

April 26, 2006

MEMORANDUM

TO: Recipients RFP #15-06
2006/2007 Household Travel Survey

FROM: Carl R. Kalish, CPPO
Director, Purchasing and Facilities

SUBJECT: Amendment 1

This memorandum shall serve as the first amendment to the RFP and clarifies the schedule for the completion of the project.

UPWP funds are only authorized for use on a fiscal year basis. We currently have the authorization to spend up to \$300,000 by June 30, 2006 (FY 2006) and \$1,400,000 between July 1, 2006 and June 30, 2007 (FY 2007). We will have the opportunity in March 2007 to re-program ("carry-over") some of the \$1,400,000 in FY 2007 funding into FY 2008.

We anticipate a timeline for this contract as follows: Contract execution by May 22, 2006; Survey Pre-Test in July 2006; Pre-Test Evaluation in August, 2006; Main Survey begins "in the fall" of 2006 and continues for a 12-month period. Because the survey would not begin until the fall of 2006, it is expected that COG will need to re-program some FY 2007 survey funding into FY 2008. Prospective contractors should develop their proposals assuming a total budget of \$1,700,000 and a 12-month data collection period beginning in the fall of 2006.