of the record-matching program and protocols used during 2012. Results of the FHS directory updates will be documented by the Contractor in a SAS database with the naming convention FHS_HMS_update_YYYYWV. Variables in the FHS update will include, but not be limited to the following: year, wave, directory name, permit list name, vessel ID, permit number, status, and comments. This database will be delivered to NOAA Fisheries at least 3 days prior to the draw for each wave sampled.

2.2.2 Sample Selection

Sampling is stratified by vessel type (headboat and charter boat), state, and week, within two-month sampling periods (waves). Sampling is without replacement within strata (vessel type/state/sample week). However, replacement sampling is permissible among strata within a wave. For example, a vessel may be selected multiple times within a wave. Sample weeks are distributed among waves for administrative purposes, as well as for consistency with other sampling programs (see Section 4. 2013 FHS Weekly Email deliverables generated by the CATI to NOAA Fisheries Service, for the distribution of sample weeks among waves). The sample frame will be created prior to the start of each wave, and sample will be drawn for all weeks within the wave (i.e. sample will be drawn for all weeks within a wave prior to the start of each wave).

NOAA fisheries shall supply the contractor with a SAS program that produces the sample frame (from the vessel directory), as well as the sample draw for each stratum within a wave. In preparation for the sample draw, the frame is sorted by permit category, county and descending vessel length category, in that order (these are accessory variables in the vessel directory). After randomly sorting vessels within each permit/county/vessel length category, the frame is systematically sampled by identifying a random start point and selecting every nth vessel, such that sampling requirements are met on one complete pass through the sample frame.

Output from the sample draw program includes a sample frame ("good list") for each state, the sample draw for each stratum (state, wave, vessel type, sample week), and a list of vessels that were omitted from the frame as a result of incomplete contact information ("bad list") (See Appendix A - FHS Vessel Directory Variable Descriptions and Formats 2013). All outputs from the sample draw program shall be delivered to NOAA Fisheries, as well as the contractor responsible for conducting the intercept survey, at least three weeks prior to the start of interviewing each wave. Appendix A - FHS Vessel Directory Variable Descriptions and Formats 2013 provides variable descriptions, formats and naming conventions for the sample frame and sample draw files.

2.2.3 Sample Sizes

Currently, vessels are sampled at a rate of 10% (rounded to next highest whole number) within each stratum, with a minimum sample size of 3 vessels. These rates are subject to change as the survey progresses. Historic frame and sample sizes are included in FHS and LPTS wave reports as a table. Table 1, for example, shows the estimated number of FHS vessels contacted by week and state in 2011. While, Table 2 shows the estimated number of vessels contacted in the LPTS per state by wave in 2011

Table 1. Estimated number of sampled vessels selected for FHS per state by wave in 2011

Table of state by wave						
state	wave					Total
Frequency	2	3	4	5	6	
ME	0 0.00	104 2.99	162 4.16	171 4.31	0 0.00	437
NH	27 0.82	72 2.07	63 1.62	63 1.59	0 0.00	225
MA	558 16.86	616 17.70	729 18.70	756 19.07	693 20.03	3352
RI	144 4.35	152 4.37	171 4.39	153 3.86	153 4.42	773
CT	45 1.36	152 4.37	99 2.54	99 2.50	27 0.78	422
NY	315 9.52	320 9.19	369 9.47	369 9.31	360 10.40	1733
NJ	594 17.95	592 17.01	639 16.39	621 15.66	585 16.91	3031
DE	108 3.26	104 2.99	108 2.77	108 2.72	99 2.86	527
MD	118 3.56	131 3.76	141 3.62	143 3.61	124 3.58	657
VA	186 5.62	174 5.00	184 4.72	186 4.69	177 5.12	907
NC	666 20.12	624 17.93	729 18.70	738 18.61	756 21.85	3513
SC	387 11.69	320 9.19	360 9.24	414 10.44	360 10.40	1841
GA	162 4.89	120 3.45	144 3.69	144 3.63	126 3.64	696
Total	3310	3481	3898	3965	3460	18114

Table 2. Estimated number of vessels contacted in the LPTS per state by wave in 2011

State / Boat type		Wave					
		3		4		5	
		Drawn	Boats in Frame	Drawn	Boats in Frame	Drawn	Boats in Frame
	Boat Type						
ME	Charter	25	46	75	95	116	122
	Headboat	10	2	16	2	18	2
NH	Charter	36	71	45	48	39	37
	Headboat	5	4	9	4	13	7
MA	Charter	390	778	636	790	743	819
	Headboat	0	1	1	1	0	1
RI	Charter	75	145	113	140	118	130
	Headboat	15	4	24	4	27	4
CT	Charter	47	94	72	87	88	95
	Headboat	0	0	0	0	0	0
NY	Charter	143	283	232	283	255	275
	Headboat	8	11	14	10	17	10
NJ	Charter	277	547	449	554	499	546
	Headboat	10	15	17	14	23	15
DE	Charter	36	70	64	77	76	82
	Headboat	7	4	9	3	15	4
MD	Charter	68	134	106	129	115	128
	Headboat	1	2	4	2	6	2
VA	Charter	53	104	83	104	91	100
	Headboat	1	2	2	2	4	1
ALL	Charter	1150	2272	1875	2307	2140	2334
	Headboat	57	45	96	42	123	46

Because it is not possible to predict exactly how many vessels will be actively fishing during any wave, it is not possible to provide exact sample sizes. However, NOAA Fisheries anticipates that sample sizes will be similar to historic sample sizes. NOAA Fisheries will submit delivery orders with actual sampling distributions approximately one month prior to the start of each wave.

The sample rate and sampling methods for the LPTS Add-on will be the same as that for the For-Hire Survey. Prior to drawing a sample of boats for a given sampling week, the FHS sample frame shall be sorted by permit status (HMS or non-HMS). The sample of boats shall then be selected by systematic sampling of the sorted list. This will ensure representative sampling of HMS and non-HMS boats for each week of the FHS.

2.3 Data Collection Design

2.3.1 Data Collection Procedures

Data collection shall be conducted on a weekly basis during all weeks within each wave. A week is defined as Monday through Sunday. All weekly dialing should be completed during the week following a specified week of fishing (Monday-Sunday). Respondents will be asked to report angler and vessel fishing activity for the prior week that ended on a Sunday. This approach results in a recall period of 7-14 days for all respondents (See Section 4. 2013 FHS Weekly Email deliverables generated by the CATI to NOAA Fisheries Service).

All interviewing shall be done through a Computer Assisted Telephone Interviewing (CATI) system. The FHS Contractor is responsible for purchasing and maintaining its own CATI system software and hardware. The contractor is responsible for adapting the questionnaire described in Appendix D FHS Questionnaire 2013 to work with their CATI system. The FHS Contractor will be responsible for maintaining the computer programs necessary for accurate CATI data collection throughout the contract period, and for modifications to the programs when there are changes made in the questionnaire.

Additional questions will be programmed into the CATI system for the LPTS Add-on (see LPTS Add-on questions in Appendix D - FHS Questionnaire 2013). These questions will only be asked for respondents who are listed as having an HMS permit for the vessel selected.

2.3.2 Vessel Notification

The contractor shall mail an advance letter to the representative of each selected vessel one week prior to the week for which the vessel was selected to report (sample week). The letter will notify the representative of the vessel's selection for the survey, the week for which he or she will be asked to provide data, and the week in which the interview will take place. Advance letters will differ depending on HMS permit status (See Appendix G - LPTS and FHS Add-on Advance Letter for example FHS and LPTS Add-on Advance Letters). Representatives will also be provided with web, fax and phone contact information, as well as instructions for completing the survey through alternative reporting modes (Section 2.3.1 & Section 2.3.4). All advance materials will be provided by NOAA Fisheries to the FHS Contractor electronically.

2.3.3 Dialing Procedures

Once a vessel has been selected, at least ten attempts must be made to contact that vessel's representative. Telephone calls must be made during the time of day that maximizes the potential to contact vessel operators. All first attempts should be made the first day of the sampled week, and repeat attempts should be distributed among weekend/weekday and day/evening time periods. At least five additional attempts must be made to reach each representative once a phone contact. When each number is dialed, the telephone should be allowed to ring five times before being classified as a "no answer." Interviewers should continue to attempt to contact vessel representatives until they have conducted an interview, determined that the boat is no longer operating, or made ten attempts. The contractor shall document the results of each attempt for each sampled vessel.

The pattern of dialing for each number should include at least one daytime attempt and three night attempts. The time separating day and night is 5:00 P.M. (local time for the area being called). No calls should be attempted after 9:00 PM (local time). Once a vessel representative is contacted, future calls to that individual should be made on an appointment basis if the interview cannot be completed at the time of initial contact. Respondents at the contact number should be questioned as to the best time to call back in order to interview the eligible respondent.

When a given vessel is selected for telephone sampling, the telephone interviewer should first attempt to contact the principal representative at each of his/her listed phone numbers. If it is determined for certain that the principal representative will not be available during the dialing period (i.e. sick, on vacation or other reason), the interviewer should attempt to contact one or more other known owners or operators of the vessel in question (using additional phone numbers or contacts from the vessel directory) during the week. During such situations, 10 total attempts should be made to contact a representative of the vessel.

Although repeated attempts to contact an individual vessel representative may occasionally result in a final outcome of “no answer”, “busy” or “answering machine”, the percentage of such results should not exceed 25 percent of the total calls attempted in any state per wave. This means the FHS Contractor may need to exceed the minimum number of ten attempts to control for this factor and shall provide in written information about response rates and response disposition in the FHS wave reports.

2.3.4 Alternate Reporting Options

To maximize response rates, NOAA Fisheries offers alternative response options. Vessel representatives shall be permitted to fax completed logsheet (legal-size, included with notification materials) to a toll-free fax line, which shall be maintained by the contractor (See Appendix C FHS Sample Logsheet 2013). If a logsheet is accepted as complete for a sampled vessel, further attempts to contact the vessel shall be discontinued for that sample week. Every effort shall be made to avoid re-contact of a vessel once it has reported via fax.

For-hire contractor shall provide an on-line tool to provide vessel representatives an option for submitting data via an online tool. The tool shall require a unique personal identification number (PIN) that is assigned once the sample draw has been completed for each wave. PIN numbers are included in each vessel’s pre-notification letter. Near real-time sample monitoring is required with this option, so that attempts to contact a vessel representative by telephone are discontinued following completion of an online survey by a vessel representative. Every effort shall be made to avoid re-contact of a vessel once they have reported via the web.

The current version of the FHS Web-tool software will be made available upon request. The contractor shall be responsible for hosting and maintaining the Web-tool, as well as downloading submitted data, uploading sample frames and sample week files, and modifying, integrating and debugging the software as needed. This requires a combination of the Linux operating system, Apache web server, MySQL database, and PHP scripting capabilities (LAMP stack). Detailed instructions for installing the Web-tool are included in the software download file.

The contractor shall work cooperatively with NOAA Fisheries and state agencies to develop and implement an alternate reporting using Smartphone application. The distribution of interviews by the various reporting options is included in the FHS wave reports.

2.3.5 Survey Instrument

The simplified version of the current FHS questionnaire is included as Appendix D FHS Questionnaire 2013. Additional questions will be asked for LPTS add-on respondents for vessels from Virginia through Maine with an HMS during the LPTS Add-on sample weeks (May 27 - December 1). CATI executables of the current version of the survey instrument will be provided following award. FHS Contractor will deliver the data collected and generated from the CATI system to NOAA as a SAS file. NOAA Fisheries reserves the right to make changes in data items for regional or annual customization, and in order to improve response rates or accuracy of the responses. In addition, NOAA Fisheries reserves the right to add up to ten questions per sampled vessel, or five questions per for-hire fishing trip. NOAA Fisheries will submit any questionnaire changes to the contractor at least 30 days before the beginning of the dialing period for each wave. All questionnaires must be approved by NOAA Fisheries prior to implementation.

2.3.6 Data Collection Staff

The contractor shall be solely responsible for hiring, training and supervising persons to serve as interviewers for the FHS. All calls shall be made by experienced telephone interviewers, trained and supervised by the contractor.

The contractor should consider using a small, core set of interviewers to conduct the FHS, and have the same interviewer responsible for a certain set of captains for a wave, or even across waves. Some vessel operators will be called repeatedly throughout the year and perhaps even within a wave, depending upon the size of the fleet in a particular state. This repeated calling may result in increased resistance to being interviewed if interviews are thought to be formal and impersonal. Having the same interviewer conduct repeated contacts with an individual should help establish a rapport with respondents, and familiarity with those captain's operations may help the interviews flow more smoothly and take less time.

2.3.7 Interviewer Training

The FHS Contractor shall be responsible for providing interviewer training for the telephone data collection. 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 FHS. Training sessions must include a general overview of the background, purpose and design of the FHS, and the uses of the data. The introduction shall be sufficient to allow interviewers to respond to general questions regarding the FHS. This includes an understanding of the sampling procedures and minimum sample sizes for FHS (e.g. Why am I being called again? How was I selected? Why are you calling me now when we don't start fishing until July?).

Questions and discussion should be encouraged to ensure that all interviewers understand the design and overall purpose of the survey. Interviewers should be briefed on the existence of other programs in various states and regions that monitor charter and head boats (NOAA Fisheries will provide a list of other reporting requirements for the areas covered by the FHS). The overview must be followed by

an item-by-item explanation of the data collection instrument, and a review of all materials used to conduct the interviews. All training materials will be mailed to NOAA Fisheries Service for their approval (See Section 4). Subjects addressed in the telephone survey training sessions must include, but not necessarily be limited to:

1. An introduction to the objectives, goals, design, and operation of the FHS Survey addressing:
 - a. Unit of sampling.
 - b. Method and importance of systematic random sampling of the “charter” and “head” boat strata for weekly interviews.
 - c. Eligibility of vessels and vessel operator respondents.
 - d. Recording respondents’ level of cooperation.
 - e. Definitions.
 - f. Assuring confidentiality of responses.
 - g. Awareness of weekly sampling quotas and tolerances.
 - h. Requirement of supervision and monitoring.
2. Proper procedures for conducting an interview, including:
 - a. Recording call attempts and completions.
 - b. Screening respondents for eligibility.
 - c. Setting appointments and making callbacks.
 - d. Overcoming respondent resistance and discouraging refusals.
 - e. Recording answers correctly into the CATI System database.
 - f. Using county, site and species look-up lists.
 - g. Proper probing to clarify imprecise or confusing responses.
 - h. Reading the questionnaire verbatim, in a manner that respondents can easily understand.
 - i. Obtaining complete verbatim answers.
3. Directory update/correction probing
 - a. When appropriate to ask for additional vessel/contact information.
 - b. How to probe “off-script” and obtain specific information.

Each training session must contain periods of role-playing to ensure good interviewing technique. All trainees must conduct practice interviews with supervisors to allow first-hand criticism 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 the exclusions in questionnaires that are applicable to that wave, and point out any changes. 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. Questions are strongly encouraged during these final briefings.

NOAA Fisheries Service will provide copies of the Privacy Act policy to be completed by phone interviewers (see Appendix F Privacy Act Statement 2013), the explanation of why a charter or head boat vessel operator may be reporting to multiple entities, and the URL for the Marine Recreational Information Program data query website <http://www.st.nmfs.noaa.gov/st1/recreational/queries/index.html>.

2.4 Quality Control of Data Collection

2.4.1 Management of Dialing

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

2.4.2 Management / Supervision of Interviewers

The contractor shall oversee the operation of the FHS. These individuals must be experienced in telephone interviewing and be knowledgeable about the MRIP, the FHS, the LPTS, and of other charter and headboat monitoring programs. Supervisors must also have effective skills in managing and motivating personnel. Supervision shall include direct observation of interviewer procedures, silent monitoring of in-progress interviews, and/or taping of calls followed by comparison to entered data. Additional training or remedial action shall be taken whenever appropriate.

All of the interviews completed by each new interviewer on the first day of work must be tracked to ensure that the interviewer is following procedures correctly and has good interviewing technique. On the first day, contractor supervisor must validate 10 percent of each new interviewer's work each wave through silent interview monitoring of in-progress interviews. Any issues detected through monitoring shall be addressed and corrected immediately by the supervisor and reported to NOAA Fisheries in wave reports (see reporting requirements).

During silent monitoring, supervisors should have the capability to visibly observe the data that is being entered while listening to the interview. At no point shall the supervisor interrupt the interview. Following the interview, the supervisor should provide feedback to the interviewer and give suggestions to help improve interviewing technique.

The contractor must provide the capability for NOAA Fisheries staff, or others designated by NOAA Fisheries staff, to perform silent monitoring of FHS interviewing and callbacks from a remote phone.

Results of all supervisory activities must be fully documented. This includes documenting results of interview validation and follow-up counseling or instruction, and describing circumstances necessitating additional training or other remedial action in the wave report. Documentation must be made available to NOAA Fisheries staff upon request.

2.5 Survey Data Preparation

2.5.1 Data Entry

The contractor shall use a CATI system for data entry during all FHS telephone interviewing. The contractor may propose other forms of automation to replace or supplement CATI, or to improve support activities. The contractor shall be responsible for compiling data from all modes of reporting into a MS Word document for delivery to NOAA Fisheries to be including in the wave report. This may require development of a supplemental data-entry tool for transcription of faxed log-sheet data.

2.5.2 Databases and Record Formats

FHS interview datasets contain information for all vessels selected for inclusion in the survey, regardless of the result of the interview or activity of the vessel. Each record consists of vessel and trip information. If a vessel reports multiple trips during a sample week, then the dataset will contain multiple records for that sample week / vessel combination. Such records are linked to a vessel by a unique, seven-digit vessel identification number (vessel ID). A single interview dataset, consisting of survey data for all sample weeks within a wave, shall be delivered for each wave. Specific variable names, formats and codes for the FHS interview datasets are included as Appendix E FHS Dataset Variable Formats and Codes 2013.

The Database formats for LPTS Add-on shall be the same as the convention specified for the For-Hire Survey. LPTS Add-on data will be included as part of the FHS data. Specific variable names, formats, and codes for the LPTS Add-on interview datasets are included as Appendix J LPTS Add-on Dataset Formats.

2.5.3 Data Editing

The Contractor shall be responsible for delivering error-free data on the specified delivery date on Section 4. Error-free data is defined as data that passes through NOAA Fisheries quality assurance program with no errors detected. NOAA Fisheries will provide an error-checking program in SAS to the contractor and returned it NOAA Fisheries.

Error checking should be accomplished through either the use of table look-ups during data entry, or by running editing routines on datasets following data entry for the wave. For data collected through telephone interviews, all codes should be controlled by the CATI system to the extent possible, such that only valid, documented values can be incorporated into the datasets. For data collected through all reporting modes, 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. Error-checking programs will continue to evolve as we gain experience in conducting the FHS and updated SAS programs will be provided.

The FHS Contractor must examine questionable records identified by the error-check program. This may require a callback to the vessel or checking with the interviewer. Errors may also be found during periodic data review meetings. Such records must be examined, resolved, documented, and delivered by the contractor as an Outlier resolution Excel file (See Section 4).

Those records questioned, and corrected or verified, should be reported to NOAA Fisheries on spreadsheets listing the key information to identify the record (vessel id) and the value questioned, the resolved or corrected value, and the reason for the correction. If outlier analysis is used to question the recorded responses the outlier (limit) values should be included on the spreadsheet. This documentation shall be included with each wave's deliverables (See Section 4). If errors are found during data review meetings, the Contractor shall be responsible for correcting the data within one month of the end of the meeting.

2.6 Reporting Requirements

2.6.1 Delivery of Datasets

Interview datasets and dialing results datasets shall be delivered following the delivery schedule in Section 4. Updated vessel directories, sampling frames (both “good” and “bad” lists), and sample draw files shall be delivered at least three weeks prior to the start of each wave (See Section 4).

The datasets should be accompanied by documentation that shall include, but not necessarily be limited to the following:

- a. Characteristics of the files (record formatting characteristics; number of records in each file; data format).
- b. A description of file content including the project name; year and wave of data; date generated; person to be contacted; and other pertinent descriptive information.

2.6.2 Wave Reports

2.6.2.1 FHS Wave Reports

The FHS Contractor shall prepare and submit reports of survey activities and results for each wave of data collection. These reports are to be provided to NOAA Fisheries on a bimonthly basis according the delivery schedule in Section 4. Wave reports shall be labeled as <*FHS 2013 Wave (wave number) Report*> (See Section 4). The reports shall track trends in dialing success and identify anomalies in the data. The contractor shall deliver and an electronic copy of the wave report in MS Word. In addition, certain data (primarily dialing results) will be required in a database format (SAS spreadsheets) that allows manipulation of the data at the state level. All deliverables are the property of the Government and may be passed on to other contractors during future procurement actions.

Wave reports shall include the following:

1. Overview narrative
2. Table of contents for Sections, Tables, and Figures
3. Results of all interviewer supervisory activities including documentation of results of interview validation and follow-up counseling or instruction, and description of circumstances necessitating additional training or other remedial action.
4. By week and state:
 - a. Total vessel quotas
 - b. Respondents
 - i. Numbers and percent of active eligible
 - ii. Numbers and percent of inactive eligible
 - iii. Numbers and percent of ineligibles
5. Average number of attempts to contact respondents
 - a. Non-respondents
 - b. Numbers and percent due to refusal
 - i. Numbers and percent due to language barrier
 - ii. Numbers and percent due to inability to contact
 - iii. Average number of attempts to contact non-respondents
 - iv. Numbers and percent with no contact possible (directory contains number but number disconnected or wrong number)
 - c. Average number of attempts to contact all vessels
6. By State: Average interview length in minutes

7. Vessel directory summary by state:
 - a. Number of vessels in the directory
 - b. Number of vessels in the directory with complete enough data for sampling purposes (good list)
 - c. Number of vessels in the directory with incomplete data for sampling purposes (bad list)
 - d. Number of vessels in the directory that are inactive (directory indicates that vessel operator indicated no plans to be active the entire wave)
 - e. Number of vessels in the directory that are ineligible (no longer operating as a for-hire vessel, freshwater)
 - f. Missing items that placed vessels on bad list
 - i. Vessel id (vslidflg)
 - ii. Ineligible (elig_flg)
 - iii. State flag (rare after the survey is operational for a few months)
 - iv. No phone number (fon_flag)
 - v. Business / port county (ncst_flg - county of operation missing or non-coastal)
8. Distribution of interview variables by state:
 - a. Status codes by Dialing results
 - b. Attempts by Result
9. Validation results, including:
 - a. Number of calls validated by state and wave
 - b. Number and percent of errors found by error type (coded wrong answer misunderstood respondent)
10. Overview of results of any of the flexible questions that may be exercised by Sub-region (to be determined mutually)
11. Recommendations and proposals for changes to address problems in the conduct of the telephone survey.

2.6.2.2 LPTS Add-on Wave Reports

The contractor shall produce bimonthly reports of survey activities and dialing results for the LPTS Add-on. Reports shall cover all sampling conducted within the appropriate two-month period (May-June, July-August, September-October, November-December (November only)), and shall be delivered to the NOAA Fisheries according to the delivery schedule listed on Section 4. The LPTS Add-on wave report should be combined with the LPTS Private Wave Report (see 3.6.2 below) into a single LPTS wave report. NOAA Fisheries will provide an example of LPTS Add-on and LPTS Private combined report.

LPTS Add-on Wave reports shall include but not necessarily be limited to the following:

- A. Tables showing the number of boats on frame and number of boats drawn by state, boat type, and sampling period for LPTS add-on.
- B. Graphs showing the percent of non-contacts, bad numbers, refusals, and contact rates for each month of the wave for LPTS add-on.
- C. Tables showing wave percent of completed interviews by each reporting method (i.e., telephone, logsheet, VTR, or Web-tool) for LPTS add-on.
- D. A complete accounting of all of the telephone numbers dialed, as well as of the dialing results for all vessels sampled for each reporting period and for the entire wave (LPTS add-on). Tables should include numbers and percentages of:
 - 1) Invalid telephone number dialed (businesses, institutions, wrong number),

- 2) Dialing efforts resulting in status of telephone number not determined (no answer, busy signal, fax/computer, wrong number)
- 3) Dialing efforts resulting in the contact of a vessel representative:
 - i. Number and percent of vessels that did not complete an interview due to initial or mid-interview refusal or some other reason (e.g., language barrier)
 - ii. Number and percent of vessels that did complete an interview
 - iii. Number and percent of vessels that did not fish
 - iv. Number and percent of vessels that fished, but not for large pelagic species
 - v. Number and percent of vessels that fished for large pelagic species
- E. Vessels that caught large pelagic fishes during the weeks and vessels that opted to terminate the interview without completing the catch information section.
- F. Average number of large pelagic fishing trips reported per sampling area per week by state.
- G. Recommendations and proposals for changes based upon survey fielding.

2.6.3 Annual Reports

2.6.3.1 FHS Annual Report

An annual report that provides an overview of data collection procedures and results is required for each year of the contract. The contractor shall deliver an electronic copy of each annual report using the filename convention as follows <FHS 2013 Annual Report.doc> in MS Word (See Section 4.). All deliverables are the property of the Government and may be passed on to other contractors during future procurement actions. The annual report shall include, but is not limited to the following:

1. Annual summary of the tables provided in the wave reports.
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. A simplified (non CATI) version of the FHS questionnaire.
6. Listings of the FHS edit checking programs, and
7. Listing of FHS sample draw programs.
8. Electronic executables of all CATI versions of all questionnaires, including flex questions.
9. Electronic working copies of all data editing, quality control, and sample draw programs.
10. Electronic files of all manuals, forms, and training presentations used in each year of the survey, including any revisions.
11. Any other specially-designed software developed for tracking of assignments, or quota monitoring; however, if widely available commercial software is used, only examples of that use would be required. If a web application is modified, then the Contractor will send copies of the program(s) used to modify the application.
12. Documentation of validated or edited records resulting from error checking routines.

2.6.3.2 LPTS Add-on Annual Report

An annual report that provides an overview of data collection procedures and results is required for each year of the contract. The annual report shall include, but is not limited to the following:

1. Annual summary of the tables provided in the wave reports,
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 LPTS edit checking programs, and
6. Listing of LPTS sample draw programs.

The LPTS Add-on Annual Report can be combined with the LPTS Private Annual Report (described below) into a single LPTS Annual Report.

2.7 State Subcontracting

Over the past several years, several states have conducted the telephone interviewing using state personnel. NOAA Fisheries Service wishes to extend this opportunity to state agencies. States shall be permitted to conduct the telephone survey as subcontractors or through direct contractual relationships with the Government.

To facilitate state participation, NOAA Fisheries has developed a Web-tool to allow contractors and State personnel to submit all required data online. Specifically, trip data are entered directly into the standard FHS Web-tool, and call administration data, such as the date and disposition of each dialing attempt, are entered into the complimentary module (call attempt log). Call attempt log software and installation instructions will be available and Contractor shall set up the system to deliver those call attempt message to NOAA Fisheries.

States that wish to conduct the telephone interviewing portion of the survey will be required to complete the following tasks:

- 1) Mail advance materials. The Contractor will print all logsheets and supply the required materials to state personnel for the advance mailing. States that wish to alter the advance letter must receive final approval from NOAA Fisheries 14 days before the first mailing.
- 2) Serve as the primary FHS contact for the Atlantic Coast states.
- 3) Administer telephone survey using FHS Web-tool according to requirements set forth in the FHS SOW.
- 4) Submit data on contacts and validation through FHS Web-tool.
- 5) Update state vessel directory and current wave's sample with information collected through the telephone survey.
- 6) Validate interview data according to the requirements set forth in the FHS SOW.

The FHS Contractor will be responsible for conducting sample draws, administering web applications, compiling state-submitted data, preparing wave reports, and delivering data according to the delivery schedule, regardless of states' contractual arrangements (See Section 4). If states choose to participate as subcontractors, the contractor shall also be responsible for ensuring that all survey protocol, data quality standards and timelines specified in this statement of work are met.

The contractor shall identify and document questionable records through error checking procedures described in Section 2.5.3. However, the contractor shall NOT be responsible for resolving questionable records. Rather, the contractor shall provide documentation to the Government as errors are identified.

3 LARGE PELAGIC TELEPHONE SURVEY PRIVATE

3.1 Scope

The contractor shall be responsible for completing all tasks for the LPTS Private, including collection of data, data entry, editing of data, quality assurance of survey operations, and quality control of the data. All tasks conducted under this contract shall be coordinated with NOAA Fisheries. All telephone questionnaires must be approved by the NOAA Fisheries. All manuals, training documents, and computer programs provided by NOAA Fisheries and updated by the contractor to fulfill the objectives of the contract line items become property of NOAA Fisheries.

Estimated weekly and biweekly sample sizes shall be used by the contractor to develop separate per-unit pricing proposals for the LPTS Private. NOAA Fisheries anticipates that these quantities will be similar to the actual quantities that will be ordered. However, NOAA Fisheries reserves the right to order quantities that differ from the estimated quantities. Also, NOAA Fisheries reserves the right to redistribute the quantities ordered among states and weeks. The methodology, specifications, and requirements described in this statement of work shall be used to develop per-unit pricing proposals.

The LPS Private will be conducted in the Northeast Region (Maine through Virginia). For the LPTS Private, states will be grouped into the following strata:

- A. Virginia
- B. Maryland/Delaware
- C. New Jersey
- D. New York
- E. Connecticut/Rhode Island
- F. Massachusetts
- G. Maine/New Hampshire.

The contractor shall be responsible for all LPTS Private data collection tasks, including but not limited to:

1. Hiring, training, deployment and supervision of interviewers.
2. Survey administration, including selection of specific sampling units to be interviewed.
3. Establishment of a toll-free telephone number for vessel contacts.
4. Mailing of pre-contact notification letters and logsheets to permit holders selected to be included in the following bi-weekly sample.
5. Collection of specified fishing effort information by surveying vessel representatives through Computer Assisted Telephone Interviewing (CATI).
6. Making modifications to the CATI programs to accommodate changes to the survey instrument.
7. Editing of every entered variable for possible coding or key-entry errors identifiable as out-of-range, illogical, or unreasonable, and correcting all such errors identified in the data bases to produce a contact dataset.
8. Document all data edits and corrections.
9. Preparation of two-month progress reports (wave reports), as well as an annual final summary report of the data collection procedures and results.
10. Attendance and participation at two data review meetings per year.

11. Participation in weekly LPS conference calls with NOAA Fisheries.
12. Timely delivery of error-free electronic databases to NOAA Fisheries.

3.2 Performance Requirements

3.2.1 LPTS Private Sample Frames

The sample frame for the LPTS Private is constructed from a comprehensive directory of vessels with HMS Angling and Atlantic Tunas General category permits. The period of performance will be from May 27 through November 3, 2013 (Survey D).

Prior to sample selection for each wave, NOAA Fisheries will deliver the most recent criteria to include vessels on the LPTS sample frame. The contractor shall be responsible for reviewing and editing the frame to remove duplicate vessels, as well as updating all records with the most current information.

To be included in the sample frame, a vessel must have complete contact information, including a telephone number, the name of a vessel representative, the state in which the vessel normally operates, and a vessel identifier (vessel name or number). The contractor shall be responsible for delivering the sample to NOAA Fisheries at least two weeks prior to the start of each wave.

3.2.2 LPTS Private Sample Allocation

LPTS Private sampling is stratified by state (or group of states) and two-week sampling period. For consistency with other sampling programs, as well as administrative purposes, sampling periods are divided among two-month waves. The 11 two-week sample periods and estimated sample sizes for each stratum for 2013 are shown in Table 1 below. These estimated sample sizes are provisional and subject to change.

Prior to the start of each wave, the contractor shall draw sample for each stratum within a wave using the most recent version of the LPTS Private sample frame. After the samples have been drawn for each stratum within a wave, vessels may not be substituted, added, or dropped from the samples or the sampling frames. Sample draw files and sample frames shall be delivered to NOAA Fisheries, as well as to the contractor responsible for conduct of the Large Pelagics Intercept Survey (LPIS), at least two weeks prior to the start of each wave (see Deliverable schedule below for exact dates).

Table 3. LPS Private Estimated Sample Sizes

FHS Sample Week	Reporting Dates	VA	MD/DE	NJ	NY	CT/RI	MA	NH/ME	TOTAL
22/23	May 27 – Jun 9	85	120	125	125	95	110	0	660
24/25	Jun 10- Jun 23	85	120	125	125	95	110	0	660
26/27	Jun 24 – Jul 7	85	130	125	100	100	120	85	745
28/29	Jul 8 – Jul 21	85	130	125	100	100	120	85	745
30/31	Jul 22 – Aug 4	85	130	125	100	100	125	85	750
32/33	Aug 5 – Aug 18	85	130	125	100	100	125	85	750
34/35	Aug 19 – Sep 1	85	130	125	100	100	125	85	750
36/37	Sep 2 – Sep 15	85	120	120	100	100	120	85	730
38/39	Sep 16 – Sep 29	85	120	120	100	100	120	85	730
40/41	Sep 30 – Oct 13	85	120	120	100	95	110	85	715
42/43	Oct 14 – Nov 3	85	120	120	100	95	110	85	715
Total		935	1370	1355	1150	1080	1295	765	7950

3.3 Data Collection Design

3.3.1 Data Collection Procedures

Telephone interviewing shall be conducted by the contractor according to the weekly schedules and sample sizes provided by the NOAA Fisheries. For the LPTS Private, interviewing for each two-week reporting period shall be conducted during a 7-day period (from Monday through Sunday) immediately following that two-week period.

All interviewing should be done through a Computer Assisted Telephone Interviewing (CATI) system. The contractor is responsible for purchasing and maintaining their own CATI system software and hardware (not included in the cost of this contract). The contractor is responsible for adapting the questionnaire to work on their systems. The contractor shall be responsible for maintaining the computer programs necessary for accurate CATI data collection throughout the contract period, and contract modifications to the programs will be submitted if there are changes made to the questionnaire.

3.3.2 Vessel Notification

The contractor shall mail advanced notification letters to representatives of vessels that have been selected for the survey. For the LPTS Private, the contractor shall mail a letter informing each vessel

representative that he/she has been selected for participation in the LPTS for a particular two weeks of fishing. The letter shall include the dates for which the vessel has been selected to report, as well as the date(s) when calling will be attempted. The advanced letters shall arrive during the week prior to the two-week fishing period the respondent was selected for. A sample LPTS Private Notification letter is included as Appendix G - LPTS and FHS Add-on Advance Letter.

3.3.3 Dialing Procedures

Once a vessel has been selected, a minimum of 10 attempts must be made to contact that vessel's representative. Telephone calls must be made during the time of day that maximizes the potential to contact vessel operators. All first attempts should be made the first day, and repeat attempts should be distributed among weekend/weekday and day/evening time periods as listed below. At least five additional attempts must be made to reach each representative once a phone contact with a co-resident has been made. When each number is dialed, the telephone should be allowed to ring five times before being classified as a "no answer." Interviewers should continue to attempt to contact vessel representatives until they have conducted an interview, determined that the boat is no longer operating, or made the minimum number of attempts. The contractor shall document the results of each attempt for each sampled vessel.

The pattern of dialing for each number should include at least one daytime attempt and three night attempts. The time separating day and night is 5:00 PM (local time for the area being called). No calls should be attempted after 9:00 PM (local time). Once a vessel representative is contacted, future calls to that individual should be made on an appointment basis if the interview cannot be completed at the time of initial contact. Respondents at the contact number should be questioned as to the best time to call back in order to interview the eligible respondent.

When a given vessel is selected for telephone sampling, the telephone interviewer should first attempt to contact the principal representative at each of his/her listed phone numbers. If it is determined for certain that the principal representative will not be available during the dialing period (i.e., sick, on vacation), the interviewer should attempt to contact one or more other known owners or operators of the vessel in question (using additional phone numbers or contacts from the vessel directory) during the week. During such situations, the minimum number of total attempts should be made to contact a representative of the vessel.

3.3.4 Survey Instrument

The simplified version of the current LPTS Private questionnaire is included as Appendix H - Private LPTS Questionnaire. The contractor shall review the questionnaire for content, format, question-flow, and CATI adaptability, and provide any recommended modifications to the NOAA Fisheries. Any questionnaire changes or modifications must be approved by NOAA Fisheries prior to implementation. In addition, NOAA Fisheries reserves the right to add up to five questions per sampled vessel, or five questions per LPTS Private fishing trip.

3.4 Quality Control

3.4.1 Management of Dialing

The contractor shall be responsible for ensuring that all dialing requirements and protocols are met

according to specifications outlined above. The contractor shall provide reports summarizing data collection activities, and detailing dialing results by day and interviewer at the Government's request.

3.4.2 Interviewer Training and Supervision

The contractor shall oversee the operation of the LPTS. Training requirements for LPTS Private phone interviewers should follow the same requirements and protocols as specified for FHS interviewers (refer to Section 2.3.7 of this SOW). Supervisors must be experienced in telephone interviewing and be knowledgeable about MRIP, the LPS, and of other monitoring programs for large pelagic species. Supervisors must also have effective skills in managing and motivating personnel. Supervision shall include direct observation of interviewer procedures, silent monitoring of in-progress interviews, and/or taping of calls followed by comparison to entered data. Additional training or remedial action shall be taken whenever appropriate.

All of the interviews completed by each new interviewer on the first day of work must be tracked to ensure that the interviewer is following procedures correctly and has good interviewing technique. On the first day, contractor supervisor must validate 10 percent of each new interviewer's work each wave through silent interview monitoring of in-progress interviews. Any issues detected through monitoring shall be addressed and corrected immediately by the supervisor and reported to NOAA Fisheries in wave reports (see reporting requirements).

During silent monitoring, supervisors should have the capability to visibly observe the data that is being entered while listening to the interview. At no point shall the supervisor interrupt the interview. Following the interview, the supervisor should provide feedback to the interviewer and give suggestions to help improve interviewing technique.

The contractor must provide the capability for NOAA Fisheries staff, or others designated by NOAA Fisheries staff, to perform silent monitoring of FHS interviewing and callbacks from a remote phone.

Results of all supervisory activities must be fully documented. This includes documenting results of interview validation and follow-up counseling or instruction, and describing circumstances necessitating additional training or other remedial action in the wave report. Documentation must be made available to NOAA Fisheries staff upon request.

3.5 LPTS Data Preparation

3.5.1 Data Entry

The contractor shall use a CATI system for data entry during all LPS Private telephone interviewing. The contractor shall be responsible for compiling data from all reporting modes into a single dataset.

3.5.2 Databases and Record Formats

Specific variable names, formats, and codes for the LPTS Private interview datasets are included as Appendix J - LPTS Dataset Formats. The Government will supply variable codes and descriptions following award.

3.5.3 Data Editing

Data editing procedures shall address the variable formats and codes listed in Appendix J - LPTS Dataset Formats.

3.6 Reporting Requirements

3.6.1 Delivery of Datasets

LPTS Private interview datasets shall be transmitted to NOAA Fisheries through the Marine Recreational information Program (MRIP) site, according to the delivery schedule below. Any changes to data previously submitted must be documented, including: the nature of, and reason for the change (e.g., key entry error, mis-coding, etc.), the original and corrected datum values, and associated variables from the trip record to allow for unique identification of the record within the data base. Documentation shall be delivered in spreadsheet format with revised data files.

3.6.2 Wave Reports

The contractor shall produce three bi-monthly reports of survey activities and dialing results for the LPTS Private. The LPTS Private reports should include a separate section for LPTS Add-on results. Reports shall cover all sampling conducted within the appropriate two-month period (May-June, July-August, September-October), and shall be delivered to the NOAA Fisheries according to the delivery schedule below. NOAA Fisheries Service will provide a sample wave report tables to the contractor.

Wave reports shall include but not necessarily be limited to the following:

- A. Results of all interviewer supervisory activities including documentation of results of interview validation and follow-up counseling or instruction, and description of circumstances necessitating additional training or other remedial action.
- B. Tables showing the number of boats on frame and number of boats drawn by state, boat type, and sampling period for LPTS Private.
- C. Graphs showing the percent of non-contacts, bad numbers, refusals, and contact rates for each month of the wave for LPTS Private.
- D. Tables showing wave percent of completed interviews for LPTS Private.
- E. A complete accounting of all of the telephone numbers dialed, as well as of the dialing results for all vessels sampled for each reporting period and for the entire wave. Tables should include numbers and percentages of:
 - a. Invalid telephone number dialed (businesses, institutions, wrong number),
 - b. Dialing efforts resulting in status of telephone number not determined (no answer, busy signal, fax/computer, wrong number)
 - c. Dialing efforts resulting in the contact of a vessel representative:
 1. Number and percent of vessels that did not complete an interview due to initial or mid-interview refusal or some other reason (e.g., language barrier)
 2. Number and percent of vessels that did complete an interview
 3. Number and percent of vessels that did not fish
 4. Number and percent of vessels that fished, but not for large pelagic species
 5. Number and percent of vessels that fished for large pelagic species
- F. Vessels that caught large pelagic fishes during the weeks and vessels that opted to terminate

- the interview without completing the catch information section.
- G. Average number of large pelagic fishing trips reported per sampling area per week by state.
 - H. Recommendations and proposals for changes based upon survey fielding.

3.6.3 Annual Report

An annual report that provides an overview of data collection procedures and results is a required deliverable. The annual report shall include, but is not limited to the following:

- A. Annual summary of the tables provided in the wave reports
- B. Description of data collection procedures and results, including description of any changes throughout the sampling year
- C. Description of the coding and editing procedures
- D. Description of other quality control measures and procedures, such as silent monitoring and call-backs
- E. Listings of the LPTS Private edit checking programs
- F. Listing of LPTS Private sample draw programs

4 DELIVERABLES

The table below lists of deliverables of the FHS, LPTS Add-on and LPTS Private required by the end of the period of performance of this contract. All items must be delivered to NOAA Fisheries Service through the following URL: <https://www.st.NOAA.Fisheries.noaa.gov/st1/mriplogin.html>

No.	Item	Description	Due Date	Format	Reference
1	FHS CATI Questionnaire	Electronic executables of CATI version of the FHS questionnaire	Dec 14, 2012	Excel	SOW 3.3
2	FHS Training Materials	Electronic files of all FHS training manuals, forms, and presentations.	Dec 14, 2012	Word	SOW 5.4.1
3	FHS Programs	Electronic working copies of all FHS data editing, quality control, and sample draw programs	Dec 14, 2012 updated as needed	SAS	SOW 2.4
4	Wave 1 FHS Directory, Frames, and Draw Files	Performance period: Jan 1 – Mar 3 Only for the State of North Carolina Vessel directory, Ineligible directory, Good list, Bad list, and Draw	Dec 14, 2012	SAS	SOW 2.0 Appendix A
5	Wave 2 –FHS Directory, Frames, and Draw Files	Performance period: Mar 4 – Apr 28 Vessel directory, Ineligible directory, Good list, Bad list, and Draw	Feb 14, 2013	SAS	SOW 2.0 Appendix A
6	Wave 1- Jan FHS Data file	Jan 1 to Feb 3 Web-tool and CATI resolution Only for the State of North Carolina	Feb 26, 2013	SAS	SOW 3.3
7	Wave 1- Jan FHS Data File	Jan 1 to Feb 3 Interview Data and Dialing Results file Only for the State of North Carolina	Feb 28, 2013	SAS	Appendix D
8	Wave 1- Jan FHS Data File	Jan 1 to Feb 3 Contact data Only for the State of North Carolina	Feb 28, 2013	SAS	Appendix D
9	Wave 1- Jan FHS Data File	Jan 1 to Feb 3 Error-check data file Only for the State of North Carolina	Feb 28, 2013	SAS	SOW 2.5.3 Appendix A
10	Wave 1- Jan FHS Data File	Jan 1 to Feb 3 Outlier resolution Only for the State of North Carolina	Feb 28, 2013	Excel	SOW 2.5.3 Appendix A
11	Wave 1- Feb FHS Data File	Feb 4-Mar 3 Web-tool and CATI resolution Only for the State of North Carolina	Mar 26, 2013	SAS	SOW 3.3
12	Wave 1- Feb FHS Data File	Feb 4-Mar 3 Interview Data and Dialing Results file Only for the State of North Carolina	Mar 28, 2013	SAS	Appendix D
13	Wave 1- Feb FHS Data File	Feb 4-Mar 3 Contact data Only for the State of North Carolina	Mar 28, 2013	SAS	Appendix D
14	Wave 1- Feb FHS Data File	Feb 4-Mar 3 Error-check data file Only for the State of North Carolina	Mar 28, 2013	SAS	SOW 2.5.3 Appendix A
15	Wave 1- Feb FHS Data file	Feb 4-Mar 3 Outlier resolution Only for the State of North Carolina	Mar 28, 2013	Excel	SOW 2.5.3 Appendix A
16	Wave 3 FHS Directory, Frames, and Draw Files	Performance period: Apr 29 – Jun 30 Vessel directory, Ineligible directory, Good list, Bad list, and Draw	Apr 12, 2013	SAS	SOW 2.0 Appendix A
17	Wave 2 –Mar FHS Data File	Mar 4 – Mar 31 Web-tool and CATI resolution	Apr 26, 2013	SAS	SOW 3.3
18	Wave 2 –Mar FHS Data File	Mar 4 – Mar 31 FHS Interview Data and Dialing Results file	Apr 28, 2013	SAS	SOW 3.3

19	Wave 2 –Mar FHS Data File	Mar 4 – Mar 31 FHS Contact data	Apr 28, 2013	SAS	SOW 3.3
20	Wave 2 –Mar FHS Data File	Mar 4 – Mar 31 Error-check data file	Apr 28, 2013	SAS	SOW 2.5.3 Appendix A
21	Wave 2 –Mar FHS Data File	Mar 4 – Mar 31 Outlier resolution	Apr 28, 2013	Excel	SOW 2.5.3 Appendix A
22	LPTS Private CATI Questionnaire	Electronic executables of CATI version of the LPTS Private questionnaire	May 15, 2013	SAS	SOW 3.3 Appendix H
23	LPTS Private Training Materials	Electronic files of all LPTS training manuals, forms, and presentations.	May 15, 2013	SAS	SOW
24	LPTS Private Programs	Electronic working copies of all LPTS Private data editing, quality control, and sample draw programs	May 15, 2013; updated as needed	SAS	SOW 3.4
25	Wave 3 - LPTS Private Frame and Draw	Sample frame and draw for LPTS Private Wave 3	May 15, 2013	SAS	SOW 3.2 Appendix H
26	Wave 2 –Apr FHS Data File	Apr 1- Apr 28 Web-tool and CATI resolution	May 26, 2013	SAS	SOW 3.3
27	Wave 2 –Apr FHS Data File	Apr 1- Apr 28 FHS Interview Data and Dialing Results file	May 28, 2013	SAS	SOW 3.3
28	Wave 2 –Apr FHS Data File	Apr 1- Apr 28 FHS Contact data	May 28, 2013	SAS	SOW 3.3
29	Wave 2 –Apr FHS Data File	Apr 1- Apr 28 Error-check data file	May 28, 2013	SAS	SOW 2.5.3 Appendix A
30	Wave 2 –Apr FHS Data File	Apr 1- Apr 28 Outlier resolution	May 28, 2013	Excel	SOW 2.5.3 Appendix A
31	Wave 2 FHS Report	Deliver the Wave 2 FHS Report Performance period: Mar 4 – Apr 28	June 6, 2013	MS Word	SOW 2.6.2
32	Wave 4 FHS Directory, Frames, and Draw Files	Period of performance: Jul 1 – Sep 1 Vessel directory, Ineligible directory, Good list, Bad list, and Draw	Jun 14, 2013	SAS	SOW 2.0 Appendix A
33	Wave 4 - LPTS Private Frame and Draw	Sample frame and draw for the LPTS Private Wave 4	June 15, 2013	SAS	SOW 3.2 Appendix H
34	Wave 3- May FHS Data File	Apr 29- Jun 2 Web-tool and CATI resolution	Jun 26, 2013	SAS	SOW 3.3 Appendix C Appendix D
35	Wave 3- May FHS Data File	Apr 29- Jun 2 FHS Interview Data and Dialing Results file	Jun 28, 2013	SAS	Appendix D
36	Wave 3- May FHS Data File	Apr 29- Jun 2 FHS Contact data	Jun 28, 2013	SAS	Appendix D
37	Wave 3- May FHS Data File	Apr 29- Jun 2 Error-check data file	Jun 28, 2013	SAS	SOW 2.5.3 Appendix A
38	Wave 3- May FHS Data File	Apr 29- Jun 2 Outlier resolution	Jun 28, 2013	Excel	SOW 2.5.3 Appendix A
40	Wave 3 –Jun FHS Data File	Jun 3- Jun 30 Web-tool and CATI resolution	Jul 26, 2013	SAS	SOW 3.3 Appendix C Appendix D
41	Wave 3 –Jun FHS Data File	Jun 3- Jun 30 FHS Interview Data and Dialing Results file	Jul 28, 2013	SAS	Appendix D
42	Wave 3 –Jun FHS Data File	Jun 3- Jun 30 FHS Contact data	Jul 28, 2013	SAS	Appendix D
43	Wave 3 –Jun LPTS Data File	Jun 3- Jun 30 LPTS Private Contact data	Jul 28, 2013	SAS	Appendix D

44	Wave 3 –Jun LPTS Data File	Jun 3- Jun 30 LPTS Private documentation of validated or edited records resulting from error checking routines on June data	Jul 28, 2013	SAS	SOW 3.4
45	Wave 3 –Jun LPTS Data File	Jun 3- Jun 30 LPTS Private interview data and dialing results for all drawn vessels for the month of June	Jul 28, 2013	SAS	SOW 3.2 Appendix H
46	Wave 3 –Jun FHS Data File	Jun 3- Jun 30 Error-check data file	Jul 28, 2013	SAS	SOW 2.5.3 Appendix A
47	Wave 3 –Jun FHS Data File	Jun 3- Jun 30 Outlier resolution	Jul 28, 2013	Excel	SOW 2.5.3 Appendix A
48	Wave 3 FHS and LPTS Reports	Deliver the Wave 3 FHS Report and the Wave 3 LPTS Private and LPTS Add-on Report Performance period: Apr 29 – Jun 30	Aug 5, 2013	MS Word	SOW 2.6.2
49	Wave 5 - LPTS Private Frame and Draw	Sample frame and draw for LPTS Private Wave 5	August 15, 2013	SAS	SOW 3.2 Appendix H
50	Wave 5 FHS Directory, Frames, and Draw Files	Period of performance: Sep 2 – Nov 3 Vessel directory, Ineligible directory, Good list, Bad list, and Draw	Aug 16, 2013	SAS	SOW 2.0 Appendix A
51	Wave 4 – Jul FHS Data File	Jul 1 – Jul 28 Web-tool and CATI resolution	Aug 26, 2013	SAS	SOW 3.3 Appendix C Appendix D
52	Wave 4 – Jul FHS Data File	Jul 1 – Jul 28 FHS Interview Data and Dialing Results file	Aug 28, 2013	SAS	Appendix D
53	Wave 4 – Jul FHS Data File	Jul 1 – Jul 28 FHS Contact data	Aug 28, 2013	SAS	Appendix D
54	Wave 4 – Jul LPTS Data File	Jul 1 – Jul 28 LPTS Contact data	Aug 28, 2013	SAS	Appendix D
55	Wave 4 –Jul LPTS Data File	Jul 1- Jul 28 LPTS Private documentation of validated or edited records resulting from error checking routines on July data	Aug 28, 2013	SAS	
56	Wave 4 –Jul LPTS Data File	Jul 1- Jul 28 LPTS Private interview data and dialing results for all drawn vessels for the month of July	Aug 28, 2013	SAS	SOW 3.2 Appendix H
57	Wave 4 – Jul FHS Data File	Jul 1 – Jul 28 Error-check data file	Aug 28, 2013	SAS	SOW 2.5.3 Appendix A
58	Wave 4 – Jul FHS Data File	Jul 1 – Jul 28 Outlier resolution	Aug 28, 2013	Excel	SOW 2.5.3 Appendix A
59	Wave 4 – Aug FHS Data File	Jul 29 – Sep 1 Web-tool and CATI resolution	Sep 28, 2013	SAS	SOW 3.3 Appendix C Appendix D
60	Wave 4 – Aug FHS Data File	Jul 29 – Sep 1 FHS Interview Data and Dialing Results file	Sep 28, 2013	SAS	Appendix D
61	Wave 4 – Aug FHS Data File	Jul 29 – Sep 1 FHS Contact data	Sep 28, 2013	SAS	Appendix D
62	Wave 4 – Aug LPTS Data File	Jul 29 – Sep 1 LPTS Contact data	Sep 28, 2013	SAS	Appendix D
63	Wave 4 –Aug LPTS Data File	Jul 29 – Sep 1 LPTS Private documentation of validated or edited records resulting from error checking routines on August data	Sep 28, 2013	SAS	SOW 3.4

64	Wave 4 –Aug LPTS Data File	Jul 29 – Sep 1 LPTS Private interview data and dialing results for all drawn vessels for the month of August	Sep 28, 2013	SAS	SOW 3.2 Appendix H
65	Wave 4 – Aug FHS Data File	Jul 29 – Sep 1 Error-check data file	Sep 28, 2013	SAS	SOW 2.5.3 Appendix A
66	Wave 4 – Aug FHS Data File	Jul 29 – Sep 1 Outlier resolution	Sep 28, 2013	Excel	SOW 2.5.3 Appendix A
67	Wave 4 FHS and LPTS Reports	Deliver the Wave 4 FHS Report and the Wave 4 LPTS Private and LPTS Add-on Report Period of performance: Jul 1 – Sep 1	Oct 4, 2013	MS Word	SOW 2.6.2
68	Wave 6 FHS Directory, Frames, and Draw Files	Period of performance: Nov 4 – Dec 31 Vessel directory, Ineligible directory, Good list, Bad list, and Draw	Oct 18, 2013	SAS	SOW 2.0 Appendix A
69	Wave 5- Sep FHS Data File	Sep 2 – Sep 29 Web-tool and CATI resolution	Oct 26, 2013	SAS	SOW 3.3 Appendix C Appendix D
70	Wave 5- Sep FHS Data File	Sep 2 – Sep 29 FHS Interview Data and Dialing Results file	Oct 28, 2013	SAS	Appendix D
71	Wave 5- Sep FHS Data File	Sep 2 – Sep 29 FHS Contact data	Oct 28, 2013	SAS	Appendix D
72	Wave 5- Sep LPTS Data File	Sep 2 – Sep 29 LPTS Contact data	Oct 28, 2013	SAS	Appendix D
73	Wave 5- Sep LPTS Data File	Sep 2 – Sep 29 LPTS Private documentation of validated or edited records resulting from error checking routines on September data	Oct 28, 2013	SAS	SOW 3.4
74	Wave 5- Sep FHS Data File	Sep 2 – Sep 29 Error-check data file	Oct 28, 2013	SAS	SOW 2.5.3 Appendix A
75	Wave 5- Sep FHS Data File	Sep 2 – Sep 29 Outlier resolution	Oct 28, 2013	Excel	SOW 2.5.3 Appendix A
76	Wave 5 – Oct FHS Data File	Sep 30 – Nov 3 Web-tool and CATI resolution	Nov 26, 2013	SAS	SOW 3.3 Appendix C Appendix D
77	Wave 5 – Oct FHS Data File	Sep 30 – Nov 3 FHS Interview Data and Dialing Results file	Nov 28, 2013	SAS	Appendix D
78	Wave 5 – Oct FHS Data File	Sep 30 – Nov 3 FHS Contact data	Nov 28, 2013	SAS	Appendix D
79	Wave 5 – Oct LPTS Data File	Sep 30 – Nov 3 LPTS Contact data	Nov 28, 2013	SAS	Appendix D
80	Wave 5- Oct LPTS Data File	Sep 30 – Nov 3 LPTS Private documentation of validated or edited records resulting from error checking routines on October data	Nov 28, 2013	SAS	SOW 3.4
81	Wave 5- Oct LPTS Data File	Sep 30 – Nov 3 LPTS Private interview data and dialing results for all drawn vessels for the month of October	Nov 28, 2013	SAS	Appendix J
82	Wave 5 – Oct FHS Data File	Sep 30 – Nov 3 Error-check data file	Nov 28, 2013	SAS	SOW 2.5.3 Appendix A
83	Wave 5 – Oct FHS Data File	Sep 30 – Nov 3 Outlier resolution	Nov 28, 2013	Excel	SOW 2.5.3 Appendix A

84	Wave 5 FHS and LPTS Reports	Deliver the Wave 5 FHS Report and the Wave 5 LPTS Private and LPTS Add-on Report Period of performance: Sep 2 – Nov 3	Dec 5, 2013	MS Word	SOW 2.6.2
85	Wave 6- Nov FHS Data File	Nov 4 – Dec 1 Web-tool and CATI resolution	Dec 26, 2013	SAS	SOW 3.3 Appendix C Appendix D
86	Wave 6- Nov FHS Data File	Nov 4 – Dec 1 FHS Interview Data and Dialing Results file	Dec 28, 2013	SAS	Appendix D
87	Wave 6- Nov FHS Data File	Nov 4 – Dec 1 Contact data	Dec 28, 2013	SAS	Appendix D
88	Wave 6- Nov FHS Data File	Nov 4 – Dec 1 Error-check data file	Dec 28, 2013	SAS	SOW 2.5.3 Appendix A
89	Wave 6- Nov FHS Data File	Nov 4 – Dec 1 Outlier resolution	Dec 28, 2013	Excel	SOW 2.5.3 Appendix A
90	Wave 6 – Dec FHS Data File	Dec 2 – Dec 31 Web-tool and CATI resolution	Jan 26, 2014	SAS	SOW 3.3 Appendix C Appendix D
91	Wave 6 – Dec FHS Data File	Dec 2 – Dec 31 FHS Interview Data and Dialing Results file	Jan 28, 2014	SAS	Appendix D
92	Wave 6 – Dec FHS Data File	Dec 2 – Dec 31 FHS Contact data	Jan 28, 2014	SAS	Appendix D
93	Wave 6 – Dec FHS Data File	Dec 2 – Dec 31 Error-check data file	Jan 28, 2014	SAS	SOW 2.5.3 Appendix A
94	Wave 6 – Dec FHS Data File	Dec 2 – Dec 31 Outlier resolution	Jan 28, 2014	Excel	SOW 2.5.3 Appendix A
95	Wave 6 FHS and LPTS Reports	Deliver the Wave 6 FHS Report and the Wave 6 LPTS Private and LPTS Add-on Report Period of performance: Nov 4 – Dec 31	Feb 3, 2014	MS Word	SOW 2.6.2
96	Summary Annual Wave Reports FHS and LPTS	Deliver the Annual FHS Report and the Annual LPTS Private and LPTS Add-on Report	March 31, 2014	MS Word	SOW 2.6.3

2013 FHS Weekly Email deliverables generated by the CATI to NOAA Fisheries Service:

Weekly assignments Calling Period	Wave	Week	Email Due Date	Email Subject	Email content
Jan 1- Jan 6	1	01	Dec 17, 2012	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 01 for <ST> has been committed.
Jan 7- Jan 13	1	02	Dec 24, 2012	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 02 for <ST> has been committed.
Jan 14 – Jan 20	1	03	Dec 31, 2012	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 03 for <ST> has been committed.
Jan 21 – Jan 27	1	04	Jan 7, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 04 for <ST> has been committed.
Jan 28 – Feb 3	1	05	Jan 14, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 05 for <ST> has been committed.
Feb 4 – Feb 10	1	06	Jan 21, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 06 for <ST> has been committed.
Feb 11 – Feb 17	1	07	Jan 28, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 07 for <ST> has been committed.
Feb 18 – Feb 24	1	08	Feb 4, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 08 for <ST> has been committed.
Feb 25 – Mar 3	1	09	Feb 11, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 09 for <ST> has been committed.
Mar 4 – Mar 10	2	10	Feb 18, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 10 for <ST> has been committed.
Mar 11 – Mar 17	2	11	Feb 25, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 11 for <ST> has been committed.
Mar 18 – Mar 24	2	12	Mar 4, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 12 for <ST> has been committed.
Mar 25 – Mar 31	2	13	Mar 11, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 13 for <ST> has been committed.
Apr 1 – Apr 7	2	14	Mar 18, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 14 for <ST> has been committed.
Apr 8 – Apr 14	2	15	Mar 25, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 15 for <ST> has been committed.
Apr 15 – Apr 21	2	16	Apr 1, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 16 for <ST> has been committed.
Apr 22 – Apr 28	2	17	Apr 8, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 17 for <ST> has been committed.
Apr 29 – May 5	3	18	Apr 15, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 18 for <ST> has been committed.
May 6 – May 12	3	19	Apr 22, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 19 for <ST> has been committed.
May 13 – May 19	3	20	Apr 29, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 20 for <ST> has been committed.
May 20 – May 26	3	21	May 6, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 21 for <ST> has been committed.
May 27 – Jun 2	3	22	May 13, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 22 for <ST> has been committed.
Jun 3 – Jun 9	3	23	May 20, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 23 for <ST> has been committed.
Jun 10 – Jun 16	3	24	May 28, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 24 for <ST> has been committed.
Jun 17 – Jun 23	3	25	Jun 3, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 25 for <ST> has been committed.
Jun 24 – Jun 30	3	26	Jun 10, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 26 for <ST> has been committed.
Jul 1 – Jul 7	4	27	Jun 17, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 27 for <ST> has been committed.
Jul 8 – Jul 14	4	28	Jun 24, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 28 for <ST> has been committed.
Jul 15 – Jul 21	4	29	Jul 1, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 29 for <ST> has been committed.
Jul 22 – Jul 28	4	30	Jul 8, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 30 for <ST> has been committed.

Jul 29 – Aug 4	4	31	Jul 15, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 31 for <ST> has been committed.
Aug 5 – Aug 11	4	32	Jul 22, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 32 for <ST> has been committed.
Aug 12 – Aug 18	4	33	Jul 29, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 33 for <ST> has been committed.
Aug 19 – Aug 25	4	34	Aug 5, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 34 for <ST> has been committed.
Aug 26 – Sep 1	4	35	Aug 12, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 35 for <ST> has been committed.
Sep 2 – Sep 8	5	36	Aug 19, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 36 for <ST> has been committed.
Sep 9 – Sep 15	5	37	Aug 26, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 37 for <ST> has been committed.
Sep 16 – Sep 22	5	38	Sep 2, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 38 for <ST> has been committed.
Sep 23 – Sep 29	5	39	Sep 9, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 39 for <ST> has been committed.
Sep 30 – Oct 6	5	40	Sep 16, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 40 for <ST> has been committed.
Oct 7 – Oct 13	5	41	Sep 23, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 41 for <ST> has been committed.
Oct 14 – Oct 20	5	42	Sep 30, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 42 for <ST> has been committed.
Oct 21 – Oct 27	5	43	Oct 7, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 43 for <ST> has been committed.
Oct 28 – Nov 3	5	44	Oct 14, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 44 for <ST> has been committed.
Nov 4 – Nov 10	6	45	Oct 21, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 45 for <ST> has been committed.
Nov 11 – Nov 17	6	46	Oct 28, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 46 for <ST> has been committed.
Nov 18 – Nov 24	6	47	Nov 4, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 47 for <ST> has been committed.
Nov 25 – Dec 1	6	48	Nov 11, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 48 for <ST> has been committed.
Dec 2 – Dec 8	6	49	Nov 18, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 49 for <ST> has been committed.
Dec 9 – Dec 15	6	50	Nov 25, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 50 for <ST> has been committed.
Dec 16 – Dec 22	6	51	Dec 2, 2013	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 51 for <ST> has been committed.
Dec 23 – Dec 31	6	52	Dec 9, 2012	Call Attempt Log Commit Notice for <ST>	Call Attempt Log for week 52 for <ST> has been committed.

Filename Deliverables Format:

Filename convention	Wave 1	Wave 2	Wave 3	Wave 4	Wave 5	Wave 6
Wave Reports	FHS 2013 Wave 1 Report_<<contractor name>>	FHS 2013 Wave 2 Report_<<contractor name>>	FHS 2013 Wave 3 Report_<<contractor name>> LPTS 2013 Wave 3 Report_<<contractor name>>	FHS 2013 Wave 4 Report_<<contractor name>> LPTS 2013 Wave 4 Report_<<contractor name>>	FHS 2013 Wave 5 Report_<<contractor name>> LPTS 2013 Wave 5 Report_<<contractor name>>	FHS 2013 Wave 6 Report_<<contractor name>>
Vessel directory	dir_w113_<<contractor name>>	dir_w213_<<contractor name>>	dir_w313_<<contractor name>>	dir_w413_<<contractor name>>	dir_w513_<<contractor name>>	dir_w613_<<contractor name>>
Ineligible directory	inelig_w113_<<contractor name>>	inelig_w213_<<contractor name>>	inelig_w313_<<contractor name>>	inelig_w413_<<contractor name>>	inelig_w513_<<contractor name>>	inelig_w613_<<contractor name>>
Good list	gd<ST>131<WEEK>	gd <ST>132<WEEK>	gd <ST>133<WEEK>	gd <ST>134<WEEK>	gd <ST>135<WEEK>	gd <ST>136<WEEK>
Bad list	bd<ST>131	bd<ST>132	bd<ST>133	bd<ST>134	bd<ST>135	bd<ST>136
Draw files	<ST><for_hire>131<WEEK>	<ST><for_hire>132<WEEK>	<ST><for_hire>133<WEEK>	<ST><for_hire>134<WEEK>	<ST><for_hire>135<WEEK>	<ST><for_hire>136<WEEK>
LPTS Frame			LPSframe20133	LPSframe20134	LPSframe20135	
FHS & LPTS Interview Data and Dialing Results file	FHS2013jan FHS2013feb	FHS2013mar FHS2013apr	FHS2013may FHS2013jun LPTS2013jun	FHS2013jul FHS2013aug LPTS2013jul LPTS2013aug	FHS2013sep FHS2013oct LPTS2013sep LPTS2013oct	FHS2013nov FHS2013dec
Contact data	FHS_contact2013jan FHS_contact2013feb	FHS_contact2013mar FHS_contact2013apr	FHS_contact2013may FHS_contact2013jun LPTS_contact2013jun	FHS_contact2013jul FHS_contact2013aug LPTS_contact2013jul LPTS_contact2013aug	FHS_contact2013sep FHS_contact2013oct LPTS_contact2013sep LPTS_contact2013oct	FHS_contact2013nov FHS_contact2013dec

Filename convention	Wave 1	Wave 2	Wave 3	Wave 4	Wave 5	Wave 6
Error-check data file	FHS_2013jan FHS_2013feb	FHS_2013mar FHS_2013apr	FHS_2013may FHS_2013jun LPTS2013pjun_<<contractor name>>	FHS_2013jul FHS_2013aug LPTS2013pjul_<<contractor name>> LPTS2013paug_<<contractor name>>	FHS_2013sep FHS_2013oct LPTS2013psep_<<contractor name>> LPTS2013poct_<<contractor name>>	FHS_2013nov FHS_2013dec
Output resolution	fhs2013pjan.xls fhs2013pfeb.xls	fhs2013pmar.xls fhs2013papr.xls	fhs2013pmay.xls fhs2013pjun.xls	fhs2013pjul.xls fhs2013paug.xls	fhs2013psep.xls fhs2013poct.xls	fhs2013pnov.xls fhs2013pdec.xls
Web-tool and CATI resolution	Stratprobs_Jan2013 Stratprobs_Feb2013	Stratprobs_Mar2013 Stratprobs_Apr2013	Stratprobs_May2013 Stratprobs_Jun2013	Stratprobs_Jul2013 Stratprobs_Aug2013	Stratprobs_Sep2013 Stratprobs_Oct2013	Stratprobs_Nov2013 Stratprobs_Dec2013
Commit log	root@.<WEEK> week: 01-09	root@.<WEEK> week: 10-17	root@.<WEEK> week: 18-26	root@.<WEEK> week: 27-35	root@.<WEEK> week: 36-44	root@.<WEEK> week: 45-52

4. 1 Marine Recreational Information Program- Definitions

Fishing Modes: FHS is structured around two types or "modes" of fishing.

1. Head boat mode includes fishing on boats that are licensed by the U.S. Coast Guard to carry more than 6 passengers. On such boats fishing space and privileges are usually provided for a fee. Head boats are generally large and may carry from 7 up to 150 paying passengers, and anglers usually pay on a per-head basis for the opportunity to fish on them. The vessel is operated by a licensed captain (guide or skipper) and crew. However, headboats may also occasionally take "charter" trips, where passengers pay as a group to hire the captain and crew for the trip. In some areas of the country head boats are called party boats or open boats. These boats are usually not launched until a specified number of anglers have paid and boarded. Anglers on these trips usually do not know all of the other anglers on the boat. Head boats predominantly engage in bottom fishing. Head boats may make half-day, full-day, or overnight trips.
2. Charter boat mode includes fishing on boats that are only licensed by the Coast Guard to carry up to six passengers. Charter boats are generally smaller in size than head boats, and they are usually hired, or "chartered," by a group of anglers. They are operated by a licensed captain and crew, and the participants are usually part of a pre-formed group. Thus, charters are usually closed parties (i.e. closed to participants other than those who are part of the pre-formed group). A subset of charter boats are also called guide boats, which are small boats fishing inland waters with two to three clients. Charter boats can engage in a full range of fishing techniques, including trolling, bottom fishing, and drift fishing. Charter boats may make all-day or half-day trips.

Fishing Trip: Fishing trips should be considered to be waking days, as opposed to calendar days. A trip beginning in the evening but ending past midnight would be considered one trip.

Marine Recreational Fishing: FHS collects data on fishing in marine (or salt) waters by recreational anglers who are fishing for finfish, not shellfish, and whose trips begin and end anywhere in the United States.

Large Pelagic Species (LPS): Highly migratory species (HMS) including tunas, sharks, billfish, swordfish, dolphin, wahoo, amberjack or similar offshore species.

Regions and Sub-region: The FHS is conducted in the following Regions and Sub-regions:

Region II - Northeast

Sub-region 4 - **North Atlantic** [Maine, New Hampshire, Massachusetts, Connecticut and Rhode Island]

Sub-region 5 - **Mid-Atlantic** [New York, New Jersey, Delaware, Maryland, and Virginia]

Region III - Southeast

Sub-region 6 - **South Atlantic** [North Carolina, South Carolina, and Georgia]

Wave: FHS is structured around two-month sampling periods called "waves."

- January-February = Wave 1

- March-April = Wave 2
- May-June = Wave 3
- July-August = Wave 4
- September -October = Wave 5
- November-December = Wave 6

Week: For the FHS, sampling within waves is conducted on a weekly basis. A week is defined as Monday through the following Sunday.

Ineligible Vessel: An ineligible vessel is a vessel that does not do any for-hire fishing. Such vessels are not removed from the directory during the survey year. However, they are coded as ineligible in the vessel directory so they will not be included in the sampling frame.

Inactive Vessel: An inactive vessel is one that is currently not actively participating in for-hire fishing, but remains a member of the for-hire fleet. For example, most vessels are inactive due to repairs, or the seasonal fishing in their state. Inactive vessels are not included in the sample draw. To determine when to resume calling, we record the month and year of their expected return.

Non-cooperative Vessel: A vessel is designated non-cooperative when the selected vessel representative refuses to cooperate with the annual survey effort (e.g. hard refusal – “Take me off your list.”) This is not to be used when someone refuses the weekly survey (e.g. “I don’t have time right now.”). These vessels are still drawn, but not contacted, as prescribed in section 3.1.

5 PLACE OF PERFORMANCE

The place of performance shall be at the contractor’s off-site facility.

6 PERIOD OF PERFORMANCE

The period of performance is from date of award through February 28, 2013.

7 GOVERNMENT FURNISHED PROPERTY

The Government will provide the following item(s) of Government property to the contractor. The contractor shall be accountable for, and have stewardship of, the property in the performance of this contract. This property shall be used and maintained by the contractor in accordance with provisions of the “Government Property” clause included in this contract.

8 APPLICABLE DIRECTIVES

(a) IT Security

(1) This contract is designated as a low risk per BPA clause 12. CAR 1352.237-71 Security Processing Requirements - Low Risk Contracts (APR 2010).

i. This clause is in full force and effect for this task order.

(2) Per BPA II. Clauses Incorporated by Reference CAR 1352.239-72 Security Requirements for Information Technology Resources: The C&A requirements of clause 1352.239-72 do not apply, and a Security and Accreditation Package is not required.

(b) Training Requirements

(1) Contractor personnel that are direct productive labor under this Task Order shall complete Safety Awareness Training that can be found at <http://ns.learnsecuritywith.us/access/login.asp>;