

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

ASSOCIATION FOR EDUCATION
FINANCE AND POLICY, INC. *et al.*,

Plaintiffs,

v.

LINDA MCMAHON, in her official capacity
as Secretary of Education, *et al.*,

Defendants.

Civil Action No. 25-0999 (TNM)

DECLARATION OF MATTHEW SOLDNER

I, Matthew Soldner, declare as follows:

1. I am over the age of 18 and competent to testify to the matters described below.
2. I am currently employed as the Interim Deputy Commissioner of the National Center for Education Statistics. In that role, I also serve as Acting Commissioner, National Center for Education Statistics and the Acting Director, Institute of Education Sciences (IES) at the U.S. Department of Education (ED). I started serving as Interim Deputy Commissioner of the National Center for Education Statistics (NCES) on July 1, 2025, and have worked at IES most recently since July 1, 2018. The following is based on my personal knowledge or information provided to me in the course of performing my duties.
3. **The National Postsecondary Student Aid Study (NPSAS).** NPSAS is a cross-sectional study focused on how postsecondary students pay for college. It is typically conducted every four years.
4. The NPSAS:20 collection pertains to the 2019-2020 school year. Work for NPSAS:20 was conducted under contract 91990018C0039. That contract was terminated on February 10, 2025.

Because work on NPSAS:20 had been largely completed by that time, it was not reinstated.

Rather, necessary work was completed as part of the contract's settlement.

5. The NPSAS:24 collection pertains to the 2023-2024 school year.

6. Work for NPSAS:24 was conducted under contract 91990022C0017. That contract was terminated on February 10, 2025. Following rescoping, that contract was reinstated on June 30, 2025. A true and correct copy of the reinstated contract is contained in the Administrative Record at VA000182. The period of performance for that contract spans until February 3, 2027.

7. The NPSAS:28 collection pertains to the 2027-2028 school year. ED awarded contract GS-00F-354CA/91990026F0051 on July 1, 2026, to conduct NPSAS:28. The period of performance for that contract spans until June 30, 2033. A true and correct copy of the NPSAS:28 contract is attached as Exhibit A to this Declaration.

8. **The Beginning Postsecondary Students Longitudinal Study (BPS).** BPS follows a cohort of first-time, beginning postsecondary students for a period of six years, beginning with their entry to college. It typically includes two follow-up studies: one 2 years following entry and one 5 years after entry. The cohort of entering students who are selected to participate in BPS are identified via NPSAS. As such, work for BPS is typically conducted as optional tasks that are part of the NPSAS contract. For example: The most recent iteration of BPS, which is referred to as BPS:20 because it pertains to first-time students who began the 2019-2020 school year, sampled its participants from among those students who took part in the NPSAS:20 data collection.

9. Work for BPS:20—and its parent study, NPSAS:20—was conducted under contract 91990018C0039. That contract was terminated on February 10, 2025, and was not reinstated. Prior to termination, NCES had released the report pertaining to the first BPS follow-up,

conducted in the 2021-22 school year and referred to as BPS:20/22. (Exhibit B to this Declaration). (See: <https://ies.ed.gov/use-work/resource-library/report/first-look-ed-tab/beginning-postsecondary-students-longitudinal-study-tps2022-persistence-and-attainment-2019-20-first>.)

10. As part of the termination settlement for contract 91990018C0039, the contractor completed activities necessary to release the data associated with BPS:20/22. NCES released those data via its Datalab online analysis platform. (Exhibit C to this Declaration) (See: <https://nces.ed.gov/datalab>.) The second BPS:20 follow-up study, BPS:20/25, was not conducted. Data collection for that follow-up had not begun at the time contract 91990018C0039 was terminated, and no current contract provides for it.

11. On August 10, 2026, the Department issued a modification to the NPSAS:28 contract, GS-00F-354CA/91990026F0051/P00001, (Exhibit D to this Declaration), to collect postsecondary enrollment and federal financial aid data, if available, of BPS:20 participants. Were NCES to follow its historical data collection schedule, the next iteration of BPS would occur in 2029-2030 as part of NPSAS:28 and would be referred to as BPS:28/30. As noted elsewhere, ED awarded contract 91990026F0051 on July 1, 2026 to conduct NPSAS:28. That contract includes an optional task to conduct BPS:28/30, which has not been exercised as of the date of this declaration. A true and correct copy of that contract is attached as Exhibit A to this Declaration.

12. **The Baccalaureate and Beyond Longitudinal Study (B&B).** B&B follows a cohort of graduating baccalaureate degree recipients for up to 10 years, beginning with the year of their graduation. It typically includes three follow-up studies. The first is typically one year following graduation, the second four years after graduation, and the third ten years after graduation.

13. The cohort of entering students who are selected to participate in B&B are identified via NPSAS. As such, work for B&B is typically conducted as optional tasks that are part of the NPSAS contract.

14. For example: The most recent iteration of B&B, which is referred to as B&B:24 because it pertains to baccalaureate graduates from the 2023-2024 school year, sampled its participants from among those students who took part in the NPSAS:24 data collection.

15. Work for B&B:24—and its parent study, NPSAS:24—was conducted under contract 91990022C0017. That contract was terminated on February 10, 2025. Following rescoping, that contract was reinstated on June 30, 2025. As part of that rescoping, the optional tasks to conduct the first two follow-up studies—B&B:24/25 and B&B:24/28—were removed. The third follow-up study, B&B:24/34, was never included in the NPSAS:24 scope of work.

16. The collection window for B&B:24/25 has passed. However, as noted elsewhere, ED awarded contract 91990026F0051 on July 1, 2026 to conduct NPSAS:28. That award exercised an optional task to reinstate the B&B:24/28 collection. A true and correct copy of this contract is attached as Exhibit A to this Declaration.

17. **The High School Longitudinal Study of 2009 (HSLs:09).** HSLs:09 follows a cohort of students who were 9th graders in 2009. A third follow-up with this cohort of students was planned to occur summer of 2025; however, due to the termination described below, data collection for this follow-up did not occur.

18. Work for HSLs:09 was conducted under contract 91990023D0042/91990024F0321.

19. That contract was terminated on February 10, 2025.

20. That contract was not reinstated. Rather, a termination settlement outlining agreed-upon activities was approved by the Department on May 29, 2025. A true and correct copy of the termination settlement is contained in the Administrative Record at AR000096.

21. **The High School & Beyond Longitudinal Study of 2022 (HS&B:22).** The purpose of HS&B:22 was to begin a new longitudinal cohort of 9th grade students, serving as the successor to HSLS:09.

22. Work for HS&B:22 was conducted under contract GS00Q14OADU217/91990018F0018.

23. The initial data collection was completed in the 2022-23 school year, and a restricted-use data file released in January 2025.

24. The contract was terminated on February 10, 2025.

25. The contract was not reinstated. Rather, a termination settlement is pending. No follow-up collection for the HS&B:22 cohort has been conducted.

26. On August 10, 2026, the Department issued a modification to the NPSAS:28 contract, GS-00F-354CA/91990026F0051/P00001 (Exhibit D to this Declaration), to collect high school transcripts, as well as postsecondary enrollment and federal financial aid data if available, of HS&B:22 participants.

27. **The Early Childhood Longitudinal Study, Kindergarten Class (ECLS-K).** ECLS-K is a longitudinal study designed to follow cohorts of kindergarten students to describe their early learning and development.

28. Work to conduct ECLS-K was performed under contract 91990019C0002.

29. The planned kindergarten collection was completed.

30. The contract was terminated on February 10, 2025; as a result, the planned first-grade data collection scheduled for March 3, 2025 did not take place.

31. The contract was not immediately reinstated. However, as part of a planned termination settlement, work was completed to assemble and deliver draft kindergarten data files and draft documentation, which were provided in a series of deliverables through April 1, 2026.

32. On August 7, 2026, the Department reinstated the contract to complete the activities needed to finalize the kindergarten data files and associated documentation. The period of performance for the reinstated contract spans until February 6, 2027. A true and correct copy of this contract is attached as Exhibit E to this Declaration.

33. The Department anticipates releasing a restricted-use version of the ECLS-K data following disclosure risk evaluation. A public-use version of the ECLS-K data is not anticipated.

34. **Data file release practices.** To ensure the protection of confidential information, data cannot be released before disclosure-risk evaluation is complete and identified risks are addressed. To promote the effective use of its data, the Department does not release files without appropriate data-file documentation.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Washington, DC this 11th day of August, 2026.

/s/
Matthew Soldner

EXHIBIT A

SOLICITATION/CONTRACT ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.

2. CONTRACT NUMBER GS-00F-354CA		3.AWARD/EFFECTIVE DATE 07/01/2026		4. ORDER NUMBER 91990026F0051		1. REQUISITION NUMBER EDOIES-26-000141		PAGE 1 OF 34	
						5. SOLICITATION NUMBER 91990026Q0023		6. SOLICITATION ISSUE DATE 04/22/2026	
7. FOR SOLICITATION INFORMATION CALL: a. NAME Alyson Allman				b. TELEPHONE NUMBER (No collect calls) 202-987-1167				8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY CODE CAM US Department of Education 400 Maryland Avenue SW Washington DC 20202-0001				10. THIS ACQUISITION IS ☒ UNRESTRICTED OR ☐ SET ASIDE: % FOR: ☐ SMALL BUSINESS ☐ WOMEN-OWNED SMALL BUSINESS (WOSB) NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): ☐ HUBZONE SMALL BUSINESS ☐ ECONOMICALLY DISADVANTAGED 541690 ☐ SERVICE-DISABLED ☐ WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE STANDARD: ☐ VETERAN-OWNED SMALL BUSINESS (SDVOSB) ☐ 8(A) \$19					
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED ☒ SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A ☐ RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)		13b. RATING			
15. DELIVER TO CODE CAM US Department of Education 400 Maryland Avenue SW		16. ADMINISTERED BY CODE CAM US Department of Education		14. METHOD OF SOLICITATION REQUEST ☐ FOR QUOTE (RFQ) ☐ INVITATION FOR BID (IFB) ☐ FOR PROPOSAL (RFP)					
17a. CONTRACTOR/ OFFEROR CODE JJHCMK4NT5N3 FACILITY CODE RESEARCH TRIANGLE INSTITUTE (00000896) PO BOX 896945 CHARLOTTE NC 282896945				18a. PAYMENT WILL BE MADE BY CODE IPP Submit invoices electronically via: https://IPP.for.fiscal.treasury.gov					
TELEPHONE NUMBER				17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER ☐					
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM									
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
0001	UEI: JJHCMK4NT5N3 Period of Performance: 07/01/2026 to 06/30/2027 Base Year - Task 1 Project Management, Core Task Continued... (Use Reverse and/or Attach Additional Sheets as Necessary)							595,066.35	
25. ACCOUNTING AND APPROPRIATION DATA See schedule							26. TOTAL AWARD AMOUNT (For Government Use Only) \$2,831,870.65		
☐ 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. ADDENDA FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ☐ ARE ☐ ARE NOT ATTACHED ☒ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED									
☒ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED					☐ 29. AWARD OF CONTRACT: REFERENCE OFFER DATED. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR Digitally signed by Geiselle Thompson, CFCM					31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)				
30b. NAME AND TITLE OF SIGNER (Type or print) Geiselle Thompson, CFCM Senior Contracting Officer			30c. DATE SIGNED 6/18/2026		31b. NAME OF CONTRACTING OFFICER (Type or print) Colin Alleyne			31c. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	0LMs = \$32,283.33 Product/Service Code: B542 Delivery: 06/30/2027 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN1.2521A.0.Z85 .0 00.N.0000.000000.000000 Funded: \$439,733.42 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN2.2521A.A.Z85 .0 00.N.0000.000000.000000 Funded: \$155,332.93				
0002	Base Year - Task 2 - Meetings, Travel, and Technical Review Panels, Core Task 0LMs = \$71,109.17 Product/Service Code: B542 Delivery: 06/30/2027 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN1.2521A.0.Z85 .0 00.N.0000.000000.000000 Funded: \$202,403.69				202,403.69
0003	Base Year - Tasks 3.1 Study design & testing; Continued...				1,497,863.83

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED☐ INSPECTED☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____32b. SIGNATURE OF AUTHORIZED GOVERNMENT
REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT
REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. EMAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL☐ COMPLETE ☐ PARTIAL ☐ FINAL

STOCK RECORD (S/R)

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42a. RECEIVED BY (Print)

42b. RECEIVED AT (Location)

42c. DATE RECEIVED (MM/DD/YYYY)

42d. TOTAL CONTAINERS

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NAME OF OFFEROR OR CONTRACTOR RESEARCH TRIANGLE INSTITUTE(00000896)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	3.2.1 Sampling; 3.2.2 OMB Package; 3.5 Data File Maintenance OLMs = \$61,834.08 Product/Service Code: B542 Delivery: 06/30/2027 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN1.2521A.0.Z85 .0 00.N.0000.000000.000000 Funded: \$1,012,315.71 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN2.2521A.A.Z85 .0 00.N.0000.000000.000000 Funded: \$485,548.12				
0004	Base Year - Task 4- Ad Hoc Requests, Core Task OLMs = \$1,057.88 Product/Service Code: B542 Delivery: 06/30/2027 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN1.2521A.0.Z85 .0 00.N.0000.000000.000000 Funded: \$36,140.65				36,140.65
0005	Base Year - Task 5 - State Representative Samples OLMs = \$3,150.47 Product/Service Code: B542 Delivery: 06/30/2027 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN1.2521A.0.Z85 .0 00.N.0000.000000.000000 Funded: \$47,703.74				47,703.74
0006	Base Year - Optional Task 7 with the following subtasks needed in the base year if exercised; Task 7.1 Baccalaureate and Beyond (B&B:24/28) Meetings Continued...				452,692.39

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NAME OF OFFEROR OR CONTRACTOR RESEARCH TRIANGLE INSTITUTE(00000896)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Task 7.2 B&B:24/28 Study Design and Testing Task 7.3.1 B&B:24/28 Full-Scale Sampling Task 7.3.2 B&B:24/28 Full-Scale OMB Forms Clearance Task 7.3.3 B&B:24/28 Full-Scale Develop Website for Collection Task 7.6 B&B:24/28 Maintenance of Necessary Data Files OLMs = \$72,309.61 Product/Service Code: B542 Delivery: 06/30/2027 Accounting Info: 1100M2025.B.2026.610000.ER000000.RN1.2521A.0.Z85.0 00.N.0000.000000.000000 Funded: \$452,692.39				
1001	Option Year 1 - Task 1 Project Management, Core Task OLMs = \$34,209.42 Amount: \$629,720.19(Option Line Item) Exercised NLT Date 06/30/2027 Product/Service Code: B542				0.00
1002	Option Year 1 - Task 4 Ad Hoc Requests, Core Task OLMs = \$1,057.88 Amount: \$37,013.31(Option Line Item) Exercised NLT Date 06/30/2027 Product/Service Code: B542				0.00
1003	Option Year 1 - Task 3, Core Task, with the following subtasks under this CLIN, if exercised: Task 3.2.3 Full-Scale Develop Website for Collection Task 3.2.4 Full-Scale Student List Collection Task 3.2.5 Full-Scale Data Collection - Student Interview Task 3.2.6 Full-Scale Incentives Task 3.2.7 Full-Scale Student Records Task 3.2.8 Full-Scale Data Collection - Administrative Rcds Continued...				0.00

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NAME OF OFFEROR OR CONTRACTOR RESEARCH TRIANGLE INSTITUTE(00000896)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	OLMs = \$2,205,733.30 Amount: \$7,383,239.63(Option Line Item) Exercised NLT Date 06/30/2027 Product/Service Code: B542				
1004	Option Year 1 - Optional Task 5 State-representative samples, Data Collection OLMs = \$88,088.78				0.00
	Amount: \$673,889.28(Option Line Item) Exercised NLT Date 06/30/2027 Product/Service Code: B542				
1005	Option Year 1 - Optional Task 7 with the following subtasks needed in option year 1 if exercised; Task 7.3.5 B&B:24/28 Full-Scale Data Collection - Student Interview Task 7.3.6 B&B:24/28 Full-Scale Incentives Task 7.3.7 B&B:24/28 Full-Scale Student Records Task 7.3.8 B&B:24/28 Full-Scale Data Collection - Administrative Rclds OLMs = \$54,649.64 Amount: \$859,999.51(Option Line Item) Exercised NLT Date 06/30/2027 Product/Service Code: B542				0.00
2001	Option Year 2 - Task 1 Project Management, Core Task OLMs = \$34,780.66 Amount: \$652,985.38(Option Line Item) Exercised NLT Date 06/30/2028 Product/Service Code: B542				0.00
2002	Option Year 2 - Task 4 Ad Hoc Requests, Core Task OLMs = \$1,057.88 Amount: \$37,907.65(Option Line Item) Exercised NLT Date 06/30/2028 Product/Service Code: B542				0.00
	Continued...				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2003	Option Year 2 - Task 3, Core Task, with the following subtasks under this CLIN, if exercised: Task 3.2.9 NRBA, Weights, Imputation Task 3.2.10 Data Disclosure Task 3.3 Publication Production Task 3.4 Data Products OLMs = \$2,197,915.60 Amount: \$5,606,947.23(Option Line Item) Exercised NLT Date 06/30/2028 Product/Service Code: B542				0.00
2004	Option Year 2 - Optional Task 5 - State Representative Samples OLMs = \$161,493.69 Amount: \$901,239.88(Option Line Item) Exercised NLT Date 07/01/2028 Product/Service Code: B542				0.00
2005	Option Year 2 - Optional Task 6 - Admin. Follow-up OLMs = \$25,417.27 Amount: \$620,677.28(Option Line Item) Exercised NLT Date 06/30/2028 Product/Service Code: B542				0.00
2006	Option Year 2 - Optional Task 7 with the following subtasks needed in option year 2 if exercised; Task 7.3.9 B&B:24/28 NRBA, Weights, Imputation Task 7.3.10 B&B:24/28 Data Disclosure OLMs = \$981,055.08 Amount: \$3,007,533.08(Option Line Item) Exercised NLT Date 06/30/2028 Product/Service Code: B542				0.00
2007	Option Year 2 - Optional Task 8 with the following subtasks needed in option year 2 if exercised; Task 8.1 BPS:28/30 Meetings Task 8.2 BPS:28/30 Study Design and Testing Task 8.3.2 - 8.3.10 BPS:28/30 Data Collection Tasks (except Sampling) Continued...				0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Task 8.6 BPS:28/30 Maintenance of Necessary Data Files Non-Severable OLMs = \$94,814.63 Amount: \$575,514.60(Option Line Item) Exercised NLT Date 06/30/2028 Product/Service Code: B542				
3001	Option Year 3 - Task 1 Project Management, Core Task OLMs = \$34,759.17 Amount: \$637,665.90(Option Line Item) Exercised NLT Date 06/30/2029 Product/Service Code: B542				0.00
3002	Option Year 3 - Task 3 NPSAS:28 OLMs = \$28,569.69 Amount: \$955,125.51(Option Line Item) Exercised NLT Date 06/30/2029 Product/Service Code: B542				0.00
3003	Option Year 3 - Task 4 Ad Hoc Requests, Core Task OLMs = \$1,057.88 Amount: \$38,823.77(Option Line Item) Exercised NLT Date 06/30/2029 Product/Service Code: B542				0.00
3004	Option Year 3 - Optional Task 5 - State Representative Samples OLMs = \$26,648.77 Amount: \$351,748.67(Option Line Item) Exercised NLT Date 06/30/2029 Product/Service Code: B542				0.00
3005	Option Year 3 - Optional Task 6 - Administrative Follow-Up - Anticipated to be exercised/funded during option year 3, however if needed, can be exercised/funded at any period and exercised more than one time if necessary. OLMs = \$161,635.75 Continued...				0.00

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NAME OF OFFEROR OR CONTRACTOR RESEARCH TRIANGLE INSTITUTE(00000896)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3006	Amount: \$1,064,007.60(Option Line Item) Exercised NLT Date 06/30/2029 Product/Service Code: B542 Option Year 3 - Optional Task 7 with the following subtasks needed in option year 3 if exercised; Task 7.4 B&B:24/28 Publication Production Task 7.5 B&B:24/28 Data Files OLMs = \$32,360.91 Amount: \$933,865.68(Option Line Item) Exercised NLT Date 06/30/2029 Product/Service Code: B542				0.00
3007	Option Year 3 - Optional Task 8 - BPS:28/30 OLMs = \$696,438.13 Amount: \$2,302,874.09(Option Line Item) Exercised NLT Date 07/01/2029 Product/Service Code: B542				0.00
4001	Option Year 4 - Task 1 Project Management, Core Task OLMs = \$34,370.98 Amount: \$622,552.03(Option Line Item) Exercised NLT Date 06/30/2030 Product/Service Code: B542				0.00
4002	Option Year 4 - Task 3 - NPSAS:28 OLMs = \$409.05 Amount: \$10,451.13(Option Line Item) Exercised NLT Date 06/30/2030 Product/Service Code: B542				0.00
4003	Option Year 4 - Task 4 Ad Hoc Requests, Core Task OLMs = \$1,057.88 Amount: \$39,763.43(Option Line Item) Exercised NLT Date 06/30/2030 Product/Service Code: B542				0.00
4004	Option Year 4 - Optional Task 5 - State Representative Samples Continued...				0.00

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NAME OF OFFEROR OR CONTRACTOR RESEARCH TRIANGLE INSTITUTE(00000896)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	OLMs = \$7,457.51 Amount: \$44,301.60(Option Line Item) Exercised NLT Date 06/30/2030 Product/Service Code: B542				
4005	Option Year 4 - Optional Task 6 - Admin. Follow-up OLMs = \$3,385.20 Amount: \$82,289.88(Option Line Item) Exercised NLT Date 06/30/2030 Product/Service Code: B542				0.00
4006	Option Year 4 - Optional Task 7 - B&B: 24/28 OLMs = \$14,105.00 Amount: \$404,146.04(Option Line Item) Exercised NLT Date 06/30/2030 Product/Service Code: B542				0.00
4007	Option Year 4 - Optional Task 8 with the following subtasks needed in option year 4 if exercised; Task 8.4 BPS:28/30 Publication Production Task 8.5 BPS:28/30 Data Files Non-severable OLMs = \$666,023.81 Amount: \$2,223,615.01(Option Line Item) Exercised NLT Date 06/30/2030 Product/Service Code: B542				0.00
5001	Option Year 5 - Task 1 Project Management and Task 4 Ad Hoc Requests - for Optional Tasks 5 and 6 (if exercised) OLMs = \$32,558.69 Amount: \$541,946.81(Option Line Item) Exercised NLT Date 06/30/2031 Product/Service Code: B542				0.00
5002	Option Year 5 - Optional Task 6 - Admin. Follow up OLMs = \$846.32 Amount: \$22,139.04(Option Line Item) Exercised NLT Date 06/30/2031 Product/Service Code: B542				0.00
Continued...					

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGES
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NAME OF OFFEROR OR CONTRACTOR

RESEARCH TRIANGLE INSTITUTE(00000896)

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
5003	Option Year 5 - Optional Task 8 - BPS: 28/30 OLMs = \$28,129.42 Amount: \$875,863.46(Option Line Item) Exercised NLT Date 06/30/2031 Product/Service Code: B542				0.00
6001	Option Year 6 - Task 1 Project Management and Task 4 Ad Hoc Requests, Core Task - for Optional Tasks 5 and 6 (if exercised) OLMs = \$33,074.63 Amount: \$560,834.08(Option Line Item) Exercised NLT Date 06/30/2032 Product/Service Code: B542				0.00
6002	Option Year 6 - Optional Task 8: BPS: 28/30 OLMs = \$11,157.05 Amount: \$334,583.86(Option Line Item) Exercised NLT Date 06/30/2032 Product/Service Code: B542				0.00

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F - Deliveries or Performance**Delivery and PoP Information**

Item/Sub Number	Delivery Code	Quantity, if Applicable	Delivery Date, if Applicable	PoP Start Date, if Applicable	PoP End Date, if Applicable
0001	CAM		06/30/2027	7/1/2026	6/30/2027
0002	CAM		06/30/2027	7/1/2026	6/30/2027
0003	CAM		06/30/2027	7/1/2026	6/30/2027
0004	CAM		06/30/2027	7/1/2026	6/30/2027
0005	CAM		06/30/2027	7/1/2026	6/30/2027
0006	CAM		06/30/2027	7/1/2026	6/30/2027
1001			Days After Award	7/1/2027	6/30/2028
1002			Days After Award	7/1/2027	6/30/2028
1003			Days After Award	7/1/2027	6/30/2028
1004			Days After Award	7/1/2027	6/30/2028
1005			Days After Award	7/1/2027	6/30/2028
2001			Days After Award	7/1/2028	6/30/2029
2002			Days After Award	7/1/2028	6/30/2029
2003			Days After Award	7/1/2028	6/30/2029
2006			Days After Award	7/1/2028	6/30/2029
2007			Days After Award	7/1/2028	6/30/2029
3001			Days After Award	7/1/2029	6/30/2030
3003			Days After Award	7/1/2029	6/30/2030
3005			Days After Award	7/1/2029	6/30/2030
3006			Days After Award	7/1/2029	6/30/2030
4001			Days After Award	7/1/2030	6/30/2031
4003			Days After Award	7/1/2030	6/30/2031
4007			Days After Award	7/1/2030	6/30/2033
5001			Days After Award	7/1/2031	6/30/2032
5002			Days After Award	7/1/2031	6/30/2032
6001			Days After Award	7/1/2032	6/30/2033
6002			Days After Award	7/1/2032	6/30/2033

List of Clauses Included by Reference

Clause Database	Clause Number	Clause Title

If the above table is blank, no IBR clauses were included in this version.

List of Clauses Included by Full Text

G - Contract Administration Data

LOA	Obligated Amount - This Action	Total Obligated Amount	List of Item/Sub Number (LI#)	List of Requisitions
1100M2025.B.2026.610000.ER000000.RN1.2521A.O.Z85.000.N.0000.000000.000000	\$2,190,989.60	\$2,190,989.60	0001, 0002, 0003, 0004, 0005, 0006	EDOIES-26-000141
1100M2025.B.2026.610000.ER000000.RN2.2521A.A.Z85.000.N.0000.000000.000000	\$640,881.05	\$640,881.05	0001, 0003	EDOIES-26-000141

List of Clauses Included by Reference

Clause Database	Clause Number	Clause Title

If the above table is blank, no IBR clauses were included in this version.

ED.ALL.32-01 SUBMISSION OF INVOICES AND CONTRACT FINANCING REQUESTS (NOV 2024)

(a) Payments shall be rendered in accordance with the contract's payment terms and schedule(s).

(b) The Contractor shall submit invoices and requests for contract financing payments electronically in the secure web-based Invoice Processing Platform (IPP) system that can be accessed at: <http://www.ipp.gov/>. All submitted invoices and requests for contract financing payments must be accompanied by supporting documentation in accordance with the contract's terms and conditions. (Please identify all requests for contract financing payments as "Requests for Contract Financing Payments.")

(c) Invoice Number Format - The format for the invoice shall be the contract number and invoice number. The invoice number shall be sequential starting at 0001, have no spaces, dashes, or other special characters. The invoice number cannot exceed 21 characters. An example of an acceptable invoice number format follows: Contract No.:91990025C1234, Invoice No.:0001, IPP Invoice No.: 91990025C12340001. Should an invoice require re-submission, the vendor must use the same number followed by an 'R.' (For example: 91990025C12340001R). Should an invoice require multiple resubmissions, the vendor shall submit an 'R' for each resubmission. (For example, a second resubmission would be: 91990025C12340001RR).

(d) The Contractor's Government Business Point of Contact (as listed in System for Award Management (SAM)) should receive enrollment instruction via email from IPP. If the Contractor does not receive such instruction well in advance of initial invoice submission, the Contractor must reach out to IPP using the contact information listed in Section (e) below to ensure timely invoice submission.

(e) Contractor assistance with enrollment can be obtained by contacting the IPP Vendor Support Team at IPPCustomerSupport@fiscal.treasury.gov or (866) 973-3131.

H - Special Contract Requirements**List of Clauses Included by Reference****List of Clauses Included by Reference**

Clause Database	Clause Number	Clause Title

If the above table is blank, no IBR clauses were included in this version.

3452.201-70 Contracting Officer's Representative (COR). (MAR 2011)

(a) The Contracting Officer's Representative (COR) is responsible for the technical aspects of the project, technical liaison with the contractor, and any other responsibilities that are specified in the contract. These responsibilities include inspecting all deliverables, including reports, and recommending acceptance or rejection to the contracting officer.

(b) The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes that affect the contract price, terms, or conditions. Any contractor requests for changes shall be submitted in writing directly to the contracting officer or through the COR. No such changes shall be made without the written authorization of the contracting officer.

(c) The COR's name and contact information: Elise Christopher,
elise.christopher@ed.gov

(d) The COR may be changed by the Government at any time, but notification of the change, including the name and address of the successor COR, will be provided to the contractor by the contracting officer in writing.

(End of Clause)

3452.204-70 Records management. (OCT 2023)*A. Applicability*

This clause applies to all Contractors and subcontractors that receive, create, work with, or otherwise handle Federal records, as defined in paragraph B, regardless of the medium in which the record exists.

B. Definitions

"Federal record," as defined in 44 U.S.C. 3301, means all recorded information, regardless of form or characteristics, made or received by the Department under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by the Department or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the U.S. Government or because of the informational value of data in them.

"Records inventory," as used in this clause, means a descriptive listing of each Federal record series or system that a Contractor creates, receives, or maintains in performance of its contract with the Department, together with an indication of its location, retention, custodian, volume, and other pertinent data.

C. Requirements

1. The Contractor shall comply with all applicable records management laws and regulations, as well as National Archives and Records Administration (NARA) records policies, including the Federal Records Act (44 U.S.C. chapters 21, 29, 31, and 33), NARA regulations at 36 CFR chapter XII, subchapter B, including 36 CFR part 1236, and those policies associated with the safeguarding of Federal records covered by the Privacy Act of 1974, as amended (Privacy Act) (5 U.S.C. 552a). These laws, regulations, and policies include the appropriate preservation of all Federal records, regardless of form or characteristics, mode of transmission, or state of completion.

2. In accordance with 36 CFR 1222.32, all data created for U.S. Government use and delivered to, or falling under the legal control of, the U.S. Government are Federal records subject to the provisions of 44 U.S.C. chapters 21, 29, 31, and 33, the Freedom of Information Act, as amended (FOIA) (5 U.S.C. 552), and the Privacy Act, and must be managed and scheduled for disposition only as permitted by Federal statute or regulation.

3. In accordance with 36 CFR 1222.32, the Contractor shall maintain and manage all Federal records created for U.S. Government use, created during performance of this contract, and/or delivered to, or under the legal control of, the U.S. Government in accordance with Federal law. Electronic Federal records and associated metadata specified for delivery under this contract must be accompanied by sufficient technical documentation to facilitate their understanding and use.

4. (a) The Contractor shall provide a records inventory to the Contracting Officer Representative and Contracting Officer within 60 business days after contract or order award. The Department will review the records inventory for accuracy and accept or reject the records inventory within 60 business days after receipt.

(b) If the Contractor creates, receives, or maintains a Federal record series or system that is not included in the records inventory, the Contractor shall notify the Contracting Officer Representative and Contracting Officer within five business days of the Contractor's creation, receipt, or maintenance of such Federal record series or system, and provide the Contracting Officer with a revised records inventory. The Department will review the records inventory for accuracy and accept or reject the records inventory within 60 business days after receipt.

(c) The Department will periodically review, and may, in its sole discretion, update, the records inventory to ensure that it is current, accurate, and complete. The Department will provide the Contractor with a copy of any such updated records inventory.

5. The U.S. Government reserves the right to inspect, at any time, Contractor and subcontractor policies, procedures, and strategies for ensuring that Federal records are appropriately maintained.

6. The Contractor is responsible for preventing the alienation or unauthorized destruction of Federal records under this contract, including all forms of mutilation. Federal records may not be removed from the legal custody of the Department or destroyed except in accordance with the provisions of this contract and the Federal Records Act. Willful and unlawful destruction,

damage, or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. The Contractor shall report any unlawful or accidental removal, defacing, alteration, or destruction of Federal records to the Contracting Officer within one business day.

7. The Contractor shall ensure that the appropriate personnel, administrative, technical, and physical safeguards are established to ensure the security and confidentiality of all Federal records in accordance with this contract and applicable law.

8. The Contractor shall not remove material from U.S. Government facilities or systems, or facilities or systems operated or maintained on the U.S. Government's behalf, without the express prior written authorization of the Contracting Officer.

9. The Contractor shall not create or maintain any Federal records containing any non-public Department information not specified or authorized by this contract.

10. (a) During the term of this contract, the Contractor shall not (i) disclose any Federal record, or any copy thereof, that contains information covered by 32 CFR part 2002 or FOIA (with the exception, for the purposes of FOIA, of information that exclusively implicates the exemption 4 interests of the Contractor); or (ii) sell any Federal record, or any copy thereof.

(b) After expiration or termination of this contract, the Contractor shall not retain or have access to any Federal record, or any copy thereof, that contains information covered by 32 CFR part 2002 or that is generally protected from public disclosure by an exemption under FOIA with the exception, for the purposes of FOIA, of information that exclusively implicates the exemption 4 interests of the Contractor.

(c) Under no circumstances shall the Contractor destroy Federal records except in accordance with the provisions of this contract and the Federal Records Act.

11. All Contractor employees assigned to this contract who create, work with, or otherwise handle Federal records are required to complete Department-provided records management training. The Contractor is responsible for confirming training has been completed according to Department policies, including initial training and any annual or refresher training.

12. The Contractor is required to notify the Contracting Officer of any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or Federal records generated under, or relating to, contracts. The Contractor (and any sub-contractor) is required to abide by U.S. Government and the Department's guidance for protecting sensitive, proprietary information, classified, and controlled unclassified information.

(a) The Contractor shall incorporate the substance of this clause, its terms and requirements including this paragraph, in all subcontracts requiring the disclosure to a subcontractor of information, documentary material, and/or Federal records generated under, or relating to, the performance of this contract, and require written subcontractor acknowledgement of the same.

(b) Violation by a subcontractor of any provision set forth in this clause will be attributed to the Contractor.

(End of Clause)

3452.224-72 Research activities involving human subjects. (OCT 2023)

(a) In accordance with Department of Education (the "Department") regulations on the protection of human subjects in research, title 34, Code of Federal Regulations, part 97 (the Regulations), Contractors and subcontractors engaged in covered (nonexempt) research activities shall establish and maintain procedures for the protection of human subjects. The Contractor must include the substance of this clause in all subcontracts. In addition, the Contractor shall notify other entities (known to the Contractor) engaged in the covered research activities of their responsibility to comply with the regulations. The definitions in 34 CFR 97.102 apply to this clause. As used in this clause, "covered research" means research involving human subjects that is not exempt under 34 CFR 97.104 and 97.401(b).

(b) If the Department determines that proposed research activities involving human subjects are covered (*i.e.*, not exempt under the regulations), the Contracting Officer (CO) or Contracting Officer's Representative (COR) will require the Contractor to apply for the Federal Wide Assurance from the Office for Human Research Protections, U.S. Department of Health and Human Services, if the Contractor does not already have certification on file. The CO will also require that the Contractor obtain and send to the Department documentation of Institutional Review Board (IRB) review and approval of the proposed research.

(c) Under no condition shall the Contractor conduct, or allow to be conducted, any research activity involving human subjects prior to the Department's receipt of the certification that the proposed research has been reviewed and approved by the IRB (34 CFR 97.103(f)). No research involving human subjects shall be initiated under this contract until the Contractor has provided the CO (or the COR) a properly completed certification form certifying IRB review and approval of the research activity, and the CO or COR has acknowledged the receipt of such certification.

(d) In accordance with 34 CFR 97.109(f)(1), unless IRB or the Department determines otherwise, continuing review of research is not required in the following conditions:

1. Research is eligible for expedited review;
2. Research is reviewed by the IRB in accordance with the limited IRB review as described 34 CFR 97.104(d)(2)(iii); or
3. Research that is part of the IRB-approved study that has progressed to the point that it involves only one or both of the following:
 - i. data analysis, including analysis of identifiable private information or identifiable biospecimens, or
 - ii. accessing follow-up clinical data from interventions that subjects would undergo as part of clinical care.

(1) For each activity under this contract that requires continuing review, the Contractor shall submit an annual written representation to the CO or COR stating whether research activities have been reviewed and approved by the IRB within the previous 12 months. The Contractor may use the form titled "U.S. Department of Health and Human Services (HHS) Subpart C Certification Form" for this representation. For multi-institutional projects, the Contractor shall provide this representation on its behalf and on behalf of any subcontractor engaged in research activities for which continuing IRB reviews are required.

(2) If the IRB disapproves, suspends, terminates, or requires modification of any research activities under this contract, the Contractor shall immediately notify the CO in writing of the IRB's action.

(e) The Contractor shall bear full responsibility for performing, as safely as is feasible, all activities under this contract involving the use of human subjects and for complying with all applicable regulations and requirements concerning human subjects. Neither the Contractor, subcontractor, agents of the Contractor, or employees of the Contractor, nor any person, organization, institution, or group of any kind involved in the performance of such activities under this contract, shall be deemed to constitute an agent or employee of the Department or of the Federal government with respect to such activities. The Contractor agrees to discharge its obligations, duties, and undertakings and the work pursuant thereto, whether requiring professional judgment or otherwise, as an independent contractor without imputing liability on the part of the Government for the acts of the Contractor, subcontractor, or their employees.

(f) Upon discovery of any noncompliance with any of the requirements or standards as stated in this clause, the Contractor shall correct such noncompliance as soon as practicable, typically no later than 1 business day. If the CO determines, in consultation with the Protection of Human Subjects Coordinator, Office of Acquisition, Grants, and Risk Management, Office of Finance and Operations, or the sponsoring office, that the Contractor is not in compliance with the requirements or standards stated in this clause, the CO may suspend work under this contract, in whole or in part, until it is determined that the Contractor has corrected such noncompliance and the CO authorizes the continuation of work.

1. Initial notice of suspension. The initial notice of suspension under this clause may be communicated orally or in writing by the CO.
2. Notice of suspension of work. The CO shall provide written notice of suspension of work under this clause. The notice shall contain the following:
 - a. The effective date of suspension of work.
 - b. The requirements and/or standards for which the Contractor is out of compliance.
 - c. Any special instructions for the suspension of work.
3. Authorization to resume work. If the CO determines that the noncompliance has been remedied and it is in the best interest of the Government, the CO may authorize work to resume under the contract. The CO will provide written notice to the Contractor of such authorization.

(g) Non-compliance with the requirements or standards as stated in this clause may result in the Government termination of this contract for default, in full or in part, in accordance with FAR 49.401. Such termination may be in lieu of or in addition to suspension of work under the contract. Nothing herein shall be construed to limit the Government's right to terminate the contract for failure to fully comply with such requirements or standards.

(h) The Regulations, and related information on the protection of human research subjects, can be found on the Department's protection of human subjects in research website: <https://www2.ed.gov/about/offices/list/ocfo/humansub.html>. Contractors may also contact the following office to obtain information about the regulations for the protection of human subjects and related policies and guidelines: Protection of Human Subjects Coordinator, U.S. Department of Education Office of Finance and Operations,

Office of Acquisition, Grants, and Risk Management, 400 Maryland Avenue SW,
Washington, DC 20202-4331. Email: *HumanSubjectsResearch@ed.gov*.

(End of Clause)

3452.237-71 Observance of administrative closures. (MAR 2011)

(a) The contract schedule identifies all Federal holidays that are observed under this contract. Contractor performance is required under this contract at all other times, and compensated absences are not extended due to administrative closures of Government facilities and operations due to inclement weather, Presidential decree, or other administrative issuances where Government personnel receive early dismissal instructions.

(b) In cases of contract performance at a Government facility when the facility is closed, the vendor may arrange for performance to continue during the closure at the contractor's site, if appropriate.

(End of clause)

3452.243-70 Key personnel. (OCT 2023)

(a) The personnel designated as key personnel in this contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, or otherwise substituting any other personnel for specified personnel, the contractor shall notify the contracting officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract effort. No diversion or substitution shall be made by the contractor without written consent of the contracting officer; provided, that the contracting officer may ratify a diversion or substitution in writing and that ratification shall constitute the consent of the contracting officer required by this clause. The contract shall be modified to reflect the addition or deletion of key personnel.

(b) The following personnel have been identified as Key Personnel in the performance of this contract:

Joshua Pretlow, Ashley Wilson, and Peter Siegel

(End of clause)

ADDENDUM TO 3452.237-71 OBSERVANCE OF ADMINISTRATIVE CLOSURES (MAR 2011)

The following Federal holidays are observed under this contract:

-New Year's Day

-Birthday of Martin Luther King, Jr.

-Washington's Birthday

-Memorial Day

-Juneteenth

-Independence Day

-Labor Day

-Columbus Day

-Veteran's Day

-Thanksgiving Day

-Christmas Day

I - Contract Clauses**List of Clauses Included by Reference**

Clause Database	Clause Number	Clause Title	Item List
EDAR	3452.202-1	Definitions-Department of Education. (MAR 2011)	
EDAR	3452.208-72	Paperwork Reduction Act. (MAR 2011)	
EDAR	3452.224-70	Release of information under the Freedom of Information Act. (MAR 2011)	
EDAR	3452.227-71	Advertising of awards. (MAR 2011)	
EDAR	3452.227-73	Limitations on the use or disclosure of Government-furnished information marked with restrictive legends. (MAR 2011)	
EDAR	3452.242-71	Notice to the Government of delays. (MAR 2011)	
EDAR	3452.242-73	Accessibility of meetings, conferences, and seminars to persons with disabilities. (MAR 2011)	

If the above table is blank, no IBR clauses were included in this version.

List of Clauses Included by Full Text**3452.204-71 Contractor security vetting requirements. (OCT 2023)**

(a) The Contractor and its subcontractors shall comply with Department of Education personnel, cyber, privacy, and security policy requirements set forth in "Contractor Security Vetting Requirements" at <http://www.ed.gov/fund/contract/about/bsp.html>.

(b) Contractor employees who will have access to proprietary or sensitive Department information including "Controlled Unclassified Information" as defined in 32 CFR 2002.4(h), Department IT systems, Contractor systems operated with Department data or interfacing with Department systems, or Department facilities or space, or perform duties in a school or in a location where children are present, must undergo a personnel security screening and receive a favorable determination and are subject to reinvestigation as described in the "Contractor Vetting Security Requirements." Compliance with the "Contractor Vetting Security Requirements," as amended, is required.

(c) The type of security investigation required to commence work on a Department contract is dictated by the position designation determination assigned by the Department. All Department Contractor positions are designated commensurate with their position risk/sensitivity, in accordance with title 5 of the Code of Federal Regulations (5 CFR 731.106) and OPM's Position Designation Tool (PDT) located at: <https://pdt.nbis.mil/>. The position designation determines the risk level and the corresponding level of background investigations required.

(d) The Contractor shall comply with all Contractor position designations established by the Department.

(e) The following are the Contractor employee positions required under this contract and their designated risk levels:

High Risk (HR): N/A

Moderate Risk (MR): Admin Assistant, Admin Data Task Leader, Admin Support Supervisor, Associate Project Director, Data Collection Interviewer, Data Collection Task Leader, Data Processing Task Leader, Data Scientist, Editor, Education Analyst, Financial Analyst, Graphic Designer, Imputation Task Leader, Industrial Security Specialist, Institutional Contact Task Leader, Instrument Task Leader, Programmer Analyst, Project Admin Specialist, Project Director, Project Manager, Proofreader, Research Analyst, Research Education Analyst, Research Statistician, Sampling/Senior Statistician, Survey Methodologist, Survey Specialist, Technical Reporting Task Leader, Tracing Manager, Web Developer

Low Risk (LR): N/A

(f) For performance-based contracts where the Department has not identified required labor categories for Contractor positions, the Department considers the risk sensitivity of the services to be performed and the access to Department facilities and systems that will be required during performance, to determine the uniform Contractor position risk level designation for all Contractor employees who will be providing services under the contract. The uniform Contractor position risk level designation applicable to this performance-based contract is: N/A.

(g) Only U.S. citizens will be eligible for employment on contracts requiring a Low Risk/Public Trust, Moderate Risk/Public Trust, High Risk/Public Trust, or a National Security designation.

(h) An approved waiver, in accordance with the "Contractor Vetting Security Requirements," is required for any exception to the requirements of paragraph (g) of this section.

(i) The Contractor shall-

- (1) Comply with the Principal Office (PO) processing requirements for personnel security screening;
- (2) Ensure that no Contractor employee is placed in a higher risk position than for which the employee is approved;
- (3) Ensure Contractor employees submit required security forms for reinvestigation in accordance with the time frames set forth in the "Contractor Vetting Security Requirements";
- (4) Report to the COR any information (*e.g.*, personal conduct, criminal conduct, financial difficulties) that would raise a concern about the suitability of a Contractor employee or whether a Contractor employee's continued employment would promote the efficiency of the service or violate the public trust;
- (5) Protect sensitive and Privacy Act-protected information, including "Controlled Unclassified Information" as defined in 32 CFR 2002.4(h), from unauthorized access, use, or misuse by its Contractor employees, prevent unauthorized access by others, and report any instances of unauthorized access, use, or misuse to the COR;

(6) Report to the COR any removal of a Contractor employee from a contract within one business day if removed for cause or within two business days if otherwise removed;

(7) Upon the occurrence of any of the events listed under paragraph (b) of the clause at FAR 52.204-9, Personal Identity Verification of Contractor Personnel, return a PIV ID to the COR within seven business days of the Contractor employee's departure; and

(8) Report to the COR any change to job activities that could result in a change in the Contractor employee's position or the need for increased security access.

(j) Failure to comply with any of the personnel security requirements in the "Contractor Security Vetting Requirements" at <http://www.ed.gov/fund/contract/about/bsp.html>, may result in a termination of the contract for default or cause.

(End of Clause)

3452.209-71 Conflict of interest. (MAR 2011)

(a)(1) The contractor, subcontractor, employee, or consultant has certified that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest (see FAR subpart 9.5 for organizational conflicts of interest) (or apparent conflict of interest) for the organization or any of its staff, and that the contractor, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the contractor, subcontractor, employee, or consultant). Conflicts may arise in the following situations:

(i) *Unequal access to information*-A potential contractor, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract.

(ii) *Biased ground rules*-A potential contractor, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract.

(iii) *Impaired objectivity*-A potential contractor, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility. "Impaired objectivity" includes but is not limited to the following situations that would cause a reasonable person with knowledge of the relevant facts to question a person's objectivity:

(A) Financial interests or reasonably foreseeable financial interests in or in connection with products, property, or services that may be purchased by an educational agency, a person,

organization, or institution in the course of implementing any program administered by the Department;

(B) Significant connections to teaching methodologies that might require or encourage the use of specific products, property, or services; or

(C) Significant identification with pedagogical or philosophical viewpoints that might require or encourage the use of a specific curriculum, specific products, property, or services.

(2) Offerors must provide the disclosure described above on any actual or potential conflict (or apparent conflict of interest) of interest regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.

(3) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, the Department will take appropriate actions to eliminate or address the actual or potential conflict (or apparent conflict of interest), including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest.

(b) The contractor, subcontractor, employee, or consultant agrees that if "impaired objectivity", or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the contractor has taken or proposes to take, after consultation with the contracting officer, to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

(c) *Remedies.* The Government may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid the appearance of a conflict of interest. If the contractor was aware of a potential conflict of interest prior to award or discovered an actual or potential conflict (or apparent conflict of interest) after award and did not disclose or misrepresented relevant information to the contracting officer, the Government may terminate the contract for default, or pursue such other remedies as may be permitted by law or this contract. These remedies include imprisonment for up to five years for violation of 18 U.S.C. 1001 and fines of up to \$5000 for violation of 31 U.S.C. 3802. Further remedies include suspension or debarment from contracting with the Federal government. The contractor may also be required to reimburse the Department for costs the Department incurs arising from activities related to conflicts of interest. An example of such costs would be those incurred in processing Freedom of Information Act requests related to a conflict of interest.

(d) In cases where remedies short of termination have been applied, the contractor, subcontractor, employee, or consultant agrees to eliminate the organizational conflict of interest, or mitigate it to the satisfaction of the contracting officer.

(e) The contractor further agrees to insert in any subcontract or consultant agreement hereunder, provisions that conform substantially to the language of this clause, including specific mention of potential remedies and this paragraph (e).

(End of Clause)

3452.224-73 Protection of student privacy in compliance with FERPA. (OCT 2023)

(a) Pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and its implementing regulations, 34 CFR part 99, the Department designates the Contractor to serve as an authorized representative of the Secretary of Education, solely for the purpose of carrying out an audit or evaluation of federally supported education programs, the enforcement or compliance with Federal legal requirements that relate to federally supported education programs, or conducting a study for or on behalf of the Department, to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction, as specified in the statement of work, the schedule, and other similar documents to the contract.

(b) The Contractor shall collect or receive access to the following personally identifiable information from student education records that is protected by FERPA: All Student PII (collectively, the PII).

(c) The Contractor shall only use the PII to meet the purpose set forth in paragraph (a) of this clause and for the activity, scope, and duration specified in the statement of work, the schedule, and other similar documents to the contract. Prior to collecting or receiving access to the PII, the Contractor shall establish policies and procedures, consistent with FERPA and other Federal confidentiality and privacy provisions, to protect the PII from further disclosure (except back to the Department) and unauthorized use, including limiting use of the PII to only authorized representatives with legitimate interests in the purpose set forth in paragraph (a) of this clause.

(d) To the extent required to ensure the Contractor's compliance with the provisions of FERPA and other Federal provisions, the Contractor shall afford the Department and its authorized agents access to all of the facilities, installations, technical capabilities, operations, documentation, records, databases, policies, procedures, and systems of the Contractor and any subcontractor.

(e) The Contractor shall limit access to the PII to the Contractor's personnel who require the PII to satisfy the Contractor's obligations under the contract.

(f) If the Contractor collects or receives access to the PII to conduct a study for, or on behalf of, an educational agency or institution, then the Contractor shall conduct such study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the Contractor, or subcontractors, with legitimate interests in the study.

(g) Once the purpose for which the PII was collected or accessed is fully satisfied, the Contractor shall notify the Department immediately and seek the Department's instruction and authorization regarding destruction of the PII in accordance with law.

(h) If the Contractor subcontracts any of the contract work requiring collection or access to the PII, then the Contractor shall include this clause (including this paragraph (h)) in

any such subcontract and, further, the Contractor shall ensure that subcontractors at any tier comply with all terms, conditions, and obligations imposed on the Contractor herein and under FERPA.

(i) Violation by a subcontractor of any provision set forth in this clause will be attributed to the Contractor.

(End of Clause)

3452.227-70 Publication and publicity. (MAR 2011)

(a) Unless otherwise specified in this contract, the contractor is encouraged to publish and otherwise promote the results of its work under this contract. A copy of each article or work submitted by the contractor for publication shall be promptly sent to the contracting officer's representative. The contractor shall also inform the representative when the article or work is published and furnish a copy in the published form.

(b) The contractor shall acknowledge the support of the Department of Education in publicizing the work under this contract in any medium. This acknowledgement shall read substantially as follows:

"This project has been funded at least in part with Federal funds from the U.S. Department of Education under contract number 91990026F005191990026Q0023. The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government."

(End of clause)

3452.227-72 Use and non-disclosure agreement. (MAR 2011)

(a) Except as provided in paragraph (b) of this clause, proprietary data, technical data, or computer software delivered to the Government with restrictions on use, modification, reproduction, release, performance, display, or disclosure may not be provided to third parties unless the intended recipient completes and signs the use and non-disclosure agreement in paragraph (c) of this clause prior to release or disclosure of the data.

(1) The specific conditions under which an intended recipient will be authorized to use, modify, reproduce, release, perform, display, or disclose proprietary data or technical data subject to limited rights, or computer software subject to restricted rights must be stipulated in an attachment to the use and non-disclosure agreement.

(2) For an intended release, disclosure, or authorized use of proprietary data, technical data, or computer software subject to special license rights, modify paragraph (c)(1)(iv) of this clause to enter the conditions, consistent with the license requirements, governing the recipient's obligations regarding use, modification, reproduction, release, performance, display, or disclosure of the data or software.

(b) The requirement for use and non-disclosure agreements does not apply to Government contractors that require access to a third party's data or software for the

performance of a Government contract that contains the clause at 3452.227-73, Limitations on the use or disclosure of Government-furnished information marked with restrictive legends.

(c) The prescribed use and non-disclosure agreement is:

Use and Non-Disclosure Agreement

The undersigned, [Insert Name _____], an authorized representative of the [Insert Company Name _____], (which is hereinafter referred to as the "recipient") requests the Government to provide the recipient with proprietary data, technical data, or computer software (hereinafter referred to as "data") in which the Government's use, modification, reproduction, release, performance, display, or disclosure rights are restricted. Those data are identified in an attachment to this agreement. In consideration for receiving such data, the recipient agrees to use the data strictly in accordance with this agreement.

(1) The recipient shall-

(i) Use, modify, reproduce, release, perform, display, or disclose data marked with Small Business Innovative Research (SBIR) data rights legends only for government purposes and shall not do so for any commercial purpose. The recipient shall not release, perform, display, or disclose these data, without the express written permission of the contractor whose name appears in the restrictive legend (the contractor), to any person other than its subcontractors or suppliers, or prospective subcontractors or suppliers, who require these data to submit offers for, or perform, contracts with the recipient. The recipient shall require its subcontractors or suppliers, or prospective subcontractors or suppliers, to sign a use and non-disclosure agreement prior to disclosing or releasing these data to such persons. Such an agreement must be consistent with the terms of this agreement.

(ii) Use, modify, reproduce, release, perform, display, or disclose proprietary data or technical data marked with limited rights legends only as specified in the attachment to this agreement. Release, performance, display, or disclosure to other persons is not authorized unless specified in the attachment to this agreement or expressly permitted in writing by the contractor.

(iii) Use computer software marked with restricted rights legends only in performance of contract number 91990026F0051. The recipient shall not, for example, enhance, decompile, disassemble, or reverse engineer the software; time share; or use a computer program with more than one computer at a time. The recipient may not release, perform, display, or disclose such software to others unless expressly permitted in writing by the licensor whose name appears in the restrictive legend.

(iv) Use, modify, reproduce, release, perform, display, or disclose data marked with special license rights legends Omit.

(2) The recipient agrees to adopt or establish operating procedures and physical security measures designed to protect these data from inadvertent release or disclosure to unauthorized third parties.

(3) The recipient agrees to accept these data "as is" without any Government representation as to suitability for intended use or warranty whatsoever. This disclaimer does not affect any obligation the Government may have regarding data specified in a contract for the performance of that contract.

(4) The recipient may enter into any agreement directly with the contractor with respect to the use, modification, reproduction, release, performance, display, or disclosure of these data.

(5) The recipient agrees to indemnify and hold harmless the Government, its agents, and employees from every claim or liability, including attorneys fees, court costs, and expenses arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, performance, display, or disclosure of data received from the Government with restrictive legends by the recipient or any person to whom the recipient has released or disclosed the data.

(6) The recipient is executing this agreement for the benefit of the contractor. The contractor is a third party beneficiary of this agreement who, in addition to any other rights it may have, is intended to have the rights of direct action against the recipient or any other person to whom the recipient has released or disclosed the data, to seek damages from any breach of this agreement, or to otherwise enforce this agreement.

(7) The recipient agrees to destroy these data, and all copies of the data in its possession, no later than 30 days after the date shown in paragraph (8) of this agreement, to have all persons to whom it released the data do so by that date, and to notify the contractor that the data have been destroyed.

(8) This agreement shall be effective for the period commencing with the recipient's execution of this agreement and ending upon [Insert Date]. The obligations imposed by this agreement shall survive the expiration or termination of the agreement.

[Insert business name. _____]

Recipient's Business Name

[Have representative sign. _____]

Authorized Representative

[Insert date. _____]

Date

[Insert name and title. _____]

Representative's Typed Name and Title

(End of clause)

3452.239-70 Internet protocol version 6 (IPv6). (OCT 2023)

(a) Any system hardware, software, firmware, or networked component (voice, video, or data) developed, procured, or acquired in support or performance of this contract shall be capable of transmitting, receiving, processing, forwarding, and storing digital information across system boundaries utilizing the next-generation internet Protocol (IP) version 6 (IPv6) as defined in revised USGv6 profile (most recent version of NIST Special Publication 500-267B) and NISTv6 profile (most recent version of NIST Special Publication 500-267A).

(b) Specifically, any new IP product or system developed, acquired, or produced must-

(1) Provide IPv6 technical capabilities as outlined in the most recent version of USGv6 Capabilities Table (UCT);

(2) Maintain interoperability with both IPv6 and any existing IPv4 systems and products; and

(3) Have available Contractor/vendor IPv6 technical support for development and implementation and fielded product management.

(c) Any exceptions to the use of IPv6 require the agency's CIO to give advance, written approval.

(End of Clause)

3452.239-71 Department information security and privacy requirements. (OCT 2023)

(a) The Contractor shall, at all times, maintain compliance with the most current version of Department security requirements as set forth in "Department Information Security and Privacy Requirements." These requirements are posted at <http://www.ed.gov/fund/contract/about/bsp.html>.

(b) The Contractor shall be notified when the "Department Information Security and Privacy Requirements" have been updated.

(c) If any such change causes a material increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the Contractor may request an equitable adjustment to the contract price or the delivery schedule, as applicable. The Contracting Officer shall make an equitable adjustment in the contract price, the delivery schedule, or both, and shall modify the contract.

(d) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of notice of the changed requirement. However, if the Contracting Officer determines that the facts justify it, the Contracting Officer may receive and act upon the Contractor's request for equitable adjustment submitted before final payment of the contract. Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

(e) The Contractor shall incorporate the substance of this clause, its terms and requirements, including this paragraph, in all subcontracts, and require written subcontractor acknowledgement of the same. Violation by a subcontractor of any provision set forth in this clause will be attributed to the Contractor.

(f) Failure to comply with this clause, including the embedded Department Information Security and Privacy Requirements, may result in a termination of the contract for default or cause.

(g) Performance of this contract ☒ does include ☐ does not include the following: access to, collection of, or maintenance of information on behalf of the Department; or Department information technology (IT) products, systems, or hardware that are (1) used or operated by the Contractor on behalf of the Department, or (2) used in the performance of services or the furnishing of products. IT products, systems, hardware, and services include agency-hosted, outsourced, and cloud-based solutions, as well as incidental IT equipment that is acquired by the Contractor to support contract performance. When "does include" is selected, the categorizations shown below apply:

(1) In accordance with the Federal Information Processing Standard (FIPS 199), Standards for Security Categorization of Federal Information and Information Systems, the Information Security Categorization applicable to each security objective has been determined to be:

Confidentiality: ☐ Low ☒ Moderate ☐ High

Integrity: ☐ Low ☒ Moderate ☐ High

Availability: ☐ Low ☒ Moderate ☐ High

Overall Risk Level: ☐ Low ☒ Moderate ☐ High

(2) Performance of this contract ☒ does involve ☐ does not involve Personally Identifiable information (PII) as defined in OMB A-130 (2016).

(3) Performance of this contract ☒ does involve ☐ does not involve "Controlled Unclassified Information" as defined in 32 CFR 2002.4(h).

(End of Clause)

52.217-9 Option To Extend the Term of the Contract. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 5 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 10 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 7 years.

(End of clause)

J - List of Documents, Exhibits and Other Attachments

Attachment Number	Title	Date
1	Attachment 1 - NPSAS 28 REVISED FINAL PWS	06/02/2026
2	Attachment 2 - QASP - NPSAS28	06/02/2026
3	Attachment 3 - Payment Schedule	06/08/2026
4	Attachment 4 - List of OLMs	06/10/2026

Attachment 1 – REVISED PERFORMANCE WORK STATEMENT

**2027-28 National Postsecondary Student Aid Study (NPSAS:28)
& Postsecondary Longitudinal Studies**

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REVISED PERFORMANCE WORK STATEMENT**2027-28 National Postsecondary Student Aid Study (NPSAS:28)
& Postsecondary Longitudinal Surveys****I. INTRODUCTION**

The United States Department of Education (hereafter, Department), Institute of Education Sciences (IES), National Center for Education Statistics (NCES), has a requirement for a series of studies, based on student surveys and administrative records, to comply with the Higher Education Act of 1965, as amended. These studies are designed to describe: (1) how students and their families finance postsecondary education and (2) students' persistence, attainment, and workforce outcomes. They include the following:

- National Postsecondary Student Aid Study (<https://nces.ed.gov/surveys/npsas/>);
- Baccalaureate and Beyond Longitudinal Study (<https://nces.ed.gov/surveys/b&b/>); and
- Beginning Postsecondary Students Longitudinal Study (<https://nces.ed.gov/surveys/bps/>).

The National Postsecondary Student Aid Study (NPSAS) is a cross-sectional study that provides information about the costs of postsecondary education and how students and their families pay for these costs. NPSAS is based on a nationally representative sample of undergraduate and graduate students attending all types of postsecondary institutions.

NPSAS serves as the base-year data collection for the Baccalaureate and Beyond Longitudinal Study (B&B) and the Beginning Postsecondary Students Longitudinal Study (BPS) in alternating administrations. The purpose of the B&B is to collect data on students' education and work experiences after they complete a bachelor's degree. The purpose of BPS is to track students' pathways through postsecondary education, helping to answer questions related to undergraduates' persistence and attainment outcomes. Periodically, NCES also conducts an administrative-only collection of NPSAS, termed NPSAS-AC. While a future administrative collection as early as 2030 is planned, it will be covered by a separate contract when and if funds are available to pursue that requirement.

This Performance Work Statement (PWS) continues the cycle with NPSAS:28 scheduled for the 2027-28 academic year. It includes the base contract to conduct a NPSAS study in 2027-28 that includes a student survey and extracts from administrative data sources (i.e., Department of Education's databases, data from postsecondary institutions, and data from other administrative data sources). It also includes a series of optional tasks, summarized in Table 1, designed to:

- add a state representative sample to NPSAS:28 (Optional Task 5),
- match administrative records for prior longitudinal cohorts (Optional Task 6),
- conduct follow-up B&B student interviews in NPSAS:24 in their fourth (Optional Task 7) year after graduation, and
- conduct follow-up BPS student interviews begun in NPSAS:28 into their third (Optional Task 8) year.

II. BACKGROUND

NCES postsecondary sample surveys are scheduled on regular intervals. Since 1987, NPSAS has been conducted every 3 to 4 years with each administration serving as the base year for one of the two longitudinal studies (B&B and BPS) in alternating data collection years as shown in Figure 1.

Required or optional data collections that are part of this PWS are highlighted in gray.

Figure 1: Recent Postsecondary Sample Survey Data Collections

Base Year	1st Follow up	2nd Follow up	3rd Follow up
NPSAS:00	B&B:00/01		
NPSAS:04	BPS:04/06	BPS:04/09	
NPSAS:08	B&B:08/09	B&B:08/12	B&B:08/18
NPSAS:12	BPS:12/14	BPS:12/17	
NPSAS:16	B&B:16/17	B&B:16/20	
NPSAS:18-AC ⁺			
NPSAS:20	BPS:20/22		
NPSAS:24	B&B:24/28*		
NPSAS:28*	BPS:28/30*		

⁺ NPSAS-AC was planned to be a standalone collection, with no follow-ups.

* Anticipated

For more information on the NPSAS sample design, questionnaire development, survey methodology, response rates, weight calculations, and data quality for prior studies, see the data file documentation reports at the following website: <https://nces.ed.gov/surveys/npsas/>. For an example of a contract deliverable, the 2019-20 NPSAS Data File Documentation report is available at the following website: <https://nces.ed.gov/use-work/resource-library/report/users-manualdata-file-documentation/2019-20-national-postsecondary-student-aid-study-npsas20-data-file-documentation?pubid=2024482>.

For the Baccalaureate and Beyond (B&B) study, see the data file documentation for more information on the sample design, questionnaire development, survey methodology, response rates, weight calculations, and data quality, found at the following website: <https://nces.ed.gov/surveys/b&b/>. The B&B:16/17 Data File Documentation report is available at the following website: <https://nces.ed.gov/use-work/resource->

[library/report/technicalmethodological-report/201617-baccalaureate-and-beyond-longitudinal-study-bb1617](https://nces.ed.gov/library/report/technicalmethodological-report/201617-baccalaureate-and-beyond-longitudinal-study-bb1617).

For the Beginning Postsecondary Students (BPS) study, see the data file documentation for more information on the sample design, questionnaire development, survey methodology, response rates, weight calculations, and data quality, found at the following website:

<https://nces.ed.gov/surveys/bps/>. The BPS:12/17 Data File Documentation report is available at the following website: <https://nces.ed.gov/use-work/resource-library/report/users-manualdata-file-documentation/beginning-postsecondary-students-study-1217-bps1217-data-file-documentation>.

III. LEGISLATIVE AUTHORITY

The National Center for Education Statistics (NCES) of the Institute of Education Sciences (IES), within the Department, conducts this study in compliance with the mandate stated in the *Education Sciences Reform Act of 2002*, (Public Law [P.L.] 107-279, Title I, Part C), which requires NCES to “collect, report, analyze, and disseminate statistical data related to education in the United States and in other nations.” The Higher Education Act of 1965, as amended in the Higher Education Opportunity Act of 2008, 20 U.S.C. § 1015a, also requires NCES to conduct a student aid recipient survey on a state-by-state basis at least once every 4 years.

IV. PERIOD OF PERFORMANCE

Tasks 1 through 4 described in this contract must be conducted during a base period of 60 months. Optional tasks will be conducted within their periods of performance aligned with when the work must be conducted, as shown below. Exercise of Optional Tasks will extend the period of performance beyond 60 months. Should any of the Optional Tasks extend beyond the base period, Base Tasks 1 and 4 also will need to continue during the optional task period of performance beyond the base period.

Base Contract and Optional Tasks	Period of Performance
Base Contract - Task 1: Project Management - Task 2: Meetings, Travel, and Technical Review Panels - Task 3: 2027-28 National Postsecondary Student Aid Study (NPSAS:28) - Task 4: Ad Hoc Information Requests	July 2026 through June 2031
Optional Task 5: State representative samples in NPSAS:28 using administrative data	July 2027 through June 2031
Optional Task 6: Administrative Follow-up to Longitudinal Studies	July 2028 through June 2033

Optional Task 7: 2024/28 Baccalaureate and Beyond Longitudinal Study (four-year follow-up)	July 2026 through June 2031
Optional Task 8: 2028/30 Beginning Postsecondary Students Longitudinal Study (three-year follow-up)	July 2028 through June 2033

V. CONTRACT TYPE

The Department anticipates award of Fixed Price contract.

VI. DEFINITIONS & ACRONYMS

The following definitions are used in this Performance Work Statement:

Longitudinal follow-up – a cohort derived from a subsample of the NPSAS study with a subsequent survey at a later time period. For the purposes of this PWS, "longitudinal follow-up" refers to ongoing studies of first-time beginning students in a BPS OR graduating seniors in a B&B study.

Target response rate – the percent of the institutions or students in the sample that participate in the study. It also includes item-level response, which is the percent of respondents who respond to a questionnaire item (or for administrative data, a valid match from an administrative database). The calculation of response rates must be consistent with *NCES Statistical Standards and Tabular Guidelines* (<https://nces.ed.gov/statprog/>). The response rates are as follows and assume a two-stage sampling design (some of these exceed the guidelines in the *Statistical Standards*):

- 80 percent participation (both list and student records collections) of postsecondary institutions (with no stratum below 70 percent) for a NPSAS study,
- 70 percent response rate for the student survey of a NPSAS study (if applicable),
- 75 percent response rate for the student survey of a longitudinal follow-up study,
- 90 percent item response rate (or valid match to an administrative database).

Nationally representative sample – a sample drawn from the U.S. population in the 50 states, Puerto Rico, and the District of Columbia such that the individuals sampled are collectively similar to those in the national population and key estimates for each stratum have relative standard errors (RSEs) less than 10 percent and comparable to or less than those obtained in prior studies. For the purposes of this PWS, the following institutional sectors must comprise the major strata for a nationally representative sample:

- Public 4-year doctorate
- Public 4-year nondoctorate, primarily sub-baccalaureate degree-granting
- Public 4-year nondoctorate, primarily baccalaureate and graduate degree-granting
- Public 2-year

- Public less-than-2-year
- Private nonprofit 4-year doctorate
- Private nonprofit 4-year nondoctorate
- Private nonprofit less-than-4-year
- Private for-profit 4-year
- Private for-profit 2-year
- Private for-profit less-than-2-year

State-representative sample – a sample drawn from each state population of the 50 states, Puerto Rico, and the District of Columbia such that the individuals sampled are collectively similar to those in the state population and key estimates for each stratum have relative standard errors (RSEs) less than 10 percent for 90 percent of the states. For the purposes of this PWS, the following institutional sectors must comprise the major strata within each state (provided that the state has institutions in each of these sectors):

- Public 4-year
- Public 2-year
- Other sectors (so analysts can obtain state-level estimates)

The following acronyms are used in this Performance Work Statement (PWS):

- B&B – Baccalaureate and Beyond Longitudinal Study
- BPS – Beginning Postsecondary Students Longitudinal Study
- CARS – Conference Approval Request Site
- CATI – Computer Assisted Telephone Interview
- CAPI – Computer Assisted Personal Interview
- CIP – Classification of Instructional Programs
- CO – Contracting Officer
- COR – Contract Officer’s Representative
- CPO – Conference and Policy Operations Office
- DRB – Disclosure Review Board
- ED ICAM – ED Identity, Credential and Access Management System
- e-QIP – Electronic Questionnaires for Investigations Processing
- FSA – Office of Federal Student Aid
- IES – Institute of Education Sciences
- IPAM – IES Public Trust Application Manager
- IPP – Invoicing Payment Platform
- IRB – Institutional Review Board
- LSB – Longitudinal Surveys Branch
- MDS – Meta Data System
- NCES – National Center for Education Statistics

- NPSAS – National Postsecondary Student Aid Study
- NPSAS-AC – National Postsecondary Student Aid Study, Administrative Collection
- NSLDS – National Student Loan Data System
- OMB – Office of Management and Budget
- PDP – Postsecondary Data Portal Website (used to collect data from postsecondary institutions)
- PII – Personally Identifiable Information
- RIMS – Regulatory Information Management Services
- RUF – Restricted-Use Data File
- RUD – Restricted-Use Data
- SSD – Sample Surveys Division
- SSDCP – Statistical Standards and Data Confidentiality Program
- TRP – Technical Review Panel
- VBA – Veterans Benefits Administration
- WebVTS – Web variable tracking system

VII. QUALITY CONTROL

Project quality control should be integrated into every phase of the project. For instance, potential problems should be identified early so that possible solutions are tested as part of the initial ramp-up to the field period. Item reliability and validity tests for questionnaires must be built into the data collection efforts, non-response analyses should be conducted as part of the final weighting process, and survey methodology and sample design effects should be documented for use by all data users. Thus, as in other NCES projects, statistical quality control must be incorporated into each stage of this project as appropriate. As part of quality control, the contractor must also anticipate and plan for problems related to confidentiality and protection of data (including the transmittal of confidential data).

In addition, deliverables must be submitted on time, be accurate, coherent, clear, and comprehensive in order to meet NCES statistical standards, professional standards, and NCES and IES style guidelines. The contractor must have a quality assurance plan that guides their work throughout the life of the contract and describes the processes in place to assure adherence to these standards and guidelines. Also, NCES expects that only minor changes to drafts will be needed for products to become final deliverables. Deliverables must be delivered in electronic format to the Contracting Officer (CO) and Contracting Officer's Representative (COR) in Microsoft Word or Microsoft Word-compatible format, unless prior approval for a different format is received from the COR.

The Department will monitor the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is focused on the Department

measures that ensure the contractor has performed in accordance with the performance standards listed in the Schedule of Deliverables.

VIII. NCES STATISTICAL STANDARDS AND TABULAR GUIDELINES

NCES standards set guidelines to ensure the quality of NCES surveys, data, data products, and statistics. All work conducted under this contract must, at minimum, meet the standards and guidelines set forth in the most currently available statistical standards (from 2012 at the time of the writing of this PWS) and guidelines for the National Center for Education Statistics (NCES) and as amended by standards implemented since that time. The NCES Standards can be accessed at <https://nces.ed.gov/statprog/>. Publication style guidelines for IES products must also be followed. The guidelines can be accessed at <https://nces.ed.gov/statprog/style.asp>.

IX. CONFIDENTIALITY

Appendix A provides a guide to issues of confidentiality.

X. SCOPE OF WORK

The contractor must provide all personnel, materials, services, and facilities necessary for the project and perform the tasks as described below. The scope of this contract includes, either as core or optional tasks as specified below, NPSAS, BPS, B&B, and NCES surveys that cover postsecondary education, as well as work to answer questions about past studies or maintain datasets from past studies.

The main tasks include:

- Task 1: Project Management
- Task 2: Meetings, Travel, and Technical Review Panels
- Task 3: 2027-28 National Postsecondary Student Aid Study (NPSAS:28)
- Task 4: Ad Hoc Information Requests

The optional tasks include:

- Optional Task 5: State representative samples in NPSAS:28 using administrative data
- Optional Task 6: Administrative Follow-up to Longitudinal Studies
- Optional Task 7: 2024/28 Baccalaureate and Beyond Longitudinal Study
- Optional Task 8: 2028/30 Beginning Postsecondary Students Longitudinal Study

The estimated years covering the period of performance for the tasks in the Performance Work Statement are displayed in Table 1.

Table 1: Period of performance for the major tasks in the NPSAS:24 contract by year.

	Years
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Attachment 1 – REVISED PERFORMANCE WORK STATEMENT – NPSAS:28

Study or Activity	1 6/26- 6/27	2 6/27- 6/28	3 6/28- 6/29	4 6/29- 6/30	5 6/30- 6/31	6 6/31- 6/32	7 6/32- 6/33
Task 1: Project Management	X	X	X	X	X		
Task 2: Meetings, Travel, and Technical Review Panels	X	X	X	X	X		
Task 3: 2027-28 National Postsecondary Student Aid Study	X	X	X	X	X		
Task 4: Ad Hoc Information Requests	X	X	X	X	X		
Optional Task 5: State representative samples in NPSAS:28 using administrative data		X	X	X	X		
Optional Task 6: Administrative Follow-up to Longitudinal Studies			X	X	X	X	X
Optional Task 7: 2024/28 Baccalaureate and Beyond Longitudinal Study	X	X	X	X	X		
Optional Task 8: 2028/30 Beginning Postsecondary Students Longitudinal Study			X	X	X	X	X

The following studies use similar Subtasks:

- Task 3: 2027-28 National Postsecondary Student Aid Study,
- Optional Task 6: Administrative Follow-up to Longitudinal Studies,
- Optional Task 7: 2024/28 Baccalaureate and Beyond Longitudinal Study
- Optional Task 8: 2028/30 Beginning Postsecondary Students Longitudinal Study

These Subtasks are first described under Tasks 2 and 3 and are then referenced in future tasks to avoid repetition. Table 2 summarizes these repeated Subtasks. The table indicates which tasks are included (designated by the letter “I”), which are amended in the description of the task (designated by the letter “A”), and which are excluded and not applicable (designated by the abbreviation “N/A”)Table 2: Subtasks for all sample survey tasks.

Sub-task #	Subtask Description	NPSAS:28 (Task 3)	Admin Follow up (OT 6)	B&B:24/28, BPS:28/30, (OTs 7-8)
2.1	Initial meeting with Department staff	I	N/A	I
2.2	Technical Review Panels	I	N/A	I
2.3	Mini-technical review meeting	I	N/A	I
2.4	Travel, hotel, meals and lodging for contractor and subcontractor staff and consultants	I	N/A	I
2.6	Honoraria	I	N/A	I
3.1	Study design and testing			

Attachment 1 – REVISED PERFORMANCE WORK STATEMENT – NPSAS:28

3.1.1	OMB forms clearance	I	N/A	I
3.1.2	Instrument design and testing	I	N/A	I
3.1.3	Training	I	N/A	I
3.2	Full-scale data collection			
3.2.1	Full-scale sampling	I	N/A	I
3.2.2	Full-scale OMB forms clearance	I	N/A	I
3.2.3	Develop and deploy website for full-scale data collection	I	N/A	I
3.2.4	Full-scale data collection - Student list collection	I	N/A	N/A
3.2.5	Full-scale data collection - Student questionnaire and survey	I	N/A	I
3.2.6	Full-scale respondent incentives	I	N/A	I
3.2.7	Full-scale data collection - Student records collection	I	N/A	I
3.2.8	Full-scale data collection – Administrative records and data processing	I	A	I
3.2.9	Nonresponse bias analysis and weight adjustments, and imputing missing variable values	I	I	I
3.2.10	Develop and implement a plan to prevent data disclosure	I	I	I

Attachment 1 – REVISED PERFORMANCE WORK STATEMENT – NPSAS:28

Sub-task #	Subtask Description	NPSAS:28 (Task 3)	Admin Follow up (OT 6)	B&B:24/28, BPS:28/30, (OTs 7-8)
3.3	Publication production			
3.3.1	Analysis prospectus	I	I	I
3.3.2	Preliminary draft manuscript for Concept Review	I	I	I
3.3.3	Draft Manuscript	I	I	I
3.3.4	Page layout and formatting (Pre- 508 compliant document)	I	I	I
3.3.5	Report pre-release quality control	I	I	I
3.3.6	Final Manuscript for Secretary Announcement/Review (Pre-508 compliant document)	I	I	I
3.3.7	Page layout and formatting (Post- 508 compliant document)	I	I	I
3.4	Data file products			
3.4.1	Web-based analysis tools	I	A	I
3.4.2	Restricted-use data files	I	A	I
3.5	Maintenance of Necessary Data Files	I	I	I

SPECIFIC TASKS

Task 1: Project Management

The contractor must manage all tasks in an efficient manner that fosters communications with study staff, the NCES Contracting Officer's Representative (COR), and potential users of the data.

Subtask 1.1: Quarterly reports and schedules

Progress Reports

The contractor must report quarterly on the progress made in accomplishing the project tasks, the consumption of funds, problems encountered, and the plans for next months. Although reports must be used to document problems encountered in addition to proposed solutions, the contractor must not wait to communicate problems to the COR in the progress report. The contractor must inform the COR of challenges being faced on a flow basis as challenges arise.

The report must be due on the same day each quarter (or next business day if the date occurs on a weekend or Federal holiday) and at least one business day prior to submitting the invoice. The contractor must submit reports by electronic transmission. The report, invoice, and supporting documentation must cover the previous quarter's activities, for both the contractor and subcontractor(s). The report must include the following components for each task:

- The progress on each task and activity relative to the schedule and a discussion of discrepancies;
- Accomplishments associated with each task and activity for the quarter;
- Problems that have been resolved or are in need of resolution;
- A discussion of the work to be performed during the next reporting period;
- Progress toward small business goals;
-
- Brief description of the work performed by each subcontractor during the quarter; and
- Expected future technical problems and proposed solutions to these.

Schedules

Due to the uncertainties of large data collection projects, the contractor must develop and maintain a schedule for all activities of the project that is more detailed than the contract schedule of deliverables. The detailed schedule must be updated quarterly and submitted with the appropriate progress report. For all activities within the project, the schedule must detail the key staff assigned, and the projected start and end dates. For each schedule, actual completion dates must be entered for products completed since the last submission and the future quarter's activities must be detailed.

Recognizing the “dynamic” nature of project activities, the contractor will discuss possible delays and changes in project activities affecting the schedule. Changes in the schedule of project activities are approved by the COR and must be subsequently documented in the progress report. However, any changes to the contract schedule of deliverables must be approved by the Contracting Officer.

Deliverable #1: Quarterly Progress Report and Project Schedules

Subtask 1.2: Data security and data security plan

The contractor must develop and maintain a security plan that details the security and confidentiality measures that must guide the operation of this contract. The plan should include the components addressed in Appendix A including materials necessary for the Department’s Security Assessment or Security Authorization (SA) process. Once accepted by NCES, the contractor must execute the provisions of the plan.

The contractor must submit confidentiality reports that have three parts. Part 1 must be a list of all project staff that will have access to pre-released restricted data or sensitive personally identifiable information (PII). Part 2 must be a signed and notarized set of NCES Affidavits of Nondisclosure for all project staff listed in part 1. The contractor should refer to Appendix A for other confidentiality requirements. Part 3 must be a summary of staff members who are in the National Background Investigation Services (NBIS) clearance process. See Appendix B for more information about the NBIS process. Materials for SA processes may be delivered under separate cover.

Each NCES Affidavit of Nondisclosure must be completed before allowing access to pre-released or restricted data or sensitive PII. The contractor must hold original copies, deliverable upon request from NCES, and must provide NCES pdf versions of the affidavits on a quarterly flow basis or as requested. If staff do not have a clearance for access to restricted data issued through the NBIS system, staff must apply for clearance before they access restricted data. Please note that part of the data security requirements includes provisions that staff with access to personally identifiable information have clearances in place upon assignment to the contract or very soon thereafter. Contractors will not be paid for work carried out by staff members who are required to have clearances but who have not met requirements to obtain them by the time invoices are submitted. Data collection systems must not be used until the SA process is completed.

Deliverable #2: Confidentiality reports, including affidavits of nondisclosure; Data security plan

Subtask 1.3: Major Information Technology (IT) data reporting

The contractor must manage necessary reporting for the Department of Education's IT investments (both hardware, software, and service) related to this contract. The contractor must develop and execute an IT management plan to address:

- Management processes
- Requirements documentation, execution, testing, and implementation (e.g., a Requirements Traceability Matrix)
- Cost and schedule management
- Quality management
- Risk management
- Performance management
- Operational analysis
- Security & privacy

The contractor must respond to requests for monitoring the IT project assessment program within this contract, set goals in the above areas, and develop corresponding measures to track progress in improving the Department's IT investment related to this contract. The contractor must ensure they meet all ED OCIO requirements including Authorization to Operate (ATO) requirements and actively maintain the ATO by responding to OCIO data calls, implementing the OCIO quarterly Motive process, updating required IT documentation, updating IT information on Governance, Risk, and Compliance Tool (GRCT), resolving plan of action and milestones, documenting vulnerability scans, etc.

See the following links for more information about Department requirements for IT Program Assessment:

- OMB Circular A-130 (<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A130/a130revised.pdf>) and
- OMB Memorandum M-15-14 (<https://management.cio.gov/implementation/>).

Appendix C includes a sample monthly IT spending tracking report. The reporting requirements have changed yearly and may require adapting to changing circumstances. Monthly IT reports must be included as a section in progress reports (see Deliverable #2).

Deliverable #3: IT management plan, Monthly IT reporting, Log of Information Request, and the Annual Assessment

Subtask 1.4: Document repository

The contractor must develop and maintain an electronic document repository to allow Department staff to monitor all projects and activities within the contract and to foster communications with the COR and survey staff, as needed. The contractor must update the repository and routinely produce information about the project (including all optional tasks) including project schedules, minutes for all meetings, contact information for project staff, organization charts, instruments, testing protocols, quality control procedures, training materials, Office of Management and Budget (OMB) documents/materials, Technical Review Panel documents/materials, daily data collection reports (during data collections), invoices, IT cost reporting, and all deliverables (without sensitive personally identifiable or respondent

information). The contractor must provide access to this information to the survey staff, the CO, and the COR on an on-going, as-needed basis. The contractor must provide examples of reports from the proposed Document Repository in advance. An archive of all documents in the repository must be provided to the COR at the end of the contract.

Deliverable #4: Document Repository

Task 2: Meetings, Travel, and Technical Review Panels

Subtask 2.1: Initial meeting with Department staff

Within one week after contract award (or the applicable optional task), the contractor's project director and other key project staff as identified in the proposal must meet with the NCES Contracting Officer's Representative (COR) and other Department staff to review the overall contract tasks and to discuss issues relating to the proposed project staffing plan and other management requirements. A virtual videoconference is acceptable. The purpose of this meeting is to refine the management, staffing, and overall scheduling plan contained in the contractor's technical proposal. These refinements are not expected to alter the specifications or the design of the contract but will provide management information for use by the contractor and the Department in monitoring the work to be performed. The content and format of the quarterly progress reports will be discussed.

The contractor must submit a summary of the meeting and a revised detailed project management plan, based on the contractor's proposed management plan and the understandings reached at the meeting, detailing the organization chart, staffing plan, schedule, personnel and task coordination procedures, a quality control plan, and procedures for protecting survey data.

Deliverable #5: Summary of initial meeting/Expanded project management plan

Subtask 2.2: Technical Review Panels

To obtain peer review of project plans and products and to foster communications with potential users of the data, the contractor must establish Technical Review Panels (TRPs) for the NPSAS (or the applicable Optional Task). For the purposes of costing out each TRP meeting, NCES anticipates that there will be approximately 35 members on the panel (20 federal and 15 non-federal members). The contractor will consult with the COR in selecting TRP members.

It is preferred that the meetings occur in hybrid format, with local participants attending in-person in Washington, DC, and those outside the DC Metropolitan area attending via virtual videoconference. For the in-person attendees, the Department requires the use of Department meeting space. Contractors are required to coordinate arrangements with the Department's Event Services Team. NOTE: The Department does have Webex capable of supporting up to 1000 participants webinars for 4 concurrent meetings within one month, and there are unlimited 200-person webinar capabilities available to most POCs.

The COR may coordinate with the Department's Conference and Policy Operations Office (CPO) to plan each meeting and relay the guidance received from CPO to the contractor.

Note: In order for the Department to meet federal conference spending reporting and proficient spending guidelines, the Department utilizes an internal process to approve conference-related spending. This approval process includes reviewers from the financial,

contractual, technical and legal branches of the Department and is managed by the Department's CPO. It is anticipated that the approval process will take up to six months to acquire approval. No financial obligations may be made until the approval has been received.

The TRPs must work with the contractor to improve plans, products, and user-friendliness of resulting data products; the TRPs, however, do not report to or advise the Department. Technical review panel meetings may be convened on any topic related to postsecondary sample studies related to this contract (including predecessor studies).

For each study, up to two (2) 2-day meetings must be scheduled.

For each scheduled TRP, the contractor must complete the following activities:

- Select the federal and non-federal members for the TRP to provide consultation and coordination for the study (The contractor must consult with the COR in selecting TRP members);
- Prepare, for COR approval, letters of invitation to join the TRP;
- Establish a schedule, for COR approval, to inform the TRP of the progress of the project;
- Prepare content for all materials required for TRP consideration and review (i.e., pre-meeting information packets and meeting materials) and secure the Panel's advice;
- Upon approval of the COR, duplicate (when necessary) and disseminate all materials required for TRP consideration and review (i.e., pre-meeting information packets and meeting materials)
- Prepare the agenda and the presentations to facilitate the discussion at the panel, with the review and approval of the COR.
- Select a meeting location in a federally owned/leased space (or other location if approved by the CPO clearance process) and coordinate all audio-visual (if necessary), room set-up, and meeting supplies;
- Arrange meeting logistics including registration, setup of Department microphones, projectors, and other audio/visual or physical materials;
- Complete all written justifications, to be submitted for clearance review to the CPO clearance process, if necessary;
- Complete all necessary pre-security screening requests to allow panelists to access federal spaces (which may include submitting background information about each panelist for background checks);
- Provide on-site staff support at the TRP meeting to register panelists and coordinate Department staff to manage the logistics of the meeting.
- Provide on-site staff support at the TRP meeting to conduct presentations and record minutes.

The contractor must prepare meeting minutes and post them to the Document Repository within 20 business days of the meeting.

Deliverable #6: Technical Review Panel meeting minutes and materials

Subtask 2.3: Mini-technical review meeting

The contractor must convene two review meetings including Department staff, contractors, subcontractors, and a subset of any Technical Review Panel members (up to 15 contractors, subcontractors, federal staff, and non-federal members) to allow for more focused discussion of sample design, survey design, instrumentation, state representation, and other survey methodology aspects of the postsecondary data collections in this contract. As needed, experts in a particular area may be invited to participate as well. Non-federal, non-contractor staff must only participate in these meetings remotely via teleconference or video conference unless these panelists are within the DC Metro area. Meetings may cover topics addressing any NCES postsecondary study or a similar topic.

The contractor will consult with the COR in selecting members for the on-site meetings. Meetings are to be held in hybrid format, with local attendees in-person, and non-local attendees joining via videoconference. Pre-meeting information packets, including agendas and materials to be discussed, will be posted to the Document Repository for the Department's review three (3) weeks before each meeting. The contractor must compile a list of follow-up activities as well as meeting minutes within three (3) weeks of the meeting.

Deliverable #7: Mini-technical review meeting minutes and materials (for each meeting)

Subtask 2.4: Travel, hotel, meals and lodging for contractor and subcontractor staff and consultants

The contractor must provide for contractor personnel to be on-site during the Technical Review Panels or mini-technical review meetings at the Department.

Any hotel/venue contract that the Contractor negotiates must be reviewed by and receive concurrence from a Conference Policy and Operations Team member prior to final agreement. All hotel/venue contracts must be submitted electronically via email to the cognizant Contracting Officer's Representative, with a carbon copy to the Contracting Officer, who will ensure Conference Policy and Operations reviews the contract.

Deliverable #8: Meeting and travel expense report for contractor staff, appended to quarterly report (for each meeting)

Subtask 2.5: Honoraria for technical review meetings

The contractor must provide each non-federal, non-contractor panelists that participates in Technical Review Panels or the mini-technical review meetings with an honorarium amount

that does not exceed \$750 per day. The honorarium is based on the hourly rate of a GS-15, step 10 with Washington, DC locality pay and an 8-hour work day. No contractor, subcontractor, or consultant staff paid under this contract must receive an honoraria.

Deliverable #9: Honoraria expense report appended to quarterly report (for each meeting)

Task 3: National Postsecondary Student Aid Study (NPSAS:28)

The contractor must develop all systems for data collection, prepare materials for the Office of Management and Budget (OMB) forms clearance, train staff in the methods of data collection, test all data collection systems, and report on the quality of the data collection systems.

Information on the sample design, questionnaire development, survey methodology, response rates, weight calculations, and data quality for prior administrations of NPSAS studies, can be found in the study methodology and Data File Documentation reports at the following website: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=013#012>.

It is acceptable that NPSAS:28 be administered in much the same way, with similar data products developed for dissemination. **However, contractors are encouraged to propose and justify new data collection procedures and revisions to survey content and data products that they believe represent improvements upon past practices.**

The contractor must design the study to meet the following objectives:

- 1) Generate precise national financial aid estimates. The data collected must allow for the accurate estimation of percentage distribution and mean/median estimates within each stratum. That is, estimates that meet the precision requirements described above in **VI. Definitions and Acronyms**. Precise estimates must be produced for the following measures:
 - Percentage of students applying for Federal Financial Aid
 - Total aid amount and percent with aid
 - Total grant amount and percent with grants
 - Total Federal loan amount and percent with Federal loans
 - Total Pell grant amount and percent with Pell grants
 - Total Federal grant amount and percent with Federal grants
 - Total State aid amount and percent with State aid
 - Total Institution aid amount and the percent with Institution aid
 - Dependency status
 - Income
 - Attendance Intensity
 - Attendance Pattern

In addition, the total dollars for Pell and Direct (Stafford) loans must be within 10 percent of, and the average amounts received must be within two (2) standard errors of, the Department's program totals. Otherwise, the contractor must perform post-stratification weight adjustments.

- 2) Achieve target response rates. Target response rates from institutions and student surveys must be achieved to ensure that data can be used for the generation of population estimates.

- 3) Collect data comparable to that of prior studies for trend analysis. A primary reason that NPSAS is repeated with regularity is to allow for the analysis of trends in key indicators such as receipt of financial aid and how students and their families pay for postsecondary education. Data must be collected and processed in such a way as to allow for valid comparisons with data collected from prior cycles of NPSAS.
- 4) Facilitate longitudinal data collection. The contractor must enable the ability to conduct future follow-up surveys with students sampled for NPSAS, if applicable. The contractor must sample students and collect data in NPSAS that allows for a BPS longitudinal cohort to be established and followed up in future years.
- 5) Establish quality control procedures. Quality control and analyses of sampling coverage and quality must be incorporated into all aspects of design, data collection, and data file and report production.

Subtask 3.1: Study design and testing

Subtask 3.1.1: OMB forms clearance

For any data collection or intervention (e.g., pilot tests, cognitive interviews, structured interviews, focus groups, speak-alouds, etc.) involving 10 or more respondents (students or institutions), the contractor must prepare an OMB Forms Clearance Package.

In addition, for each package, the contractor must be prepared to develop material and supplemental information needed for an internal or Departmental Institutional Review Board (IRB) evaluation.

An example of the past NPSAS OMB full packages can be found at this URL: https://www.reginfo.gov/public/do/PRAViewDocument?ref_nbr=202004-1850-004 and https://www.reginfo.gov/public/do/PRAViewIC?ref_nbr=202004-1850-004&icID=211733. Past NCES cognitive lab packages can be found at this URL: <https://www.reginfo.gov/public/do/PRAOMBHistory?ombControlNumber=1850-0803>

Deliverable #10: OMB Forms Clearance Package(s), change memos, and associated documentation

Subtask 3.1.2: Instrument design and testing

The contractor must use a variety of techniques (e.g., pilot tests, cognitive interviews, structured interviews, focus groups, speak-alouds, etc.) to test data collection instruments and to test techniques that will significantly reduce bias of key estimates. The instrument design will draw heavily from previous iterations of NPSAS, BPS, and B&B.

Deliverable #11: Instrument testing results memo

Subtask 3.1.3: Training

The contractor must develop a set of materials that will be used to train data collection staff (e.g., tracing/location staff, interviewers, institution contactors, quality control monitors, supervisors, personal interviewers [if applicable], transcript coders [if applicable], etc.) how to complete the tasks necessary to conduct the study. Prior to and during the data collection, the contractor must train data collection staff focusing on customer service, quality control, responsiveness, standardization, refusal conversion, and disclosure avoidance.

Deliverable #12: Training materials

Subtask 3.2: Full-scale data collection

The contractor must modify all sampling and data collection procedures and systems, including the data collection instruments, as needed, depending upon the results from the design and testing phase in Subtask 3.1 or drawing on information from the previous time the study was fielded. Full-scale data collection must be conducted with these modified procedures, systems, and instruments. The contractor must use effective survey design techniques to reduce total error (such as responsive/adaptive design). The full-scale data collection institution data collection and student data collection will be conducted in both English and Spanish.

Subtask 3.2.1: Full-scale sampling

The contractor must design a full-scale sample that meets the objectives for the study listed in the introduction of this PWS and for Task 3 and clearly document estimated sample sizes and yields. If any assumptions or sample sizes presented in this work statement do not meet the goals or *target response rate* for the study, the contractor must make adjustments to the sampling plan to meet these goals and submit it for the COR's approval.

Deliverable #13: Full scale sampling specifications and final full-scale sample

Subtask 3.2.2: Full-scale OMB forms clearance

The contractor must prepare the OMB Forms Clearance Package that requests clearance for the full-scale collection. In addition, the contractor must prepare memos that address public comments to the Federal Register Notice and that address OMB passback questions, if any are received. In the event that changes are needed to information approved by OMB in a cleared OMB package, the contractor must develop a memo to document and justify the changes. The contractor must plan for the following:

- The contractor must plan for up to 180 days for OMB to review the package.
- This Subtask involves an iterative process and, at minimum, will require three revisions: one after the COR's review, the second after review from the OMB liaison, and a third after OMB review.

- The contractor must be prepared to develop a formal change memorandum for submission to OMB in the event that changes are needed to the plans and/or protocols for the full-scale collection after the clearance package is approved by OMB.

Deliverable #10: OMB Forms Clearance Package(s) and change memorandums

Subtask 3.2.3: Develop and deploy website for full-scale data collection

The contractor must make revisions, as needed, to the website(s) for the study on NCES' website (<https://surveys.nces.ed.gov/>). The website must be available in both English and Spanish and describe the study, including the study's purpose, frequently asked questions, and the protection of confidentiality of information obtained. The website must also provide links to the full-scale student data collection instruments so that they may be deployed. It may be necessary for the contractor to develop and deploy an abbreviated student questionnaire near the end of data collection in order to increase response rates to the targeted goals. The website must provide access to this abbreviated questionnaire, if needed. The data collection instruments must present respondents and CATI interviewers with screens of questions to be completed, with the software guiding the respondent through the interview. Inapplicable questions must be skipped automatically based on prior response patterns. On-screen clarification and help text must be available for all items. The instrument also must provide real-time error checking for inconsistent or out-of-range responses and must minimize the potential for inadvertently skipped items. The contractor must employ technology that would allow the COR to monitor remotely full-scale telephone interviews in real time and through stored recordings of the telephone interviews.

For studies with student records collections from postsecondary institutions, the contractor must develop contacting materials to refer institutions to the Postsecondary Data Portal website during the data collection window for the PDP. The contractor must update the website with content that must describe the study, including the study's purpose, frequently asked questions, instruction materials for uploading data, and the protection of confidentiality of information obtained (including information from the Federal Education Privacy Rights Act (FERPA) allowing for the release of data for this study).

Deliverable #14: Full-scale data collection website

Subtask 3.2.4: Full-scale data collection – Student list collection

The contractor must maintain a call center to assist potential respondents in submitting student lists. The contractor must obtain a list of all students from sampled postsecondary institutions so students may be sampled using the Department's Postsecondary Data Portal (PDP) website. Instructions must be translated in Spanish for institutions located in Puerto Rico.

Deliverable #15: Production reports -full-scale student list and final list of students

Subtask 3.2.5: Full-scale data collection – Student questionnaire and survey

The contractor must maintain a call center to assist potential respondents in completing a web-based questionnaire. The contractor may propose multiple methods for data collection including computer assisted telephone interviews (CATI), computer assisted personal interviews (CAPI), surveys through the web, mobile devices, text, or other technologies. In support of this Subtask, the contractor must develop a set of contacting materials including letters requesting participation in the study, reminder letters/postcards and emails, and thank you letters/postcards. These materials must be translated into Spanish as appropriate. The full-length survey instrument must be produced in English, with an abbreviated version produced in English and Spanish.

The contractor must collect the data from the full-scale data collection student sample with an overall response rate at or above the *target response rate*. The contractor must develop a plan for locating and tracing difficult-to-reach respondents.

Deliverable #16: Production reports-full-scale student survey and student survey data files

Subtask 3.2.6: Full-scale respondent incentives

The contractor must include respondent incentives consistent with OMB Guidance (see PMC Survey Guidance 2006). The use of monetary and/or non-monetary incentives must be justified and approved in advance in the OMB Forms Clearance Package. Incentives must be deployed to reduce non-response bias or other sources of survey error. In addition, the contractor must include sufficient funds to provide institutions reimbursement. In past studies less than one (1) percent of institutions requested reimbursement, but this rate is expected to increase with more frequent administrative data collections. Information on incentives used in prior studies can be found in previous cycle methodology or Data File Documentation reports.

Deliverable #17: Production reports-full-scale incentives

Subtask 3.2.7: Full-scale data collection – Student records collection

The contractor must send the list of sampled students to the Postsecondary Data Portal (PDP) website according to the file specifications provided by the Department. The PDP provides for a standardized administrative data collection from postsecondary institutions. At minimum, the contractor must provide either a social security number OR an institution identification (ID) number OR name, birthdate, and address for institutions to match to, depending on the availability of the data. Using the PDP website as a platform, the contractor must contact institutions to request student records data.

In support of this task, the contractor must develop a set of contacting materials. At a minimum, the contractor must develop a study brochure, an initial letter requesting participation in the study (the initial letter is typically sent to the President or Chief Operating Officer), several reminder letters, and thank you letters. In addition, the

contractor must develop a set of instructions to institutions regarding the requirements for the data collections from institutions. Instructions must be translated into Spanish as appropriate. The contractor must seek endorsements education organizations and agencies. The contractor must develop and be prepared to provide Institutional Review Board (IRB) exemption letters to institutions that request IRB review before agreeing to participate in the NPSAS.

Deliverable #18: Production reports-full-scale student records and data files

Subtask 3.2.8: Full-scale data collection – Administrative records and data processing

The contractor must merge student-level data with administrative records. The contractor must match to the following databases:

- The Department’s Central Processing System to obtain student-level information from the student financial aid application and reduce reporting burden on sampled institutions. The Department will provide contractor access to the system to extract records from the database.
- The Department's National Student Loan Data System (NSLDS) files to collect student-level Pell grant and federal loan data (these files contain more than 60 million records) needed for award amounts for the current award year and cumulative amounts throughout the student’s postsecondary education enrollment period(s).
- External data sources (successfully matched in previous studies) including:
 - ACT (standardized test scores);
 - College Board (standardized test scores and survey data);
 - Department of Veteran’s Affairs and
 - National Student Clearinghouse.
- Other possible external sources including but not limited to:
 - Department of Treasury, Internal Revenue Service (Statistics of Income (SOI) Data);
 - Social Security Administration (e.g., Social Security Insurance (SSI), Social Security Disability Insurance (SSDI), and Social Security data, etc.);
 - Department of Labor (Wage Record Interchange System 2 (WRIS2);
 - Census Bureau;
 - State databases;
 - Department of Defense; or
 - Other relevant sources.

Note: The Department may not yet have Memoranda of Understanding (MOUs) or Interagency Agreements (IAA) to obtain data from the federal sources listed.

The contractor must evaluate the amount and quality of the information available from each of the administrative databases. The contractor must process, edit, impute, and perturb the data collected and append the data to each sample member's case.

Deliverable #19: Full-scale administrative records dataset(s)

Subtask 3.2.9: Nonresponse bias analysis, weight adjustments, and imputing missing variable values, and derived variable specifications

The contractor must conduct and document results of statistical methodologies for nonresponse bias analysis, weight adjustment, and imputations for missing values for all study variables. In addition, the contractor must develop derived/composite variable specifications. Missing items for up to 300 derived variables must be imputed. These methodologies must be consistent with NCES standards and guidelines. The contractor must compare the estimates generated from NPSAS to estimates generated from past cycles of each NPSAS to make sure that the estimates are reasonable and proper weight adjustments have been made to the data. For variance estimation, the contractor must develop Taylor Series weights and replicate weights (it is expected, based on past NPSAS data files, that about 200 replicates will be needed) for each data file.

Deliverable #20: Documentation of nonresponse bias analysis, weight adjustments, imputation plans, and derived variable specifications

Subtask 3.2.10: Develop and implement a plan to prevent data disclosure

The contractor must develop a plan to prevent data disclosure that is acceptable to the NCES Disclosure Review Board (DRB). The plan should be consistent with NCES statistical standards, and it should protect the confidentiality of data collected, namely, that information collected from individual students cannot be in any way associated with the respondent. Upon approval of the plan by the DRB, the contractor must implement the approved procedures and provide a results memo to the DRB. This Subtask involves an iterative process and, at minimum, will require two revisions, one after the COR's review and the second after DRB review.

Deliverable #21: Disclosure Analysis Plan and Swapping Output

Subtask 3.3: Publication production

The following report types are supported under this Subtask:

- The contractor must produce a set of tables for release, in a similar format to Digest of Education Statistics tables (<https://nces.ed.gov/programs/digest/index.asp>), to aid in timely utilization by the public. It is expected that up to 10 tables will be needed, with topic areas like those in the most recent NPSAS First Look reports:

- a. NPSAS:20 First Look: <https://nces.ed.gov/use-work/resource-library/report/first-look-ed-tab/2019-20-national-postsecondary-student-aid-study-npsas20-first-look-student-financial-aid-estimates>
- b. NPSAS:18-AC: <https://nces.ed.gov/pubs2021/2021476rev.pdf>
- *Data File Documentation (DFD)*. DFD reports are longer in length and provide additional information about the processes and procedures used in the data collection with extensive coverage of non-response bias information in the appendix. The main text of a DFD report can run a little longer than the typical Methodology Report, ranging from 150-180 pages. Appendices can add an additional 800-900 pages due to supporting tables (see <https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2018482> for an example of a DFD report).

The contractor must produce a DFD report for each release of data.

Acceptance of any deliverable in the tasks below does not guarantee that the publication will be completed. A publication may be stopped at any point in the development and review process. See Appendix E for links to sample publications and Appendix F for Publication Tip Sheets.

Subtask 3.3.1: Analysis prospectus

For each analysis requested, the contractor must prepare a brief prospectus which identifies how the research questions posed are to be addressed. The prospectus must meet all the requirements of standard 5-1-1 of the *NCES Statistical Standards and Tabular Guidelines*. The Department may not provide feedback on all submitted analysis prospectuses.

Deliverable #22: Publication plan and prospectus for each publication

Subtask 3.3.2: Preliminary draft manuscript for Concept Review

The purpose of the preliminary draft manuscript is to allow the Department to provide feedback about halfway through the development of the first draft so that the Contractor does not expend resources to complete a paper that may need fundamental changes to the concept.

Deliverable #23: Preliminary Draft Manuscript for Concept Review for each publication.

Subtask 3.3.3: Draft manuscript

Upon the approval of the prospectus for *Data File Documentation*, the Department will provide the contractor feedback on the analysis prospectus to ensure the resulting draft manuscript meets the needs of the Department and the publication's intended audience. For each approved prospectus, the contractor must develop and submit a manuscript via

the iterative review process described below. The COR or Task Leader may request interim deliverables such as table shells or draft estimates as the manuscript is developed. Such activity is encouraged in order to incorporate feedback early in the development of the manuscript. For reports other than a *Data File Documentation*, the Department may elect to fund the authoring of manuscripts on a case by case basis by accepting the respective analysis prospectus.

The COR will serve as liaison between the contractor and reviewers who will provide feedback and recommendations to revise the manuscript. Contractors must estimate feedback turn-around times for each level of review using Appendix G (Estimated Turnaround Times for Publication Deliverables). Comments from the Reviewer and corrective feedback will occur as described in 6-1-A of the *NCES Statistical Standards*. At each level of review, feedback and responses must be tracked on the NCES Reviewer Template (see Appendix H). The contractor must budget for at least two total rounds of feedback per review level before a draft manuscript is approved by the COR/Task Leader. The following levels of review are anticipated:

- Study Director
- Statistical Standards and Data Confidentiality Program (SSDCP)
- Office of the Commissioner

For technical publications, the contractor must create and submit an Authorship Credit Form (see Appendix I) and NewsFlash Form (see Appendix J) prior to review by the IES Standards and Review Office. For other publications, the contractor must complete the web posting template (Appendix K) after final approval.

Deliverables #24: Draft manuscripts

Subtask 3.3.4: Page layout and formatting (Pre-508 compliant document)

Page layout and formatting includes the use of desktop publishing software to format the text and to place photos and illustrations to create a digital file that can be printed on a typical desktop printer. For each publication approved for publication in Subtask 3.3.3 depending on the publication type) the contractor must prepare digital files using desktop publishing software to format text and related material (e.g., illustrations, tables and photographs) in final form based on one of the identified formats, using one or more typefaces or fonts, justified or unjustified margins, and single or multiple columns.

This document will be submitted to the NCES final quality control review. The COR will specify which changes from this final quality control review will be made by the contractor. Any changes resulting from this review should be applied to the final document.

Deliverable #25: Preliminary electronic version of the formatted publication for Quality Assurance Review

Subtask 3.3.5: Report pre-release quality control

Prior to release, for each publication approved for publishing, the contractor must conduct an independent review of the analysis in the report by staff who have not worked on the publication. The contractor must replicate at least one estimate per outcome/column variable and all multivariate statistical analyses and diagnostic tests. The contractor must report the results in a memorandum (for most publications, the memorandum should not exceed four pages). Any errors found in this review must be corrected by the contractor. The contractor must conduct a final check of estimates in the NewsFlash to ensure that all estimates match up with the publication. The contractor will also receive feedback from NCES's pre-release Quality Assurance review.

Deliverable #26: Pre-release quality control memo

Subtask 3.3.6: Final Manuscript for Secretary Announcement/Review (Pre-508 compliant document)

For each publication approved for publication, the contractor must finalize the layout and formatting into an electronic file format incorporating changes from the final quality control review. Such formats include Portable Document Format (PDF), HyperText Markup Language (HTML), and Standard Generalized Markup Language (SGML).

Deliverable #27: Final electronic version(s) of the formatted publication for the announcement to the Secretary

Subtask 3.3.7: Page layout and formatting (508 compliant document)

For each publication approved for publication, the contractor must finalize the layout and formatting into an electronic file format. Such formats include PDF, HTML, and SGML. All deliverables received under this Subtask must be 508 compliant. Section 508 of the Rehabilitation Act of 1973, as amended, requires that individuals with disabilities who are members of the public seeking information or services from a Federal agency have access to and use of information and data that are comparable to that provided to the public who are not individuals with disabilities.

In addition to the final 508-compliant document, the contractor must finalize and update the NewsFlash Document or prepare the Web Posting Template form as shown in Appendix J and K, respectively. The contractor must provide the COR/Task Leader with the statistical syntax, Excel sheets, and logs used to generate the estimates and report findings.

Deliverable #28: Final 508-compliant document file for posting to NCES website

Subtask 3.4: Data file products**Subtask 3.4.1: DataLab/Web-based analysis tools**

The contractor must upload the raw data file and a meta data file (that includes variable names, variable labels, variable descriptions, sample code used to derive the variable, and skip patterns applied) to the Web Variable Tracking System (WebVTS) and Meta Data System (MDS) according to specifications provided by the Department. The WebVTS provides the interface for accessing, editing, and analyzing data and metadata in preparation for the restricted-use file (RUF). The MDS is used to manage the metadata associated with data collection, including variable labels, variable descriptions, and value labels, and tracks changes to the variables. The contractor must conduct quality control checks of the data analysis tools on the development servers for the DataLab website (see <https://nces.ed.gov/datalab>) or equivalent data analysis system operational at the time of delivery. These quality control checks include checking:

- the formatting, spelling, and grammar of the narrative descriptions of the variables in the metadata merged into the data tools,
- key estimates against the restricted-use file to ensure that analyses are correct,
- the codebooks produced by WebVTS/MDS to ensure that the information is accurate and reflect the information provided to NCES staff, and
- disclosure avoidance precautions and procedures were followed.

The contractor must inform NCES of any errors and/or make any corrections to the input files as necessary and re-submit. For postsecondary studies, the input file is based on the derived variable data file on the RUF.

Deliverable #29: DataLab input files

Subtask 3.4.2: Restricted-Use data files

The contractor must coordinate with the NCES staff (or other individuals designated by the COR) to download components for the restricted-use files to be made available through NCES's licensing program. The contractor must create a packet of files (called a restricted-use data file (RUF) to eventually be stored on a mass storage media device (i.e., secure cloud). After the completion of the full-scale data collection, the contractor must prepare and deliver the data from the collection in ASCII format. The RUF must be complete in that it must include data from the student interview, student records, administrative data sources (as permitted), as well as the derived variables, weights, and imputation flag variables. The RUF must include a separate derived variable file (or analysis file) that contains all the derived/composite variables developed for the study. In addition, the contractor must create supporting materials (including a README, statistical syntax, and codebooks) similar to data releases for postsecondary sample surveys after 2012. See chapter 6 of the 2015-16 NPSAS Data File Documentation Report for information on the data files included on a typical NPSAS RUF (<https://nces.ed.gov/pubs2018/2018482.pdf>).

The COR will forward the RUF (along with the DFD) to the NCES Statistical Standards and Data Confidentiality Program (SSDCP) for review. After review NCES will receive corrective feedback from SSDCP. Upon NCES receipt of that feedback, it will be

forwarded to the contractor for review. After receipt, the contractor must prepare subsequent draft versions of the restricted-use data file for inspection by SSDCP and will receive additional corrective feedback, as needed. On average, up to two total rounds of feedback are required before a data file is cleared by the COR for SSDCP review and two additional rounds of review prior to release by SSDCP.

The RUF, PowerStats, and DFD must be reviewed together by SSDCP and be released simultaneously.

Deliverable #30: Modified Restricted-use data file(s) cleared for release by SSDCP/DRB

Subtask 3.5: Maintenance of Necessary Data Files

All data files and related documentation associated with the design and execution of the contract (e.g., locating data, sampling data, weighting and imputation data, and restricted-use data) must be stored by the contractor in a secure location as detailed by the contractor in the data security plan. This includes sample member PII, reports, IT systems, IT code, statistical programming, and work products.

Maintenance of data files means keeping data file documentation available for reproduction on request from data users and keeping a machine-readable copy of each data file, so that copies can be supplied to the COR on request. Certain data files that must be maintained may not be made available to the public because of privacy considerations. In these cases, file maintenance means that the data files must be kept intact, in a form that can be updated or copied and delivered to the COR upon request. At the end of the contract, the final versions of all data files must be transferred to NCES and, if appropriate, to a subsequent contractor. The files must be destroyed only at the direction of the government, in line with NARA-approved requirements. Data files must not be allowed to expire, be released without direct written consent by the COR, be overwritten, or otherwise destroyed.

Deliverable #31: Maintenance of necessary data files

Task 4: Ad Hoc Information Requests

Periodically, NCES receives requests for information to comply with new government requirements or special requests for various government and external entities that require extensive effort and/or specific expertise. These include but are not limited to information requests on the contractor's security infrastructure; data or documentation related to respondent incentives, study design support for future projects, or IT investments; special requests to address Executive Orders, Secretarial requests, or OMB requests on the management of the contract; or ad hoc requests from other units or organizations. The contractor must provide information, data, or documentation in response to such requests. Requests occur approximately five times per year and may involve up to 200 hours of effort per year.

Deliverable #32: Log of information requests and requested documentation.

OPTIONAL TASKS

Optional Task 5: State representative samples in NPSAS:24 and NPSAS:28 using administrative data

The Higher Education Opportunity Act of 2008 (20 U.S.C. § 1015a) requires that “the Secretary, acting through the Commissioner for Education Statistics, must conduct, on a State-by-State basis, a survey of recipients of Federal student financial aid under title IV”. To meet this requirement and ensure state-by-state representation, an investigation of sample representativeness is needed for NPSAS:24 so that B&B:24/28’s sample can be state representative and must be undertaken during sampling for NPSAS:28 and subsequent rounds of BPS:28.

The contractor must augment the sampling design in Task 3 using the assumptions and precision requirements described in Optional Task 3 to accommodate state-representative samples for select estimates that can be reliably produced using data from administrative sources. The study would employ an expanded student records collection from postsecondary institutions but would not increase the sample of students taking the student survey.

Optional Task 6: Administrative Follow-up to Longitudinal Studies

Optional Task 6A - Administrative Follow-up Matching-Study 1

Optional Task 6B - Administrative Follow-up Matching-Study 2

Optional Task 6C- Administrative Follow-up Matching-Study 3

Optional Task 6D- Administrative Follow-up Matching-Study 4

The contractor must propose a method to match to a Secondary or Postsecondary longitudinal study to obtain data on financial aid, enrollment, and degrees conferred after the last follow-up for the specific study. Studies may include the High School and Beyond Longitudinal Study, the Beginning Postsecondary Students Longitudinal Study, or another study of NCES's choosing.

The contractor must match the sample to the National Student Loan Data System (NSLDS) and to additional administrative databases, such as the National Student Clearinghouse, or large state administrative data systems. The contractor must evaluate the amount and quality of the information available from each of the administrative databases. The contractor must process, edit, impute, and perturb the data collected and append the data to each sample member's case. Up to 200 derived variables must be created from the data matching. The contractor must revise the relevant PowerStats (<https://nces.ed.gov/datalab>) and the Restricted-Use and/or Public-Use data files or produce a supplementary data file to include the new data collected and new derived variables created.

Multiple secondary and postsecondary longitudinal studies may be pooled into one data match, however a separated set of reports is required for matches made for secondary studies and a separate set of reports is required for matches for postsecondary studies (e.g., one *Data File Documentation* and *First Look* report). For an example of report produced from supplemental matches, see the *2015 Federal Student Aid Supplement for the 1996 and 2004 Beginning Postsecondary Students Longitudinal Study Cohorts* (<https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2018409>) and *Repayment of Student Loans as of 2015 Among 1995–96 and 2003–04 First-Time Beginning Students* (<https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2018410>).

Table 4: Assumptions for the Administrative Follow-up Matching

	Matching Size	Number of Years	Restricted-Use File	Public-Use File	PowerStats
6A. Study 1	20,000	8	Yes	No	Yes
6B. Study 2	20,000	8	Yes	No	Yes
6C. Study 3	20,000	8	Yes	No	Yes
6D. Study 4	20,000	10	Yes	Yes	Yes
Total	90,000				

The contractor must incorporate the Subtask descriptions in Tasks 2 and 3 to provide the deliverables for Task 7 as described below:

6.1	Full-scale data collection (as described in Subtask 3.2).
6.1.1	Full-scale data collection – Administrative records and data processing (as described in Subtask 3.2.8 except for multiple years).
6.1.2	Nonresponse bias analysis and weight adjustments, and imputing missing variable values (as described in Subtask 3.2.9).
6.1.3	Develop and implement a plan to prevent data disclosure (as described in Subtask 3.2.10).
6.2	Publication production (as described in Subtask 3.3)
6.2.1	Analysis prospectus (as described in Subtask 3.3.1).
6.2.2	Preliminary draft manuscript for Concept Review (as described in Subtask 3.3.2).
6.2.3	Draft Manuscript (as described in Subtask 3.3.3).
6.2.4	Page layout and formatting (Pre-508 compliant document) (as described in Subtask 3.3.4).
6.2.5	Report pre-release quality control (as described in Subtask 3.3.5).
6.2.6	Final Manuscript for Secretary Announcement/Review (Pre-508 compliant document) (as described in 3.3.6)
6.2.6	Page layout and formatting (508 compliant document) (as described in Subtask 3.3.7).
6.3	Data file products (as described in Subtask 3.4).
6.3.1	Web-based analysis tools (as described in Subtask 3.4.1, except for multiple studies).
6.3.2	Restricted-Use data files (as described in Subtask 3.4.2, except for multiple studies.).
6.4	Maintenance of Necessary Data Files (as described in Subtask 3.5)

Optional Task 7: 2024/28 Baccalaureate and Beyond Longitudinal Study (B&B:24/28)

This data collection is the year four follow-up for the B&B study launched from NPSAS:24. The purpose of this follow-up is to collect data on students' education and work experiences four years after they complete a bachelor's degree.

The contractor must develop all systems for data collection, prepare materials for Office of Management and Budget (OMB) forms clearance, train staff in the methods of data collection, test all data collection systems, and report on the quality of the data collection systems.

No field test is anticipated for B&B:24/28. The contractor must consider and implement appropriate improvements in the full-scale data collection, conduct full-scale data collection, and provide a Restricted-Use Data File, and supporting publications.

The contractor must design the study in order to meet the following objectives:

- 1) Generate precise national financial aid estimates. The data collected must allow for the accurate estimation of percentage distribution and mean/median estimates within each stratum, that is, estimates that meet the precision requirements described above to meet a *Nationally representative sample* and for which the relative standard errors (RSEs) are less than 10 percent and comparable to or less than those obtained in prior studies. Precise estimates must be produced for the following measures:
 - Attendance Pattern
 - Dependency status
 - Employment status
- 2) Facilitate longitudinal data collection. The contractor must enable the ability to conduct future follow-up surveys with students sampled for B&B. The contractor must collect data in that allows for the B&B longitudinal cohort to be followed up with in future years.
- 3) Collect data comparable to that of prior studies for trend analysis. The trends for key national estimates must be maintained from previous B&B studies and rounds of data collection within a B&B study. Data must be collected and processed in such a way to allow comparisons with data collected from prior cycles of B&B and rounds of data collection for this B&B cohort.
- 4) Establish quality control procedures. Quality control and analyses of sampling coverage and quality must be incorporated into all aspects of design, data collection, and data file and report production.

For more information on the B&B sample design, questionnaire development, survey methodology, response rates, weight calculations, and data quality for prior studies, see the methodology or *Data File Documentation* reports at the following website:

<https://nces.ed.gov/surveys/b&b/>.

NCES most recently fielded a four-year follow-up for B&B as part of B&B:16/20. Technical documentation associated with that study can be found at <https://nces.ed.gov/use-work/resource-library/report/technicalmethodological-report/201620-baccalaureate-and-beyond-longitudinal-study-bb1620-data-file-documentation>.

The contractor must incorporate the Subtask descriptions in Tasks 2 and 3 to provide the deliverables for Task 7 as described below:

7.1	Meetings, Travel, and Technical Review Panels (as described in Task 2).
7.1.1	Initial meeting with Department staff (as described in Subtask 2.1).
7.1.2	Technical Review Panels (as described in Subtask 2.2).
7.1.3	Travel, hotel, meals and lodging for contractor and subcontractor staff and consultants (as described in Subtask 2.4).
7.1.4	Honoraria for technical review meeting (as described in Subtask 2.6)
7.2	Study design and testing (as described in Subtask 3.1).
7.2.1	OMB forms clearance, if needed (as described in Subtask 3.1.2).
7.2.2	Instrument Design and Testing (as described in Subtask 3.1.3).
7.2.3	Training (as described in Subtask 3.1.4).
7.3	Full-scale data collection (as described in Subtask 3.2).
7.3.1	Full-scale sampling (as described in Subtask 3.2.1).
7.3.2	Full-scale OMB forms clearance (as described in Subtask 3.2.2).
7.3.3	Develop and deploy website for full-scale data collection (as described in Subtask 3.2.3).
7.3.4	Full-scale data collection – Student questionnaire and survey (as described in Subtask 3.2.5).
7.3.5	Full-scale respondent incentives (as described in Subtask 3.2.6).
7.3.6	Full-scale data collection – Administrative records and data processing (as described in Subtask 3.2.8).
7.3.7	Nonresponse bias analysis and weight adjustments, and imputing missing variable values (as described in Subtask 3.2.9).
7.3.8	Develop and implement a plan to prevent data disclosure (as described in Subtask 3.2.10).
7.4	Publication production (as described in Subtask 3.3).
7.4.1	Analysis prospectus (as described in Subtask 3.3.1).
7.4.2	Preliminary draft manuscript for Concept Review (as described in Subtask 3.3.2).
7.4.3	Draft Manuscript (as described in Subtask 3.3.3).
7.4.4	Page layout and formatting (Pre-508 compliant document) (as described in Subtask 3.3.4).

7.4.5	Report pre-release quality control (as described in Subtask 3.3.5).
7.4.6	Final Manuscript for Secretary Announcement/Review (Pre-508 compliant document) (as described in 3.3.6)
7.4.7	Page layout and formatting (508 compliant document) (as described in Subtask 3.3.7).
7.5	Data file products (as described in Subtask 3.4).
7.5.1	Web-based analysis tools (as described in Subtask 3.4.1).
7.5.2	Restricted-Use data files (as described in Subtask 3.4.2).
7.6	Maintenance of Necessary Data Files (as described in Subtask 3.5)

Optional Task 8: First (Third Year) follow-up of the 2027-28 Beginning Postsecondary Students Longitudinal Study cohort (BPS:28/30)

This data collection is the year three follow-up for the 2027-2028 cohort of the BPS study, to be fielded in the equivalent of the 2029-30 school year. The purpose of this follow-up is to collect data on:

- How students have continued to finance their postsecondary education, as applicable;
- Students' progression and completion status, including education and non-education credentials earned; and
- Students' work experiences.

The contractor must develop all systems for data collection, prepare materials for Office of Management and Budget (OMB) forms clearance, train staff in the methods of data collection, test all data collection systems, and report on the quality of the data collection.

No field test is anticipated for BPS:28/30. The contractor must consider and implement appropriate improvements in the full-scale data collection, conduct full-scale data collection, and provide a Restricted-Use Data File, and supporting publications.

The contractor must design the study in order to meet the following objectives:

- 1) Generate precise national financial aid estimates. The data collected must allow for the accurate estimation of percentage distribution and mean/median estimates within each stratum, that is, estimates that meet the precision requirements described above to meet a *Nationally representative sample* and for which the relative standard errors (RSEs) are less than 10 percent and comparable to or less than those obtained in prior studies. Precise estimates must be produced for the following measures:
 - Percentage of students applying for Federal Financial Aid
 - Total aid amount and percent with aid
 - Total grant amount and percent with grants
 - Total Federal loan amount and percent with Federal loans
 - Total Pell grant amount and percent with Pell grants
 - Total Federal grant amount and percent with Federal grants
 - Total State aid amount and percent with State aid
 - Total Institution aid amount and the percent with Institution aid
 - Dependency status
 - Income
 - Attendance Intensity
 - Attendance Pattern
- 2) Facilitate longitudinal data collection. The contractor must collect data that allows for the BPS longitudinal cohort to be followed up with six years following enrollment, during the equivalent of the 2032-33 school year (BPS:28/33).

- 3) Collect data comparable to that of prior studies for trend analysis. The trends for key national estimates must be maintained from previous BPS studies and rounds of data collection within a BPS study. Data must be collected and processed in such a way as to allow for valid comparisons with data collected from prior cycles of the study and rounds of data collection for this BPS cohort.
- 4) Establish quality control procedures. Quality control and analyses of sampling coverage and quality must be incorporated into all aspects of design, data collection, and data file and report production.

For more information on the BPS sample design, questionnaire development, survey methodology, response rates, weight calculations, and data quality for prior studies, see the methodology or *Data File Documentation* reports referenced in the introduction to this PWS.

NCES most recently fielded a year three follow-up for BPS as part of BPS:20/22. As of the release of that PWS, the Data File Documentation for BPS:20/22 was not available. For reference, consult the prior BPS:12/14 Data File Documentation available at <https://nces.ed.gov/use-work/resource-library/report/users-manualdata-file-documentation/201214-beginning-postsecondary-students-longitudinal-study-bps1214-data-file-documentation>.

The contractor must incorporate the Subtask descriptions in Tasks 2 and 3 to provide the deliverables for Task 8 as described below:

8.1	Meetings, Travel, and Technical Review Panels (as described in Task 2).
8.1.1	Initial meeting with Department staff (as described in Subtask 2.1).
8.1.2	Technical Review Panels (as described in Subtask 2.2).
8.1.3	Travel, hotel, meals and lodging for contractor and subcontractor staff and consultants (as described in Subtask 2.4).
8.1.4	Honoraria for technical review meeting (as described in Subtask 2.6)
8.2	Study design and testing (as described in Subtask 3.1).
8.2.1	OMB forms clearance, if needed (as described in Subtask 3.1.2).
8.2.2	Instrument Design and Testing (as described in Subtask 3.1.3).
8.2.3	Training (as described in Subtask 3.1.4).
8.3	Full-scale data collection (as described in Subtask 3.2).
8.3.1	Full-scale sampling (as described in Subtask 3.2.1).
8.3.2	Full-scale OMB forms clearance (as described in Subtask 3.2.2).
8.3.3	Develop and deploy website for full-scale data collection (as described in Subtask 3.2.3).
8.3.4	This Subtask is not applicable to this study.
8.3.5	Full-scale data collection – Student questionnaire and survey (as described in Subtask 3.2.5).

8.3.6	Full-scale respondent incentives (as described in Subtask 3.2.6).
8.3.7	Full-scale data collection – Administrative records and data processing (as described in Subtask 3.2.8).
8.3.8	Nonresponse bias analysis and weight adjustments, and imputing missing variable values (as described in Subtask 3.2.9).
8.3.9	Develop and implement a plan to prevent data disclosure (as described in Subtask 3.2.10).
8.4	Publication production (as described in Subtask 3.3).
8.4.1	Analysis prospectus (as described in Subtask 3.3.1).
8.4.2	Preliminary draft manuscript for Concept Review (as described in Subtask 3.3.2).
8.4.3	Draft Manuscript (as described in Subtask 3.3.3).
8.4.4	Page layout and formatting (Pre-508 compliant document) (as described in Subtask 3.3.4).
8.4.5	Report pre-release quality control (as described in Subtask 3.3.5).
8.4.6	Final Manuscript for Secretary Announcement/Review (Pre-508 compliant document) (as described in 3.3.6)
8.4.7	Page layout and formatting (508 compliant document) (as described in Subtask 3.3.7).
8.5	Data file products (as described in Subtask 3.4).
8.5.1	Web-based analysis tools (as described in Subtask 3.4.1).
8.5.2	Restricted-Use data files (as described in Subtask 3.4.2).
8.6	Maintenance of Necessary Data Files (as described in Subtask 3.5)

DELIVERABLE SPECIFICATIONS**1. Quarterly Progress and Financial Report and Project Schedules**

The report must detail the progress made in accomplishing the project tasks and Subtasks, problems encountered, and plans for the next quarter. By attachment, the financial status of the project must be described, in total and by task, including detailed charges by named staff and comparisons with projected spending.

The report must be due three (3) business days prior to submitting the invoice. Progress and financial reports must be delivered and placed in the Document Repository as Microsoft Word or PDF files. The report must be accompanied (after three days) by an invoice (SF No. 1034) and documentation of expenses via the Invoicing Payment Platform (IPP). The report, invoice, and supporting documentation must cover the previous quarter's activities, for both the contractor and subcontractor(s). The progress report and financial report must be submitted at the same time. The Progress and Financial report must also be posted to the IPP website with the invoice.

For all activities within the project, the schedule must detail the key staff assigned, the projected start and completion dates. For any schedule, all completion dates must be entered, and the future three (3) month's activities must be detailed. Each quarter an updated schedule must be submitted with completion dates or targeted dates for completion in a Microsoft Word or Excel file. A copy of the schedule should also be posted on to the Document Repository.

2. Confidentiality reports, including affidavits of nondisclosure; Data security plan

Confidentiality reports must be in three (3) parts. Part 1 must be a list of all staff position titles with assigned risk levels (None, Low, Moderate, or High) based upon access to personally identifiable information, the Department's IT infrastructure, or access to the Department's buildings. Additionally, the contractor must provide a list of all project staff, the assigned risk level associated with their responsibilities, work start date and e-QIP application status (if applicable). The contractor must note which project staff will have access to restricted data or sensitive personally identifiable information of survey respondents. Part 2 must be a completed (signed and notarized) set of NCES Affidavits of Nondisclosure (see <https://nces.ed.gov/statprog/rudman/g.asp>) for all project staff with access to restricted data or sensitive personally identifiable information of survey respondents listed (in Part 1). Part 3 must be all the necessary paperwork related to implementing contractor employee personnel screening requirements as detailed in Appendix B.

Before the start date for the period of performance, Part 1 must be included within the Document Repository as two Microsoft Excel spreadsheets. Each NCES Affidavit of Nondisclosure must be completed prior to being assigned to the contract in a position with access to restricted data or the sensitive personally identifiable information of survey respondents. A copy of the completed NCES Affidavits of Nondisclosure, Part

2, must be retained by the contractor, with originals and scanned electronic PDF copies sent to the NCES COR, as required. Part 1 must be updated on a flow basis. Within two days following the start date of the contract, Part 3 must be implemented for all contractor employees working on the contract within two days following the start date of the contract as detailed in Appendix B. Within three (3) days that a contractor employee is no longer working on the contract, the contractor must notify the COR that the person is no longer working on the contract, the date when employment ceased on the contract, and the reason why the person is no longer working on the contract.

The contractor must provide a Data Security Plan as detailed in Appendix A within 30 days following the contract award date. The contractor must not undertake any Information Technology work or have access to any of the Department's data until a Security Plan is approved. Additionally, 60 days before any website is posted to a production website, the contractor must provide the COR an addendum to the Data Security Plan that details the specific security specifications of the website that implements redundancy in IT and physical security procedures to protect sensitive personally identifiable information, if applicable.

3. IT management plan, Monthly IT reporting, Log of Information Request, and the Annual Assessment

Within one (1) month of contract award, the contractor shall deliver an IT management plan to address:

- Management processes
- Requirements documentation, execution, testing, and implementation (e.g., a Requirements Traceability Matrix)
- Cost and schedule management
- Quality management
- Risk management
- Performance management
- Operational analysis
- Security & privacy

The plan shall address how the contractor plans to ensure they meet all ED OCIO requirements including Authorization to Operate (ATO) requirements, actively maintaining the ATO, responding to OCIO data calls, implementing the OCIO quarterly Motive process, updating required IT documentation, updating IT information on Governance, Risk, and Compliance Tool (GRCT), resolving plan of action and milestones, and documenting vulnerability scans.

In addition, the contractor must produce the following three recurring deliverables:

Monthly IT Reporting – The contractor must track all investments in information technology and split out costs and schedule for defined IT activities in a brief monthly

report for each study in accordance with the Department's and OMB's guidance (see Appendix C for a sample).

Log of Information Requests – The contractor must append a list of all the ad hoc requests to the monthly report. The log must include a description of the activity, the level of effort, and the dates that the activity was requested and completed.

Annual Assessment –The COR will submit portions of the Department's IT Assessment for the contractor to complete. See:

- OMB Circular A-130 (<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A130/a130revised.pdf>) and
- OMB Memorandum M-15-14 (<https://management.cio.gov/implementation/>)

for more information about Department requirements for IT Program Assessment.

4. Document Repository

The Document repository must archive all information related to the projects in this PWS. A separate folder in the Depository must be developed for each study exercised. At minimum, the repository must contain:

- Meeting materials;
- Document archive, including progress reports, schedules, contract deliverables;
- Data files from past NPSAS, BPS, and B&B studies that are stored and documented (with new collections added as completed for full-scale collections;
- Relational instrumentation interface that documents instruments used in each study;
- Production reports;
- Confidentiality reports; and
- Quality control reports.

The following reports must be included in the repository:

Meeting Materials – All documents from all meetings and technical review panels including meeting minutes, membership lists (for TRPs and mini-meetings) and presentation materials

Document Archive - All documents (including dated drafts, e-mail communications, meeting notes, etc.) generated during the life of the project must be stored in the document archive in the Repository. The archive must include an index that identifies files by name, dates, author(s), format, and key words corresponding to each document.

Relational Instrumentation Interface (RII) - The instrumentation for the

collection of the studies exercised in this PWS (with a survey) must consist of an Internet-based instrument, which is to be used by respondents directly, by telephone interviewers, and by field staff with preload and recursive fills.

The development of screens for these procedures must be controlled and documented by a Relational Instrumentation Interface (RII). The main function of the RII is to relationally develop respondent screens from the data elements. The essential linkages are as follows:

- 1) Data elements with links to prior survey use
- 2) Variables
- 3) Access to the Internet
- 4) Survey screens
- 5) Sources (Preload, Prior variable, Screen entry)
- 6) Range restrictions
- 7) Sample restrictions
- 8) Storage parameters

The web-based software system must accept translated text from the RII for (3), (4), (5), (6), and (7); thus, it must be scripted. Project staff, not programmer support staff, must develop the text for the RII that must be translated into the survey screens. Look-up table software for IPEDS codes, industry and occupation codes, major field of study codes, and a key word glossary must be available within the system. It is anticipated that approximately 85 percent of the data elements developed during prior studies will be used in future data collections. The contractor, working with the TRP, must recommend to NCES which new data elements to include, up to 15 percent of the remaining data elements must be identified during the first TRP meeting and/or the Regulatory Information Management Services/Office of Management and Budget (RIMS/OMB) clearance process (<https://www2.ed.gov/about/offices/list/om/onboard/docs/rims.pdf>). After NCES approval, the contractor must develop specifications for these new data elements.

Within four (4) weeks of contract award the RII must be established within the Document Repository using off-the-shelf database software. The RII must be updated on a flow basis through FT RIMS/OMB forms clearances. The RII database software must have the capability to produce lists of data elements, skip pattern instructions, preload designations, fill designations, and range checks as ASCII text files. In addition, the RII database software must have the capability to produce translatable files compatible with the web-based systems.

Quality control reports - The quality of operations must be monitored using the statistical quality control procedures of W.A. Shewhart and W.E.

Deming.¹ Field activities must be randomly sampled and monitored for the following events:

- 1) Number of observed errors or deviations
- 2) Deviation not resulting in error
- 3) Error with recovery
- 4) Error without recovery

The quality of field operations, from a monitoring point of view, is more difficult to assess. The use of supervisory actions, and other methods must be evaluated as methods of gauging the quality of field operations during the full-scale study.

One (1) day before the beginning of field operations, the spreadsheet with days as rows and the event categories as columns must be loaded into the Document Repository. One (1) month before data collection, the contractor must provide NCES examples of quality control reports, which are to appear in the Document Repository. The contractor will incorporate feedback from NCES in the Document Repository. During field operations, the quality control report must be appended daily.

5. Summary of initial meeting/expanded project management plan

Within two (2) weeks following the initial meeting with NCES staff, the contractor must submit a summary of the meeting in Microsoft Word and a revised detailed project management plan via email. The revised project management plan must incorporate the feedback/decisions reached at the meeting, detail the organization chart, staffing plan, schedule, budget control procedures, personnel and task coordination procedures, a quality control plan, and procedures for protecting survey data. This summary must also be posted to the Document Repository.

In addition to the meeting summary, the contractor must develop a quality control plan with the advice and approval of the Department. The plan must include redundancies in the review to reduce the probability that the final deliverable released from the Department will have latent deficiencies. This approved plan must be used to check the quality of variables to be released with a data product or a publication. The contractor must not work on any data collection without the review and approval of the quality control plan.

¹W.E. Deming, "Some Principles of the Shewhart Methods of Quality Control", Mechanical Engineering, vol. 66, pp. 173-177, March, 1944.

6. Technical Review Panel meeting minutes and materials

The contractor must conduct a review panel to assess the design, implementation, and dissemination of data the study. All meeting minutes and materials noted in the delivery specifications must be provided to the COR as the review panel is planned and implemented. Final materials are due twenty (20) working days following the panel.

The COR must be involved in the planning of the TRP and provided with all proposed materials (supporting documents and PowerPoint presentations) to be presented to and handed out to TRP panelists according to the timelines specified below. Final deliverables for the TRP must be provided twenty (20) working days following the TRP. These deliverables are to be included:

List of potential TRP members for the panel – Names, addresses, telephone numbers, affiliations, prior TRP memberships, and annotated resumes must be included. To maintain continuity with prior panels, some prior non-federal panelists (if available) should be asked to participate again. The contractor must draft a letter that invites individuals to join the TRP.

Twelve (12) weeks prior to the first TRP meeting the list of potential TRP panelists must be delivered as an Excel or Word file. The information specified above about selected TRP members must be included in the Document Repository with off-the-shelf database software (e.g., Microsoft Excel or Access) for the generation of personalized letters and mailing labels. A sample of the invitational letter must be delivered to the COR as a Word file for review and approval at the same time as the list of potential TRP members.

TRP information packets – These deliverables are materials (such as data element lists, collection problem reports, etc.) that must be delivered to TRP members before the meetings so that members can be prepared for discussion at the meetings

Three (3) weeks prior to each TRP meeting, pre-meeting information packets must be delivered to the COR as Word files for review and approval. Once approved by the COR, the contractor must deliver the approved information packets to TRP members.

TRP Meeting agendas – These deliverables provide structure for TRP meetings in terms of times, topics, and discussion leaders. The expected topics for the TRP meetings are as follows:

- 1) Sampling design
- 2) Full-scale data elements and nonrespondent sampling
- 3) Full-scale data elements (timing and quality)
- 4) Derived variables and descriptive tabulations

- 5) Data files, electronic codebooks, and data analysis system
- 6) Descriptive reports

Six (6) weeks prior to each TRP meeting, the meeting agenda must be delivered as Word files to COR for review and approval.

TRP Meeting materials - These materials include documents and drafts that are discussed at the TRP meetings and are *not* provided to TRP members before the meeting.

Ten (10) working days prior to each TRP meeting, the meeting materials must be delivered as Word/Power Point files to COR for review and approval.

TRP Meeting minutes - These minutes document the TRP discussions that led to recommendations. Twenty (20) working days after each TRP meeting, the meeting minutes must be delivered as Word files to the COR for review and approval.

7. Mini technical review meeting minutes and materials

In support of all activities related to studies that this contract supports (both past and present), the contractor must periodically arrange for mini-technical meetings to discuss technical issues within a study or the continuity and consistency across the studies both in terms of content, data collection activities, and data processing. The COR must be involved in the planning of the mini meetings and provided with all proposed agendas and panelists at the timelines specified below. Final deliverables for the mini-meetings must be provided twenty (20) working days following the meeting. The deliverables to be included are:

Meeting agendas – These deliverables provide structure for the mini-meetings in terms of times, topics, and discussion leaders. Three (3) weeks prior to each meeting, the meeting agenda must be delivered as Word files to COR for review and approval.

Meeting summary – The meeting summary memo documents the decisions made at the mini-meeting and is not as thorough as the minutes described for a TRP which documents the discussion that leads to a recommendation. Twenty (20) working days after each meeting, the meeting minutes must be delivered as Word files to the COR for review and approval.

8. Meeting and travel expense report for contractor staff, appended to progress report (for each meeting)

The contractor must append a table to the progress report that includes the estimates and actual travel expenses associated with meeting attendance for contractor/subcontractor staff including transportation, meals, expenses, incidentals by name. Estimated expenses for all meetings exercised must be included in the progress report when exercised.

9. Honoraria expense report appended to progress report (for each meeting)

The contractor must append a table to the progress report that includes the estimates and actual honoraria of non-contractor/subcontractor staff (such as Technical Review Panelists). Estimated expenses for all meetings exercised must be included in the progress report when exercised.

10. OMB Forms Clearance Package(s), change memos, and associated documentation

The RIMS/OMB Forms Clearance List Package must include all sections required for a complete information collection request, including: introduction, project justifications, purpose and use of data, descriptions of collection methods, descriptions of efforts to identify duplication, descriptions of the suitability of existing data, methods used to minimize burden, frequency of data collection, adherence to guidelines in 5 CFR 1320.6, consultations, confidentiality, sensitive questions, estimates of costs, estimates of response burden, publication plans and schedules, statistical methodology, sampling, and sample notifications. When providing justification for the inclusion of items on certain topics, simply stating that the data element was used in prior surveys is not sufficient justification. Multiple packages will be required depending on the data collection activities, such as:

- cognitive labs,
- focus groups, and
- student survey and student record collection activities.

Prior to data collection, the final clearance package must include the data elements within the RII and justifications suitable for inclusion within the RIMS/OMB Student Package. When applicable, the final package must request clearance for full-scale activities.

Prior to developing each package, the contractor must develop the following materials one (1) month prior to each OMB clearance package submission:

Listing of organizations endorsing the study – The contractor must obtain endorsements for the studies from education organizations and agencies. A list of the endorsing education organizations and agencies must be posted to the Document Repository and must be included on all contacting materials to institutions and students.

Contacting materials – Contacting materials must be delivered as Word files to the COR for review and approval. These materials include, but are not limited to email messages, text messages, post cards, letters, and telephone scripts.

Locating/tracing plan – All locating/tracing information must be stored electronically in relational database format and provided to the NCES COR

upon request. In addition to planning the steps for locating activities prior to data collection, include strategies for tracing during data collection. The Locating/tracing plan must be delivered as a Word file.

After review and approval of the material listed above the COR, the contractor must develop the main package, which must include:

Item wording, edit specifications, and help text – Three (3) weeks prior to submission of the OMB package, a Word document presenting all item wording and coding structures must be delivered. Further, the contractor must deliver detailed specifications for skip patterns, edit checks, and conditional or repeated data fills that will be used in the final data collection instrument.

Data elements and justifications – Two (2) weeks prior to the TRP meeting to discuss the student questionnaire, a draft of the data elements and justifications must be delivered as an annotated table in a Word file. The justification must include information on where (i.e., in which data collection/which survey) each data element was previously used and, if applicable, how it differs from administrations in past cycles of the study, as well as an explanation for adding, deleting, and modifying data elements. One (1) week after the TRP meeting, the second draft of data elements and justifications must be delivered as a Word file for NCES review. One (1) week after NCES review, the final data elements and justifications must be delivered as a Word file.

Enrollment List Package – One (1) week after NCES review of the institution sampling plan and contacting materials to institutions requesting lists of their students, the RIMS/OMB Forms Clearance List Package, including all information needed to complete the Standard Form 83, which accompanies the RIMS/OMB clearance package, must be delivered as a Word file to COR for review and approval by NCES. During the approximately 180-day clearance period for RIMS/OMB, the NCES COR may require the contractor to deliver (as Word files) as many as three (3) additional revisions to address RIMS and OMB concerns.

Student survey and student records package – One (1) week after NCES review of the data elements and justifications, the RIMS/OMB Forms Clearance Student Package, including all information needed to complete the Standard Form 83, which accompanies the RIMS/OMB clearance package, must be delivered as a Word file to COR for review and approval by NCES. During the approximate 180-day clearance period, the NCES COR may require the contractor to deliver (as Word files) as many as three (3) revisions to address RIMS and OMB concerns.

Cognitive labs, focus groups, and other collection packages – The contractor must establish a schedule consistent with the deadlines above and

planned collections if other testing methods are used to test and review instruments in this PWS.

An example of past NPSAS OMB full packages can be found at this URL:

<https://www.reginfo.gov/public/do/PRAOMBHistory?ombControlNumber=1850-0666> and

past NCES cognitive lab packages can be found at this URL:

<https://www.reginfo.gov/public/do/PRAOMBHistory?ombControlNumber=1850-0803>.

11. Instrument testing results memo

The contractor shall write a memo not to exceed ten single-spaced pages in Microsoft Word that details the results of the instrument testing (e.g., cognitive labs, pilot tests, etc.). Information from the memo shall be incorporated into the Data File Documentation report as directed by the COR. The contractor shall deliver the memo within 30 days following the testing or prior to the Technical Review Panel discussing the results – whichever date is earlier.

12. Training Materials

Materials used for the training of the data collection staff must include but is not limited to mock interview sessions, glossaries of terms, procedures for refusal conversion, and procedures for system operations. Training materials must be delivered in the Document Repository as Word files for review and approval. The contractor must record the first training and upload the file of the training recording to the Document Repository.

13. Full scale sampling specifications and final full-scale sample

The contractor must update the materials from deliverable #12 and redeliver the sampling specifications and sample lists at least two (2) weeks prior to the full-scale technical review panel (if applicable).

Sampling specifications must present strata and expected rates for the full-scale sample. This must include differential sampling rates based on response and locating rates from previous cycles of the study.

Two (2) weeks prior to the first TRP meeting, a draft of the sampling specifications must be delivered as a Word file. Two (2) weeks after the first TRP meeting, the final sampling specifications must be posted to the Document Repository as a Word file. For longitudinal studies, the sampling specifications may be replaced with a shorter memorandum updating the COR on the status of the sample and any anticipated changes to the sampling design.

At the start of contacting and data collection activities, the institutional samples must be delivered as delimited text files with documentation, including agreed-upon characteristics of the institution such as name of the institution, the Carnegie classification, and the control and type of institution. While the names of the

institutions will not be included in the OMB Forms Clearance List Packages, a summary of the control and types of institutions will be included in these packages.

14. Full-scale data collection websites

The contractor must develop and post the following websites to the NCES production data collection website (<https://surveys.nces.ed.gov>), if applicable to the data collection:

Web software for institution data collection – The contractor must develop an institution website on the NCES server that contains information about the institution data collection (lists and Student Records) using approved language from the approved OMB package. The website must interface with or link to the Postsecondary Data Portal (PDP) data collection website, which has already been established to collect data from institutions using standardized data elements file specifications. Prior to the start of web-based operations on the full-scale institution sample, the COR must have access to the web site for full testing. It is recommended that the COR have access to earlier versions of the website on an ongoing basis. The contractor must test data extractions from the Postsecondary Data Portal (PDP) to ensure it is operating as designed.

Web software for student data collection (if applicable) –The full-scale web-based elements and specific items must be developed based on data elements proposed to and approved by the COR. The contractor must develop a survey website for use on the NCES server that contains information about the student data collection and the web-based student questionnaire developed from the data elements. This web software is used to capture both student self-administered web survey completion and computer assisted telephone interview completion. The COR must have access to the web software for full testing. It is recommended that the COR have access to earlier versions of the software on an ongoing basis as the instrument is developed.

15. Production reports-full-scale student list and final list of students

The status of all institution cases in the full-scale data collection system, by days of operation, must be presented in daily production reports, separately for each component. The following is a minimum of the status categories that must be displayed for institutional contacting (enrollment list collection):

- 1) Case not yet worked
- 2) Cases worked but pending
- 3) Enrollment list obtained
- 4) Institution data obtained (no Quality Control [QC])
- 5) Institution data in QC
- 6) Institution data returned to institution for correction
- 7) Institution data passed QC
- 8) Temporary refusal

- 9) Final refusal
- 10) Assigned to field
- 11) Ineligible
- 12) Institution defunct

The contractor must update the Document Repository on the progress of collections by stratum.

One (1) day before the beginning of data collection, the spreadsheet with days as rows and the status categories as columns must be loaded into the Document Repository. One (1) month before data collection, the contractor must provide NCES examples of production reports, which are to appear in the Document Repository. The contractor will incorporate feedback from NCES in the Document Repository. During web-based operations, the production report must be appended daily.

16. Production reports-full scale student survey and student survey data files

The status of all student cases in the data collection system, by days of operation, must be presented in daily production reports, separately for each component. Production reports must be posted to the Document Repository (see subtask 1.4). The following is a minimum of the status categories that must be displayed for student surveys:

- 1) Case not yet worked
- 2) In location/trace
- 3) Unlocatable
- 4) Completed via web direct
- 5) Completed via mobile device (with screen size information captured)
- 6) Completed via telephone interview
- 7) Completed via any other mode of response (reported separately)
- 8) Not located yet
- 9) Temporary refusal
- 10) Final refusal
- 11) Assigned to field
- 12) Ineligible
- 13) Deceased

Measures of effort:

- 1) Cost per case
- 2) Time spent per case

Indicators/Correlates of Bias

- 1) Average distance measure used for Responsive Design or similar measure approved by the COR

- 2) Median distance measure used for Responsive Design or similar measure approved by the COR
- 3) Minimum and Maximum distance measures used for Responsive Design or similar measure approved by the COR
- 4) Estimated weight per completion by sector/stratum or similar measure approved by the COR
- 5) Estimated weight per non-completion by sector/stratum or similar measure approved by the COR

One (1) day before the beginning of data collection, the spreadsheet with days as rows and the status categories as columns must be loaded into the Document Repository. One (1) month before data collection, the contractor must provide NCES examples of production reports, which are to appear in the Document Repository. The contractor will incorporate feedback from NCES in the Document Repository. During data collection, the production report must be appended daily.

The data collected during the full-scale operations must be stored in a series of files for the analyses needed for the methodology report, the technical/methodological survey reports, and for secondary analyses. All imputed variables must be clearly identified, including values that identify the imputation technique used.

The contractor must deliver preliminary SAS and Stata files with documentation four (4) weeks after data collection starts and the midpoint of the data collection for review by COR. The contractor must propose a delivery schedule for providing final derived/composite variables as the programming/imputation procedures are completed on the variables for the Department's review. The contractor must propose a delivery schedule for components of the final data files and the DataLab products related to the data collection to ensure that the final review of products would already incorporate the technical instruction and feedback from the COR.

The following items and reports must be electronically provided to the COR thirty (30) days following the completion of data collection:

Data element timing report (if applicable) – The data element timing report must detail the amount of time in minutes (average and maximum) required for web-based operations with full scale sample for each data element. The data element timing report must be delivered as a spreadsheet file.

Full scale debriefing report – The experiences of telephone interviewers (both student and institution contacting) and trace/location staff during the data collection must be documented in a debriefing report. The debriefing report must be delivered as a Microsoft Word file.

17. Production reports-full scale incentives

The contractor must provide daily updates on the expenditure of incentives by type of payment. If responsive/adaptive or similar designs are used, the contractor must

indicate the status incentives paid to targeted cases. This includes incentives to students and reimbursements to institutions. Production reports must be posted to the Document Repository (see subtask 1.4).

18. Production reports-full scale student records and student records data files

The status of all cases in the data collection system, by days of operation, must be presented in daily production reports, separately for each component. Production reports must be posted to the Document Repository (see subtask 1.4). The following is a minimum of the status categories that must be displayed: for institutional contacting (student records collections):

- 1) Case not yet worked
- 2) Cases worked but pending
- 3) Enrollment list obtained
- 4) Data extraction obtained (no Quality Control [QC])
- 5) Data extraction in QC
- 6) Data extraction returned to institution for correction
- 7) Data extraction passed QC
- 8) Temporary refusal
- 9) Final refusal
- 10) Assigned to field
- 11) Ineligible
- 12) Institution defunct

The contractor must update the Document Repository on the progress of collections by stratum.

One (1) day before the beginning of data collection, the spreadsheet with days as rows and the status categories as columns must be loaded into the Document Repository. One (1) month before data collection, the contractor must provide NCES examples of production reports, which are to appear in the Document Repository. The contractor will incorporate feedback from NCES in the Document Repository. During web-based operations, the production report must be appended daily.

The contractor must deliver preliminary SAS and Stata files with documentation four (4) weeks after data collection starts and the midpoint of the data collection for review by COR. The contractor must propose a delivery schedule for providing final derived/composite variables as the programming/imputation procedures are completed on the variables for the Department's review. The contractor must propose a delivery schedule for components of the final data files and the DataLab products related to the data collection to ensure that the final review of products would already incorporate the technical instruction and feedback from the COR.

19. Full-scale administrative records dataset(s)

For each data match, the contractor must deliver a data file without name, social security number, and birthdate and replace it with a random study identifier. The contractor must encrypt and transfer the data files through the IES transfer website or other FIPS compliant transfer method. The contractor must deliver the file in SAS and Stata format.

20. Documentation of nonresponse bias analysis, weight adjustment, imputation plans, and derived variable specifications

Before applying edits to the final data files, the contractor must provide the Department with plans on reducing bias and error for review and approval. The contractor must provide the following documents:

Item nonresponse, weight adjustment, and imputation plans: The contractor must propose a statistical methodology for non-response bias analysis and weight adjustment consistent with NCES standards and guidelines. The contractor must also propose a method for imputing missing values for all study variables and for all respondents. Examples of imputation methodologies are described in a recent NCES working paper; see the website: <https://nces.ed.gov/pubs2003/200320.pdf>.

Eight (8) weeks before data collection is completed; a plan for non-response bias analysis, weight adjustments, and imputations must be submitted and approved by NCES. The final/revised plan must be submitted with the rest of the deliverables six (6) months following the close of data collection in the data user's documentation manual.

The results of the non-response bias analysis must be reported in the appendix of the *Data File Documentation Report*. All variables with item-level response rates below the acceptable levels in the NCES standards that undergo non-response bias analysis must be included in a separate dataset to easily calculate response rates (the code and data files used to report response rates and the non-response bias analysis should be included with the final data files) so that the findings in the *Data File Documentation Report* can be easily replicated.

Final weights and documentation – The contractor must deliver the final analysis weights to be used on the student files. These weights will have been developed by the contractor to produce, where appropriate, estimates consistent with estimates from previous cycles of NPSAS. For variance estimation, the contractor must deliver a set of replicate weights and the variables needed (i.e., PSU and stratum) to produce Taylor Series variance estimation. The contractor may propose other methods to estimate variance utilizing new techniques identified in the literature if approved by the Department.

Eight (8) weeks after data collection is completed, the final analysis weights and documentation must be delivered to COR for review and approval. The

documentation will describe the analysis that was conducted to make sure that the final analysis weights will produce weighted counts that are consistent with other known totals, where appropriate, and will provide comparable estimates, where appropriate, with previous cycles of NPSAS. The final weights must be submitted with the rest of the data file deliverables six (6) months following the close of data collection. The documentation must be incorporated into the data user's documentation manual.

Derived variable specifications – At the request of the NCES COR, the contractor must develop and deliver up to **300** derived variables (i.e., primarily composites of one or more variables that have the potential for inclusion within reports). The classes of derived variables include financial aid, postsecondary activities, labor force activities, family formation, life goals and values, and demographics, similar to those variables included in past NPSAS studies.

One (1) month after data collection begins, the contractor will submit specifications for key derived variables on a flow basis in batches for review by NCES COR. The variable specifications must be delivered with SAS and Stata code detailing each specification. The specifications for the last batch of derived variables will be delivered within one (1) month before the end of data collection. One (1) month after the end of data collection, the final set of specifications for all derived variables must be delivered to the NCES COR. Approved imputation and perturbation procedures must be applied to the data before derived variables are created. The final documentation must be delivered as SAS and Stata syntax files with the data files.

21. Disclosure Analysis and Swapping Output

The contractor must develop a data Disclosure Analysis Plan (DAP) acceptable to the NCES Disclosure Review Board (DRB). The plan should be consistent with NCES statistical standards and it should protect the confidentiality of data collected, namely, that information collected from individual students cannot be in any way associated with him / her. The contractor will prepare data files for NCES perturbation procedures, as approved by the NCES DRB.

Three (3) months before data collection is completed, a draft DAP must be submitted and approved by the COR. After revisions, the draft plan must be submitted to the DRB for review and approval. The contractor must be prepared to submit a revised plan that has been revised based on DRB feedback, with output files documenting the results of any disclosure avoidance procedures applied to the data (if required). The final DAP, output, and data files must be submitted with the rest of the deliverables six (6) months following the close of data collection.

22. Publication plan and prospectus for each publication

The May before the fiscal year that data products for the survey are scheduled to be released (or earlier if the release of the publication is proposed prior to the release of

data), the contractor must provide NCES one-page publication plan documents for each publication proposed.

For Survey Technical or Methodology Reports:

Upon approval of publications plans and no later than midway through data collection, the contractor must prepare a brief prospectus which identifies research questions, describes the literature on the topic of the report, the methods proposed for analyzing the data, and table shells. The analysis prospectus must include: (a) a policy-focused statement of the problem to be addressed by the research, (b) a brief review of the literature surrounding the topic, (c) the specific research question or questions, (d) a description of the dataset(s) to be used, (e) a description of the proposed analytic method, (f) empty table shells depicting planned tabular/multivariate analyses, (g) mock figures, if any, and (i) a proposed schedule of work on the draft manuscript, including start and end dates, if ordered. Parts (a) through (e) above must not exceed three pages of text. See standard 5-1-1 in the *NCES Statistical Standards and Tabular Guidelines* for more information.

For Data File Documentation Reports and Web Tables:

The contractor must provide an outline (including table shells) detailing the tables and sections that will be included in each respective publication.

Prospectuses and/or outlines are due to the COR, in Word Document format, no later than half-way through data collection or (1) month after NCES requests that a paper be written. The documents must be submitted to the COR electronically.

23. Preliminary Draft Manuscript for Concept Review for each publication

The preliminary draft manuscript is the opportunity for both the author and the COR to make major changes to the analysis plan or stop the publication before too much effort is invested. The purpose of the concept review is to identify issues that are not likely to fare well during review, do not comply with *NCES Statistical Standards*, or are not consistent with the *IES Style Guide*. The document must include all statistical tests and/or multivariate results and draft narrative. The literature review does not need to be complete, but the sources should be documented enough to provide justification for the research questions, variables included, and/or evidence for the specification of any analysis models that may be included. The text does not need to be fully complete. The report should be around half completed and delivered to the COR in Microsoft Word with each line sequentially numbered so it can be easily referenced when providing feedback.

24. Draft Manuscripts

Draft manuscripts fully implement analysis prospectuses approved for further work by the Department. That is, they should include fully-drafted text (not bulleted

outlines) and proposed tables and figures. Due to their draft nature, they should not be professionally type set but should otherwise be fully complete.

All draft manuscript versions must include all applicable supporting text, tables, figures, technical appendices, analysis syntax, and analysis logs in addition to any other components required by the *NCES Statistical Standards and Tabular Guidelines*. Results of statistical tests discussed in the text of the manuscript should include references to the corresponding test results in analysis logs.

If external data are used in the manuscript, that data must be provided electronically to NCES.

Draft manuscripts that have been revised based on the Department's comments must include a cover memo or responses in the reviewer template (See Appendix H) that document how substantive issues (i.e., excluding typographical errors or stylistic changes) identified by the Department review have been resolved.

Multiple versions of this deliverable are required prior to final acceptance of the initial manuscript. The Contractor must submit additional manuscripts responding to feedback from the reviewer(s). The final manuscript, any prior draft iterations, and cover memos should be electronically delivered in Microsoft Office format (or equivalent). Other components (e.g., statistical syntax or logs) should be delivered electronically in their native formats. All materials should be sent to the NCES COR. Each line in the report must be sequentially numbered so it can be easily referenced when providing feedback. The contractor may also provide multiple versions of the document to demonstrate how the final document will be formatted (with tables, figures, and pictures). Draft manuscripts do not need to be 508 compliant.

25. Preliminary electronic version of the formatted publication for Quality Assurance Review

Page layout and formatting includes the use of desktop publishing software to format the text and for the placement of photos and illustrations to create a digital file that can be printed on a typical desktop printer. After approval by the IES Standards and Review Office or Chief Statistician (for Data File Documentation reports), the contractor must convert the final version of the unformatted manuscript and embed tables and figures with the text.

The contractor must prepare digital files that require using desktop publishing software to format text and related material (e.g., illustrations, tables and photographs) in final form based on one of the identified formats, using one or more typefaces or fonts, justified or unjustified margins, and single or multiple columns.

The contractor must deliver edited documents to the NCES COR in the native format used by the contractor's desktop publishing software and as Portable Document Format (PDF) file but need not be 508-compliant at this stage (the contractor may

propose another format consistent with the *NCES Statistical Standards and Tabular Guidelines* for COR consideration).

This version of the file must be sent for a final pre-release quality control check at NCES.

For each publication approved for publishing, the contractor must conduct an independent review of the analysis in the report by staff who have not worked on the publication. The contractor must replicate at least one estimate per outcome/column variable and all multivariate statistical analyses and diagnostic tests and any other procedures outlined in the contractor's management plan. Any errors found in this review must be corrected by the author.

The contractor must report the results of the quality control tests in a memorandum, not to exceed four pages, in Microsoft Word or equivalent delivered to the COR.

The publication must accompany a NewsFlash announcement form (see Appendix J) or Web Posting form (see Appendix K). All findings reported in the NewsFlash announcement must match the publication and a final quality control check must occur prior to submitting each deliverable.

For each publication, the contractor must summarize the contents of the publication, and the subject areas related to the topic of the publication. Contractors must submit the Web Posting form with each publication.

26. Pre-release quality control memo

For each publication approved for publishing, the contractor must conduct an independent review of the estimates, new variables (or manipulations to variable measures [e.g., grouping, filtering, transforming, etc.]), and underlying assumptions used in the findings for the report by staff who have not worked on the publication or the specification of the variable. The contractor must replicate at least one estimate per outcome/column variable and all multivariate statistical analyses and diagnostic tests. The contractor must conduct a final check of estimates in the NewsFlash to ensure that all estimates match up with the publication. The contractor must use the quality control procedures established at the beginning of the contract. Any errors found in this review must be corrected by the contractor.

The contractor must report the results of the quality control tests in a memorandum, not to exceed four pages, in Microsoft Word or equivalent delivered to COR.

27. Final electronic version(s) of the formatted publication for the announcement to the Secretary

Each publication must be submitted to NCES for a final quality assurance review before release. The contractor must take into account the feedback from the NCES quality assurance review and the internal quality control check and consult with the COR on which changes are required and which are optional. The contractor must

update the manuscript as agreed upon and re-format the document. Again, the contractor must prepare digital files that require using desktop publishing software to format text and related material (e.g., illustrations, tables and photographs) in final form must be consistent with the IES style guide. PDFs need not be 508-compliant at this stage. The NewsFlash form must be revised and checked against the revised document to ensure no discrepancies are present.

The contractor must deliver edited documents to the NCES COR in the native format used by the contractor's desktop publishing software and as a PDF or, for HTML tables, as a standalone HTML file and Excel sheet.

28. Final 508-compliant document file for posting to NCES website

Following COR approval of the manuscript that has been revised based on the final quality assurance review, the contractor must submit documents for conversion to 508-compliant PDFs, HTML, or SGML, as identified by the COR. Source material may be in Microsoft Office or PDF format.

Materials to be electronically published are due on a date set by the NCES COR based upon the level of work required, in consultation with the contractor. The contractor must deliver the requested materials (e.g., fully 508-compliant PDF, HTML, or SGML files) in electronic format to the NCES COR or Task Leader. HTML files should accompany any tables submitted in Microsoft Excel. All PDF documents must be formatted in such a way that a document reader can read the document from cover to cover.

29. DataLab input files

The contractor must develop input files for the WebVTS system. The WebVTS system converts a comma delimited data file and an XML file describing meta data inputs into files utilized by the DataLab data tools, restricted-use component files (both data and syntax for common statistical programs), and codebooks. The contractor must keep abreast of any changes in WebVTS specifications over the life of the contract so that the NPSAS/BPS/B&B files given to NCES at the end of data collection incorporate the latest specifications for the WebVTS. Within two (2) weeks following the acceptance of the derived variables data file, contractor must deliver input files for the WebVTS.

30. Modified Restricted-use data file(s) cleared for release by SSDCP/DRB

The contractor must create a packet (or packets) of files (called a restricted-use data file (RUF)) to eventually be stored on a mass storage media device (i.e., secure cloud). The RUF must contain all the documentation, publication information, and supporting documents instructing users on appropriate techniques used to analyze the data.

Within two (2) weeks of generating the output files from the WebVTS system (but no later than 10 months following data collection), the contractor must send a draft RUF in a ZIP file through the NCES secure server (or other secure method as discussed in consultation with the COR). The ZIP file must contain the exact file structure that will be on the RUF mass media storage device. The ZIP file must include the following components:

- ASCII file (or CSV file) for each derived data and source file and syntax to allow extraction to Stata, SPSS, SAS.
- Codebooks for all data files on the storage media
- Copies of all publications affiliated with the dataset (i.e., Data File Documentation Reports)
- Readme file that documents the contents of the storage media device, the contents of the data files, the number of cases in each datafile, etc.
- Other supporting materials the contractor and COR deems helpful to an external analyst.

For each data file approved for release, the contractor must conduct an independent review by staff who have not worked on the study of all variables that were created. The contractor must use the quality control procedures established at the beginning of the contract. Any errors found in this review must be corrected by the contractor.

The contractor must report the results of the quality control tests in a memorandum, not to exceed four pages, in Microsoft Word or equivalent delivered to the COR.

The final RUF, PowerStats, and DFD will be released simultaneously.

31. Maintenance of necessary data files

The contractor must add all data files, including raw data files, raw administrative data (if allowable), and all other maintained unmodified data files to the secure data library as the files are completed. This includes sample member PII, reports, IT systems, IT code, statistical programming, work products. Documentation must be stored with the data at the time of the archiving. The contractor must provide NCES, through secure means, with data from these archives within 15 days of a request.

32. Log of information requests and requested documentation

From time to time, NCES may request ad-hoc analyses that address specific NCES needs. Depending on the request, the analyses will be reported in a deliverable that may need to be customized or formatted to be entered into a form or a memo. Generally, the resulting deliverable must include:

- i. Text drafted in a professional tone suitable for sharing with external researchers or policymakers, if applicable;
- ii. Supporting tables, if applicable;
- iii. Supporting raw data files, if a restricted-use file; and

- iv. Supporting syntax (web-based data tool input files/hyperlinks or syntax for commercially available software), if applicable.

The operating procedures for the delivery of the above materials must be determined between the COR and Contractor at the beginning of the contract. The contractor must electronically deliver an initial draft of the products to the COR within 3 business days of a request for ad-hoc analyses and allow for at least two revisions, though more time could be allowed if warranted by the level of work required. The contractor must deliver the text via email or attached as Microsoft Office document or another negotiated format.

APPENDIX A: DATA CONFIDENTIALITY, DATA SECURITY PLAN, AFFIDAVIT OF NONDISCLOSURE, AND QUALITY CONTROL

Confidentiality of Individuals and Institutions

NCES assures participating individuals and institutions that any data collected conforms to the IES standards for protecting the privacy of individuals as required by 20 U.S.C., § 9573):

“... all collection, maintenance, use, and wide dissemination of data by the Institute, including each office, board, committee, and Center of the Institute, must conform with the requirements of section 552A of Title 5, United States Code [which protects the confidentiality rights of individual respondents with regard to the data collected, reported, and published under this title].” (20 U.S.C., § 9573)

Under the Education Sciences Reform Act of 2002 (ESRA 2002), all individually identifiable information about students, their families, and their schools must remain confidential. To this end, this law requires that no person may:

1. Use any individually identifiable information furnished under the provisions of this section for any purpose other than statistical purposes for which it is supplied, except in the case of terrorism;
2. Make any publication whereby the data furnished by any particular person under this section can be identified; or
3. Permit anyone other than the individuals authorized by the Commissioner to examine individual reports.

Further, individually identifiable information is immune from legal process, and must not, without the consent of the individual concerned, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding, except in the case of terrorism. Employees, including temporary employees, or other persons who have sworn to observe the limitations imposed by this law, who knowingly publish or communicate any individually identifiable information will be subject to fines of up to \$250,000 or up to five (5) years in prison, or both (Class E felony).

Information Collection Request (ICR)

All respondents asked to participate in data collection initiatives must be informed of the following:

- 1) NCES enabling legislation which authorizes the information collection,
- 2) purposes for which the information is needed,
- 3) uses that may be made of the information,
- 4) that data will not be reported in a way to reveal individual responses,
- 5) participation is voluntary, and
- 6) no adverse action will result if the requested information is not provided.

Survey respondents, if they so request, must be given access to their records and be permitted to amend their responses.

Data Security and Data Security Plan

Definition of Personally Identifiable Information and Direct Identifiers

The term “personally identifiable information” (hereinafter PII) means any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, date and place of birth, mother’s maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual. The term “direct identifier” denotes any single datum that alone is deemed sufficient to yield a high risk of disclosure if released, such as social security numbers, full names, or biometric records.

Development of Data Security Plan

The contractor must present a detailed security plan that expands upon what was presented in the proposal to the Task Leader/COR for approval. In order to ensure the anonymity of individual respondents, the contractor must draft and execute this plan in compliance with all relevant laws, regulations, and policies governing the security of data, particularly PII. These include (but are not limited to):

1. 20 U.S.C., § 9573 of the Education Sciences Reform Act of 2002, which states:
 - (a) IN GENERAL - All collection, maintenance, use, and wide dissemination of data by the Institute, including each office, board, committee, and center of the Institute, must conform with the requirements of section 552a of title 5, United States Code, the confidentiality standards of subsection (c) of this section, and sections 444 and 445 of the General Education Provisions Act (20 U.S.C. 1232g, 1232h).
 - (b) STUDENT INFORMATION - The Director must ensure that all individually identifiable information about students, their academic achievements, their families, and information with respect to individual schools, must remain confidential in accordance with section 552a of title 5, United States Code, the confidentiality standards of subsection (c) of this section, and sections 444 and 445 of the General Education Provisions Act (20 U.S.C. 1232g, 1232h);
2. The Privacy Act of 1974 (5 U.S.C. 552a);
3. Cybersecurity Enhancement Act of 2015 (6 U.S.C. §151);
4. Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection;

5. The U. S. Department of Education OCIO-1 Handbook for Information Assurance Security Policy (January 2009);
6. The U.S. Department of Education Incident Handling Procedures (February 2009); and
7. Office of Management and Budget Memorandum dated 1/03/2017 on Preparing for and Responding to a Breach of Personally Identifiable Information (M-17-12).

The data security plan will, at a minimum, cover the following issues: the transfer/transport of PII, maintenance, storage, and use of direct identifiers, replacement of direct identifiers with internal codes, security of master survey files, security and confidentiality training for contractor staff, and reporting of data security breaches. Hence, the data security plan must be written to place particular emphasis on the following aspects of confidentiality and security:

Guidelines for Transfer of PII

As a general principle, the physical and/or electronic transfer of PII (particularly direct identifiers) must be limited to the extent practicable. This limitation includes both internal transfers (e.g., transfer of information between agents of the contractor, including subcontractors and/or field workers) and external transfers (e.g., transfers between the contractor and the agency, or between the contractor and another government agency or private entity assisting in data collection).

When it is necessary for the contractor to transfer PII, such transfer must occur in a manner that maximizes the security of information. The data security plan must describe the likely modes of data transfer and establish the most secure procedures practicable. The most secure method of transferring sensitive information is not necessarily the most efficient or convenient one.

1. The preferred means of transferring PII (and particularly direct identifiers) is electronic transfer with 128-bit secure sockets layer (SSL) encryption.
2. If electronic PII is transferred via physical media (e.g., a CD-ROM or DVD-ROM is created and sent via courier service or mail), all files on the media must be encrypted (FIPS 140-2 standard) with a strong password (e.g., a random string of letters and numbers) and this password must be sent separately from the data. In addition, no obvious external markings or information identifying the media as containing PII must be written, stamped, or otherwise inscribed on the media or its packing material.
3. If paper records or files must be transferred, then the contractor and its agents should hand carry these documents for delivery. Shipping or mailing these kinds of documents should be avoided. The contractor should clearly state in their data security plan if this requirement cannot be met. The data security plan should describe all transfers of paper records or files and how they will be secured. If these documents must be shipped/mailed, the contractor and its agents should avoid transferring multiple direct identifiers in the same shipment. For example, a mailing containing the names, addresses, and social security numbers of subjects is less

secure than two mailings: one shipment with the names and addresses and a second shipment with the social security numbers and no additional information. Alternatively, a partial mailing of data could be followed up with a telephone call (for smaller amounts of PII) which provides the remainder of the data verbally. Any shipment sent must have a tracking number. As above, no obvious external markings or information identifying the mailing as containing PII must be written, stamped, or otherwise inscribed on the packing material.

Maintenance, Storage, and Use of Direct Identifiers

Under no circumstances may the contractor release PII to unauthorized individuals. In addition, direct identifiers must be maintained in files which are physically separate from other research data, and which are accessible only to sworn agency and contractor personnel. Individual direct identifiers used during the course of the project must be associated with data only for statistical purposes such as data gathering, matching new data with old, establishing sample composition, authenticating data collections, editing data based on callbacks, or obtaining missing information.

As a general principal, the number of personnel with access to PII (and particularly direct identifiers) must be restricted to the smallest number as possible.

Replacement of Direct Identifiers with Internal Codes

Although direct identifying information is often required in the data collection process, to the extent practicable the contractor must use internally generated identifying codes to track subjects in data files. Whenever possible, the transfer and storage of files containing multiple direct identifiers should be avoided. If the transfer of direct identifiers is required for statistical purposes such as data matching, the minimum number of direct identifiers needed for successful matching must be used.

Security of Master Survey Files

The contractor must maintain security on the complete set (and deliverable backups) of all master survey files and documentation.

IT Security and Policies

The contractor must:

- Complete/update the appropriate level of Security Accreditation (SA) documentation per NIST Risk Management Framework guidance, security controls testing, interagency security agreements (ISAs), and risk assessments in support of government issuance of security assessment and authorization to operate (ATO) decisions
- Ensure that systems/products/applications have the ability to facilitate single-sign-on capabilities and required support for HSPD 12 Personal Identity Verification (PIV) enablement and integration

- Include the capability for network traffic that flows between externally hosted systems and networks, to/from Department systems and networks, to be routed through one of the Department's Trusted Internet Connections (TIC) gateways as part of the solution configuration. Implement controls to ensuring all possible traffic, including mobile and cloud, goes through a TIC. Implement connections between Department systems and networks with externally hosted systems that are in compliance with the requirements of the Trusted Internet Connections (TIC) initiative
- Architect contractor hosting environments to use security isolation and network segmentation principles in order to ensure that the environments are properly protected against an unauthorized access and threat from adversaries who may strive to move laterally across internal Department or contractor hosted systems and network segments.
- Provide an automated capability and process to scan and assess all systems and assets, and associated logs for malicious indicators of compromise (IOCs) identified by the Department regarding priority threat-actor Techniques, Tactics, and Procedures (TTPs); the contractor is required to have the capability to scan for indicators of compromise within 24 hours of receipt of the indicators provided by the Department of Education from the Department of Homeland Security
- Implement and maintain capabilities and processes to support the timely detection of, reporting, and rapid response and recovery to cyber incidents in accordance with timelines and requirements specified in Federal guidance and Department cybersecurity incident reporting policy guidance
- In support of cybersecurity performance measure reporting, the contractor must implement and maintain an automated software asset management/inventory and hardware asset inventory capability (e.g., scans/device discovery processes) at the enterprise-level.
- Implement capabilities to rapidly deploy emergency security patches and implement specific security control enhancements as directed by the Department of Homeland Security to all Federal Departments via mechanisms such as the DHS Cybersecurity Coordination, Assessment, and Response (C-CAR) action items, and DHS Binding Operational Directives (BODs).
- Implement capabilities and processes to patch all critical vulnerabilities identified to the Department of Education by DHS immediately or, at a minimum, within 30 days of patch release.
- Ensure robust physical and cybersecurity protections are in place for all of the Department's high value assets (HVAs). The identification of HVAs by the Department will be an ongoing activity due to the dynamic nature of cybersecurity risks.
- Implement remote access solutions that only use multi-factor authentication solutions and that prohibit the use of split tunneling and/or dual-connected remote hosts where the connecting device has two active connections.
- Implement remote access solutions that scan for malware before allowing full connections and that time out after 30 minutes (or less) of inactivity and require re-authentication to re-establish a session
- Implement capabilities for all incoming email traffic to pass through anti-phishing and anti-spam filtration at the outermost border mail agent or server

- Implement capabilities for all incoming email traffic to be analyzed using sender authentication protocols (e.g., DKIM, DMARC, VBR, SPF, iprev)
- Implement capabilities that ensure that incoming email traffic is analyzed using a reputation filter (to perform threat assessment of sender)
- Implement capabilities that ensure that incoming email traffic is analyzed for detection of clickable URLs, embedded content, and attachments; and incoming email traffic is first analyzed for suspicious or potentially nefarious attachments and opened in a sandboxed environment or detonation chamber
- Implement capabilities for all outbound communications traffic to be checked at the external boundaries to detect encrypted exfiltration of information (i.e., capability to decrypt/interrogate and re-encrypt)
- Implement effective network segmentation design and security solutions to limit potential threats from adversaries attempting lateral movement across systems on the Department's (or contractor's networks), and also to better protect and securely isolate the Department's HVAs
- Implement and maintain Information Security Continuous Monitoring (ISCM) and Continuous Diagnostics and Mitigation (CDM) capabilities for all IT assets to be subject to an automated inventory, configuration, and vulnerability management capability, with real time reporting
- Implement and maintain strong authentication capabilities requiring the technical enforcement of all users being required to use a Personal Identity Verification (PIV) card to authenticate to the network, (with exceptions for a very limited set of users specifically approved by the Department)
- Develop and maintain (or update existing) System Security Plans (SSP) and security controls assessment (SCA) test plans for the network general support system (GSS), and infrastructure systems
- Provide support to creating the security assessment and authorization (or accreditation) (SA&A) packages and documentation in accordance with the Risk Management Framework guidance and processes specified by NIST and Department guidance
- Implement security configurations on all IT assets and systems using DISA STIGs and other industry recognized best practices or guidance
- Perform security configuration management to include configuring all Windows based systems with the latest United States Government Configuration Baseline (USGCB) security settings available from the NIST website
- Support annual or emergent security audits and security scans that may be performed by the Office of Inspector General (OIG), the General Accountability Office (GAO), or the Department of Homeland Security (DHS)
- The contractor must provide availability and accessibility to the Department, to the OIG, and to any third party vendors designated by the Department to: 1) Review audit findings; 2) Determine if corrective actions were properly implemented and the associated audit findings were properly closed; 3) Support cybersecurity incident analysis and forensics activities.
- Produce scheduled Monthly/Quarterly/Annual security performance measure reports that align to the Department's cybersecurity performance measure reporting requirements

specified by OMB for FISMA, the President’s cybersecurity Cross Agency Priority (CAP) goals and targets, and CyberScope reporting. Security performance measure reports must use the format and template specified in the Annual CIO FISMA metrics specified by OMB and DHS.

- Provide for the encryption for PII, CUI, Data at Rest and data in transit, Encryption solutions applied must be FIPS 140-2 validated.
- Document and track contractor personnel cyber training based on roles
- Develop, maintain, and publish a listing of Contractor-provided security controls, hybrid security controls, and “customer”-provided security controls, in support of systems security assessments and authorizations, and the issuance of authority to operate (ATO) decisions by the Department.
- Provide security audit support (e.g., A-123), including scheduled and event-driven audits.
- Capture and provide forensic disk images to support security incident analysis, malware analysis, or other investigative requirements (such as specific requests from the OIG or law enforcement)
- Provide support for threat monitoring and analysis, incident response, vulnerability management, risk management, continuous monitoring and reporting and other traditional security operations center activities
- Provide and maintain multi-factor authentication solutions utilizing the Personal Identity Verification (PIV) card (or a Department- approved Level of Authentication -4 solution); and utilize FIPS 140-2 approved encryption for all remote access requirements
- Provide robust encryption capabilities to include services such as digitally signed and encrypted email, and default encryption for sensitive information held by the Department. Solutions should be available to enable encryption of as much data at rest and data in transit as possible.
- Identify, perform, track, and report vulnerability and security weakness remediation and mitigation activities through the Department’s Plan of Action and Milestones process (POA&M) in accordance with Departmental information security policy
- Establish, maintain, and execute standard configuration management processes for all cybersecurity software and hardware
- Implement and maintain a Privileged Account Management Solution to improve the identity and access management of user accounts, while also meeting Department targets to tightly control and limit the number of users with elevated privileges
- Implement and maintain tightened processes for managing privileged user accounts, to include implementation of capabilities to limit functions that can be performed when using privileged accounts; limit the duration that privileged users can be logged in; limit the privileged functions that can be performed using remote access; prohibit Internet access when privileged users are performing systems administrations tasks; and ensure that privileged user activities are logged and regularly reviewed
- Document and maintain system security boundaries, system configuration details, and network diagrams, in support of security assessment and authorization to operate (ATO) processes
- Develop and implement processes for revising system security documentation on a scheduled and event-driven basis

- Provide support for maintaining system security documentation in support of FISMA reporting requirements and security compliance status in the Department’s Cyber Security Assessment and Management (CSAM) system
- Develop and submit system security documentation, risk assessments, security controls testing reports, and any required privacy impact analysis (PIA) to the Department in support of the Risk Management Framework processes and ATO decisions for IT environment components
- Develop corrective/remediation plans of action and milestones (POAMs) and strategies to address security audit and assessment findings, and other reports of system security weaknesses or non-compliance
- Develop and maintain a system security architecture; the contractor’s solution must include effective network segmentation design and solutions to limit lateral movement across systems on the Department’s networks, and also better protect the Department’s HVAs
- Utilize PIV or other approved Level of Assurance 4, as defined in NIST SP 800-63-2 Electronic Authentication Guidelines, compliant Identity and Access Control mechanisms for network/domain administrative enterprise access.
- Maintain near real-time security monitoring and intrusion detection capabilities to enable the contractor and the Department to know the security risk posture of the network at any given time;
- Configure all Windows based systems with the latest United States Government Configuration Baseline (USGCB) security settings available from the NIST website
- Utilize multi-factor authentication, including integration and compliance with HSPD-12 PIV requirements, for all remote access solutions for the Department’s sensitive information systems
- Provide a multi-tier disaster recovery capability that provides the infrastructure and process to meet the recovery requirements of all of its High Value Assets (HVAs), and applications (Mission-Critical, Decision Support, Other)
- Provide IT Disaster Recovery Planning and Management capabilities and support
 - Define business risk and risk assessment
 - Develop disaster recovery strategies
 - Develop disaster recovery plans
 - Develop IT system contingency plans
 - Conduct disaster recovery exercises, training and awareness
- Provide Disaster Recovery Operational Services, including Contractor support to the Department in the planning, preparation, implementation, and documentation of a Disaster Recovery Program that includes the capabilities described below:

The contractor, and all sub-contractors, must comply with the Department of Education’s IT security policy requirements, and other applicable procedures and guidance. The contractor, and all sub-contractors, must develop and implement management, operational and technical security controls to assure required levels of protection for information systems. The contractor, and all sub-contractors, must further comply with all applicable Federal IT security requirements including, but not limited to, the Federal Information Security Modernization Act (FISMA) of 2014, Office of Management and Budget (OMB) Circular A-130, Homeland Security

Presidential Directives (HSPD), including HSPD-12, Personal Identity Verification (PIV) Enablement and Integration, and single sign-on, the most recent National Institute of Standards and Technology (NIST) special publications, standards and guidance, and the Federal Risk and Authorization Management Program (FedRAMP) requirements and guidance.

These security requirements include, but are not limited to, the successful Security Assessment and Authorization (SA&A) of the system (includes commercially owned and operated systems managed by the commercial vendor and its sub-contractors, supporting Department programs, contracts, and projects); obtaining a full Authority to Operate (ATO) before being granted operational status; performance of annual self-assessments of security controls; annual Contingency Plan testing; performance of periodic vulnerability scans; updating all information system security documentation as changes occur; and other continuous monitoring activities, which may include, mapping, penetration and other intrusive scanning. Full and unfettered access for any of the Department's third party Managed Security Services Provider (MSSP) or Cyber-operations prevention testers, or vulnerability scanners, or auditors must be granted to access all computers and networks used for this system. Additionally, when there is a significant change to the system's security posture, the system (Federal and commercial prime- and sub-contractors included) must have a new SA&A, with all required activities to obtain a new ATO, signed by the Authorizing Official (AO).

System security controls must be designed and implemented consistent with the current, finalized version of the NIST SP 800-53, 'Recommended Security Controls for Federal Information Systems and Organizations.' All NIST SP 800-53 controls must be tested / assessed no less than every 3 years, according to federal and Department policy. The risk impact level of the system will be determined via the completion of the Department's inventory form and must meet the accurate depiction of security categorization as outlined in Federal Information Publishing Standards (FIPS) 199, 'Standards for Security Categorization of Federal Information and Information Systems.'

System security documentation must be developed to record and support the implementation of the security controls for the system. This documentation must be maintained for the life of the system. The contractor, and all sub-contractors, must review and update the system security documentation at least annually and after significant changes to the system, to ensure the relevance and accurate depiction of the implemented system controls and to reflect changes to the system and its environment of operation. Security documentation must be developed in accordance with the NIST 800 series and Department of Education policy and guidance.

The contractor, and all sub-contractors, must allow Department employees (or Department designated third party contractors) access to the hosting facility to conduct SA&A activities to include control reviews in accordance with the current, finalized version of the NIST SP 800-53, and the current, finalized version of the NIST SP 800-53A. The contractor, and all sub-contractors, must be available for interviews and demonstrations of security control compliance to support the SA process and continuous monitoring of system security. In addition, if the system is rated as 'Moderate' or 'High' for FIPS 199 risk impact, vulnerability scanning and penetration testing must be performed on the hosting facility and application as part of the

SA&A process. Appropriate access agreements will be reviewed and signed before any scanning or testing occurs.

Identified deficiencies between required security controls within the current, finalized version of the NIST SP 800-53 and the contractor's, and all sub-contractor's implementation, as documented in the Risk Assessment Report, System Security Plan (SSP) and Security Assessment Report (SAR), must be tracked for mitigation through the development of a Plan of Action and Milestones (POA&M) in accordance with Department policy. Depending on the severity of the deficiencies, the Department may require remediation before an ATO is issued.

The contractor must provide cybersecurity strategies, infrastructure hosting environments, and solutions that comply with the requirements of the Federal Information Security Modernization Act (FISMA), Department cybersecurity policy guidance, and guidance contained in the NIST Special Publications series such as NIST Special Publication 800-53 and other NIST Special Publications. The contractor must provide solutions that support the Department's efforts to implement and maintain effective protection activities such as reducing the attack surface and complexity of IT infrastructure; minimizing the use of administrative privileges; utilizing strong authentication credentials; safeguarding data at rest and in-transit; training personnel; ensuring repeatable processes and procedures; adopting innovative and modern technology; ensuring strict domain separation of critical/sensitive information and information systems; implementing network segmentation architectures to better protect and isolate the Department's high value assets and most sensitive information and data; and ensuring a current inventory of hardware and software components. The contractor must include actions and initiatives to implement the NIST Cybersecurity Framework that emphasizes and measures capabilities to "Identify, Protect, Detect, Respond, and Recover," and ensure that all applicable Service Level Agreements (SLA)s are adhered to, complied with, and satisfied.

All awarded contracts must ensure that:

1. Their IT product/system is monitored during all hours of operations using entrusted detective/preventive systems;
2. Their IT product/system has current antiviral products installed and operational;
3. Their IT product/system is scanned on a reoccurring basis;
4. Vulnerabilities are remediated in a timely manner on their IT product/system; and
5. Access/view for cyber security situational awareness on their IT product/system is made available to the Department CIRC (cyber incident response capability).
6. All applicable Service Level Agreements (SLA)s are adhered to, complied with, and satisfied.

Information Assurance Requirements

Additional Requirements

As noted above all contractors and subcontractors must comply with the language in the September 2020 "Security and Privacy Requirements for Information Technology Procurements" with exception of, and in addition to:

- E-Government Act of 2002 has been superseded by FISMA 2014 (Federal Information Security Modernization Act) of 2014. All contractors and subcontractors must comply with all FISMA 2014 provisions.
- The Contractor (and/or any subcontractor) must comply with applicable federal laws that include, but are not limited to, the ED Departmental Handbook on Information Assurance / Cybersecurity Policy (OCIO: 3-112), and its subordinate five (5) Policy Framework Instructions / Standards documents, based on the National Institute of Standards and Technology (NIST) “Framework for Improving Critical Infrastructure Cybersecurity.”; the FISMA 2014, (44 U.S.C. 101); Office of Management and Budget (OMB) Circular A130, Managing Information as a Strategic Resource; and other applicable federal laws, regulations, Departmental policies, and the most current, finalized and up-to-date NIST Special Publication (SP) 800 series (as amended).
- If there will be any access to Controlled Unclassified Information (CUI), or to the U.S. Department of Education (ED) resources, systems, or equipment, then in accordance with The United States Department of Education (ED) Acquisition Alert 2020-01, “Education Acquisition Regulation (EDAR) Class Deviation: Cyber and Personnel Security Requirements for Contractors,” dated December 10, 2019, which is (or will be) posted on the external ED.Gov site, at: <https://www2.ed.gov/policy/fund/reg/clibrary/acquisition-alert-2020-01.pdf> and which is also posted (or will be), on the Department of Education’s Acquisition Alert site, at: <https://connected.ed.gov/ofa/oaga/Pages/Acquisition-Alerts.aspx>. All Contractors and subcontractors must comply with the DEVIATIONs to the two (2) Department Security Requirements clauses, referenced in the following required action: Required Action: Contracting Officers must include the provision, 3452.239-71 “Notice to offerors of Department security requirements (DEVIATION)” in all new solicitations and contracts, and clause, 3452.239-72 “Department security requirements (DEVIATION)” in all new solicitations and contracts, as applicable. Within 90 days contracting officers must modify existing contracts, to include 3452.239-72
- All contractors and subcontractors must comply with requirements that all Department systems, application appliances, or website/web services:
 - Support Elliptic Curve Diffie-Hellman (ECDHE) suites to enable forward secrecy with servers and web browsers. “Forward secrecy”, also known as perfect forward secrecy, is a property of secure communication protocols in which compromises of long-term keys does not compromise past session keys. Forward secrecy protects past sessions against future compromises of private key
 - Reorder system and services cipher suites to ensure the ECDHE suites are prioritized, followed by the Diffie-Hellman suites
 - Configure systems and services to enable other non-Diffie-Hellman key exchange cipher suites from the list of cipher suites offered by the SSL client
- The contractor must comply with the Foreign Investment Risk Review Modernization Act of 2018 (FIRRMA), and with its amendment, the Federal Acquisition Circular (FAC) 2019-05
- Prior to contract award the Contracting Officer (CO) must ensure appropriate compliance with Section 889, Parts A and B of the National Defense Authorization Act (NDAA) Fiscal Year (FY) 2019 for the prohibition of contracting with entities using certain

covered Information and Communications Technologies (ICT) and services. Below are the sub-steps required for validation as outlined from [Acquisition Alert 2020-05](#):

- Review [FAR 52.204-25](#) – Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment
- Complete the representation at [FAR 52.204-24\(d\)\(2\)](#), after conducting a reasonable inquiry, and submit the representation to the CO.
- If offeror represents “**does**” in response to the representation at FAR 52.204-24(d)(2), complete the disclosure at FAR 52.204(e)(2) and submit it to the CO.
- Effective March 22, 2021, the Department of Commerce released Title 15 of the Code of Federal Regulations (CFR) Part 7, “Securing the Information and Communications Technology and Services (ICTS) Supply Chain” to implement provisions of Executive Order 13873. Specifically, 15 CFR Part 7 prohibits ICTS Transactions from foreign adversaries and establishes a framework for rapidly responding to supply chain risk incidents. Per 15 CFR Part 7, the current prohibited list of foreign adversaries includes:
 - The People’s Republic of China including the Hong Kong Special Administrative Region (China).
 - Republic of Cuba (Cuba).
 - Islamic Republic of Iran (Iran).
 - Democratic People’s Republic of Korea (North Korea).
 - Russian Federation (Russia); and
 - Venezuelan politician Nicolas Maduro (Maduro Regime)

ICST Transactions are defined by 15 CFR Part 7 as any acquisition, importation, transfer, installation, dealing in, or use of any information and communications technology or service, including ongoing activities, such as managed services, data transmission, software updates, repairs, or the platforming or data hosting of applications for consumer download.

- From a scorecard perspective ED will need the external system to periodically (quarterly in alignment with OSA) to provide:
 - System categorization (L/M/H)
 - Authority to Operate (ATO) dates and any triggers that would be pertinent to ED (Major upgrade, migration, etc. that changes the initial ATO status and conditions, potentially changing sys cat)
 - ATO memo provided and uploaded in CSAM
 - Does the external agency consider the system a High Value Asset
 - High level Plan of Action and Milestone (POA&M) information: Create Date, Scheduled completion date, POA&M description, Mapping to NIST SP 800-53 control(s), etc.
 - Dates and testing result for the last IRPT, CPT and DRPT
 - Level of testing/ participation needed from ED. while activating the DRP CP and IRP
 - Any CRM to show the customer responsible controls and the offered controls.
- ATO memo provided and uploaded in CSAM with the ATO dates reflected.

Per OMB-M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information, the following requirements statements should be added to all SOWs/SOOs/PWSs/BPAs/MOUs/IAs/MOUs/ISAs that include the management of Personally Identifiable Information (PII) and / or Sensitive Personally Identifiable Information (SPII):

- The contractor must cooperate with and exchange information with agency officials, as determined necessary by the agency, in order to effectively report and manage a suspected or confirmed breach.
- The contractor and subcontractors (at any tier) must properly encrypt PII in accordance with OMB Circular A-130 and other applicable policies and to comply with any agency-specific policies for protecting PII;
- The contractor must complete regular Department training for contractors and subcontractors (at any tier) on how to identify and report a breach;
- The contractor and subcontractors (at any tier) must report a suspected or confirmed breach in any medium or form, including paper, oral, and electronic, as soon as possible and without unreasonable delay, consistent with the agency's incident management policy and US-CERT notification guidelines;
- The contractor and subcontractors (at any tier) must maintain capabilities to determine what Federal information was or could have been accessed and by whom, construct a timeline of user activity, determine methods and techniques used to access Federal information, and identify the initial attack vector;
- The contractor must allow for an inspection, investigation, forensic analysis, and any other action necessary to ensure compliance with this Federal and Department PII Breach Response policies (such as OMB-M-17-12), the Department's breach response plan, and to assist with responding to a breach;
- The contractor must identify roles and responsibilities, in accordance with Federal and Department PII Breach Response policies (such as OMB-M-17-12), and the agency's breach response plan; and,
- The contractor must be aware that a report of a breach must not, by itself, be interpreted as evidence that the contractor or its subcontractor (at any tier) failed to provide adequate safeguards for PII.

Reporting of Data Security Breaches

If there is a suspected or known breach/disclosure of PII due to lost, theft, intercepted transfer, or other, the contractor must ensure that this breach is reported to the agency as soon as the contractor has knowledge of it. Per Office of Management and Budget Memorandum M-17-12, Federal agencies have a requirement to report breaches of PII security to the United States

Computer Emergency Response Team (US-CERT).” The (PO) must notify the department within 30 minutes of discovering the incident (and the agency should not distinguish between suspected or confirmed breaches). The data security plan must be written to reflect this requirement, and the contractor must provide sufficient notification and documentation of the suspected loss, as it is understood at the time of notification to the agency for this requirement to be met. Follow-up reports of the final status of loss events will also be prepared by the contractor within a reasonable period of time as advised by the COR.

FOR E-MAIL:

In accord with BOD-18-01:

- Email Security: Agencies must configure all internet-facing mail servers to offer STARTTLS, and all second-level agency domains to have valid SPF/DMARC records. Additionally, agencies must ensure Secure Sockets Layer (SSL) v2 and SSLv3 are disabled on mail servers, and 3DES and RC4 ciphers are disabled on mail servers:
 - Within one year after issuance of this directive, issued 10-16-2017 (so, due by 10-16-2018), agencies will be required to set a DMARC policy of “reject” for all second-level domains and mail-sending hosts.
 - In accord with OMB Memorandums M-17-06, and M-15-13, and M-08-23, M-10-23, and with Binding Operational Directive (BOD) BOD-18-01, and with the NIST SP 800-52 and with the NIST SP 800-44, all e-mail applications must have SMTP enabled.

FOR NON-PUBLIC-FACING WEBSITES:

- Implement capabilities for all inbound network traffic to pass through a web content filter, which provides anti-phishing, anti-malware, and blocking of malicious websites (e.g., fake software updates, fake antivirus offers, and phishing offers)
- In accord with OMB Memorandums M-17-06, and M-15-13, and M-08-23, M-10-23, and with Binding Operational Directive (BOD) BOD-18-01, and with the NIST SP 800-52 and with the NIST SP 800-44, all Federal websites and web services must be accessible through a secure connection (HTTPS only, with HSTS), and e-mail applications must have SMTP enabled. The use of HTTPS is encouraged on intranets, but not explicitly required.
- In accord with BOD-18-01: In accord with OMB Memorandum M-08-23, in order to ensure Domain Name System Security (DNSSEC), all federal websites must be hosted on a *.gov location.

FOR PUBLIC-FACING WEBSITES:

- Implement controls to ensure that all publicly accessible externally hosted Department websites and web services only provide service through a secure connection, (such as the Hypertext Transfer Protocol Secure (HTTPS)).

- Implement controls to ensure that all publicly accessible Department websites and web services only provide service through a secure connection, (such as the Hypertext Transfer Protocol Secure (HTTPS))

In accord with BOD-18-01:

- Web Security: Agencies must ensure all publicly accessible Federal websites and web services provide service through a secure connection (HTTPS-only, with HSTS); SSLv2 and SSLv3 are disabled on web servers, and DES and RC4 ciphers are disabled on web servers; and must provide a list to DHS of agency second-level domains that can be HSTS preloaded, for which HTTPS will be enforced for all subdomains.
- If an official public-facing website will be developed, modified, or maintained, then, in accord with OMB Memorandum M-17-06, each agency must use only an approved .gov or .mil domain for its official public-facing websites. The requirement to use only approved government domains does not apply in circumstances where the agency is a user or a customer of a third-party website or service that resides on a non-governmental domain.

OMB-17-06 Policies and Requirements for Public Websites

- For requirements involving web applications, web servers, and web services, the contractor must follow the policies, principles, standards, and guidelines on information security and privacy, in accordance with FISMA, and implement security and privacy requirements as set forth in OMB Circular A-130 and National Institute of Standards and Technology (NIST) Special Publication 800-44, Guidelines on Securing Public Web Servers.
- The public expects Federal Government websites to be secure and their interactions with those websites to be private. The contractor must comply with requirements specified in OMB Memorandum M-15-13, Policy to Require Secure Connections across Federal Websites and Web Services, that requires that all publicly accessible Federal websites and web services only provide service through a secure connection (HTTPS with HSTS).
- The contractor must use only an approved .gov or .mil domain for official public-facing websites. The requirement to use only approved government domains does not apply in circumstances where the Department is a user or a customer of a third-party website or service that resides on a non-governmental domain. Department use of third-party websites and applications must comply with all relevant privacy protection requirements and a careful analysis of privacy implications as specified in OMB Memorandum M-10-23, Guidance for Agency Use of Third-Party Websites.
- The contractor must ensure compliance with Federal requirements to maintain public/external facing servers and services to use native IPv6. All procurements of networked information technology must comply with Federal Acquisition Regulation (FAR) requirements for use of the U.S. Government IPv6 Profile and Test Program for the completeness and quality of their IPv6 capabilities

FOR CLOUD SOLUTIONS:

- Implement controls to ensure that all publicly accessible externally hosted Department websites and web services only provide service through a secure connection, (such as the Hypertext Transfer Protocol Secure (HTTPS)).
- Only utilize FedRAMP approved cloud solutions. FedRAMP is mandatory for federal agency cloud deployments and service models at the low and moderate risk impact levels.
- If a cloud solution will be used, then an ED-issued, FedRAMP-Compliant Authorization To Operate (ATO) is a Federal and a Departmental requirement, and one must be obtained.

FOR CYBEROPERATIONS, PENETRATION TESTING, VULNERABILITY SCANNING, INTRUSION DETECTION, AND INCIDENT RESPONSE FUNCTIONS:

- Implement scanning capabilities that assess for vulnerabilities using only Security Content Automation Protocol (SCAP) validated products
- Perform penetration and regular vulnerability testing and scanning of systems, IT devices, and websites. Vulnerability scanning must be conducted at least monthly, with reports provided to the Department.
- Maintain the tools and capabilities to support asset discovery, to include passive network monitoring, active network monitoring, and automated network mapping
- Maintain tools and capabilities to support behavior monitoring, to include NetFlow analysis and network traffic capture, which captures the Transmission Control Protocol/Internet Protocol (TCP/IP) stream, allowing for replay of activity to determine what happened during a breach or incident
- Maintain tools and capabilities for intrusion prevention, to include host intrusion prevention systems (HIPS) and network intrusion prevention systems (NIPS)
- Maintain a firewall system designed to prevent unauthorized access to or from any contractor systems and network
- Maintain tool and capabilities to perform Security Incident/Event Management and Analysis, to include centralized logging, log correlation, and a Security Information and Event Management (SIEM) solution that provides centralized monitoring of security incidents; network behavior analytics to provide behavior-based detection to help protect against zero-day attacks; and a quarantine/sandbox environment that will isolate and analyze live traffic and/or suspected malware
- Maintain tools and capabilities to perform vulnerability and risk management and analysis to include threat intelligence threat hunt capabilities, sharing platforms, risk management or trouble ticketing system, anti-malware and anti-phishing services
- Maintain tools and capabilities to provide security situational awareness and visibility throughout the enterprise; this includes capabilities for full packet capture that collects detailed network information at the gateway and makes capture data available to analysts; endpoint incident response that enables searches all endpoints for Indicators of Compromise (IOCs) in a rapid fashion; and encrypted traffic inspection

- If working as a SOC contractor or subcontractor, will provide a Daily Morning Report, 7 days per week, that summarizes the noteworthy daily security activities. Examples include activities such as the daily count of security incidents detected (viruses, malware, etc.), email traffic analysis for spam and phishing attempts, vulnerability scan results and progress in closing open weaknesses from scan results. The contractor is encouraged to propose a world class daily security morning report format, with the most noteworthy performance measures, to include any graphic displays, and charts to enhance reporting
- Provide and maintain automated means of discovering, monitoring, and protecting sensitive data to ensure protection of data in motion, at rest, and in use
- Provide and maintain an automated means of preventing unauthorized users and computing devices from accessing contractor hosted environments, including access via remote access, wired and wireless technologies
- Provide and maintain externally facing web application firewall capabilities providing inbound and outbound traffic filtering
- Provide and maintain an Out of Band network device management solution
- Administer, operate, maintain, configure and tune cybersecurity software and hardware
- Provide full government visibility of continuous monitoring tool configurations and output on a real-time basis as well as historical data/logs
- Maintain the capability to perform periodic penetration testing, and also support for external agency red team testing, penetration testing, cyber hygiene web site vulnerability scanning tests and vulnerability assessments that the Department may need to conduct

Freedom of Information Act (FOIA) Requests

If the contractor receives a FOIA request for any data under this contract, then the contractor must immediately refer this request to the COR. NCES will process all FOIA requests related to this contract.

Implementation of Data Security Plan

The contractor must conform to the agreed-upon approved data security plan, in all activities, and must strictly enforce all procedures for ensuring confidentiality. These procedures will apply to all phases of the project, including (but not limited to):

1. Data collection in the field;
2. The transfer or transport of PII in any format, including paper records and electronic data files;
3. Coding and editing phases of data prior to machine processing; and,
4. Safeguarding and storage of master data files and response/collection documents and electronic files.

To monitor compliance with the data security plan during data collection period, the contractor must submit monthly timelines and data receipt reports that identify (1) the percent of cases transmitted within the target time; (2) the percent of cases received within the target time (paper); and (3) any outliers (e.g.: missing transmissions) and their causes with recommendations for solutions to be implemented in the next reporting period.

Physical Security for the Contractor's Facilities

The contractor's facilities must have sufficient physical security to protect restricted use information that may be kept or located there according to the procedures outlined in the NCES restricted use data manual. These requirements can be found at (<http://nces.ed.gov/statprog/rudman/>).

Security and Confidentiality Training

During the course of work on the tasks in this contract, contractor employees will be collecting, storing, editing, and otherwise handling data that are confidential. Given the restrictions on the use and handling of confidential information, all contractor employees with access to confidential information related to this contract must be required to participate in NCES approved security and confidentiality training.

Affidavit of Nondisclosure

Any contractor employee needing access to confidential information under this contract must first sign an Affidavit of Nondisclosure. Before any contractor employee starts work on the contract and has access to confidential information, a signed Affidavit of Nondisclosure must be completed. As new staff start and require access to confidential information or as staff who originally did not require such access subsequently need it, an Affidavit of Nondisclosure must be executed for them on the first working day of the assignment. The contractor must indicate the position in the organization of the person signing the Affidavit of Nondisclosure, and the person's functional relationship to this project in a memorandum provided to the COR.

The contractor must execute these Affidavits of Nondisclosure and the contractor must maintain the originals at its office. The contractor must make Acrobat pdf copies of new Affidavits as they are completed. Throughout the life of the contract, the memorandum and Affidavits of Nondisclosure for new project staff, as well as interviewers and other short-term personnel, will be submitted on a schedule designated by the COR or, at a minimum, three times a year. The contractor must be able to produce the original hard copies of the Affidavits within a few hours' notice from the COR. The NCES data security officer can provide blank copies of the Affidavits upon request.

Quality Control Measures

NCES is firmly committed to determining how well each project meets its goals, the quality of data collected, and its implications for future projects. Project quality control must be integrated into every phase of the project. For instance, potential problems should be identified early so that possible solutions are tested as part of the field trial. Item reliability and validity tests must be

built into the data collection efforts, non-response bias analyses should be conducted as part of the final weighting process, and survey methodology and sample design effects should be made available to all data users. Thus, statistical quality control must be incorporated into each project stage as appropriate.

Property of Information Technology Programming or Source Code

When programming and or source code is used to develop a deliverable, the contractor will be required to provide the annotated code when the deliverable is submitted to and accepted by the Government. All intermediate and final products and supporting programming and or source code generated by work under awarded tasks are the property of the Government, and must be provided to the Government upon request. Analyses and data developed under this contract by contractors, subcontractors, and or their partners cannot be released without written NCES approval. Contractors, subcontractors, and or their partners may not use pre-release or restricted-use data provided under this contract for any purpose not specified in the contract without written permission from the COR and Task Leader.

APPENDIX B: SAMPLE IT REPORTING MONTHLY REPORT**NPSAS:28 Contract (Contract #)****FY 2027****NPSAS:28 - Monthly IT Reporting****Subtask 1.1.4: Document Repository**

	October-26		November-26		December-26	
	<i>Forecast</i>	<i>Actual</i>	<i>Forecast</i>	<i>Actual</i>	<i>Forecast</i>	<i>Actual</i>
Task Total	123	321	456	654	987	789
Non-IT Expenses	-	-	-	-	-	-
IT Expenses	-	-	456	654	987	789
Development	123	321	-	-	-	-
Steady State	-	-	456	654	987	789
Pre-Production	123	321	56	54	-	-
Development	-	-	-	-	-	-
Steady State	123	321	56	54	-	-
Production	-	-	400	600	987	789
Development	-	-	400	600	-	-
Steady State	-	-	-	-	987	789
Post-Production	-	-	-	-	-	-
Development	-	-	-	-	-	-
Steady State	-	-	-	-	-	-

Subtask 1.2.4.1: Develop and deploy websites for data collection

	October-27		November-27		December-27	
	<i>Forecast</i>	<i>Actual</i>	<i>Forecast</i>	<i>Actual</i>	<i>Forecast</i>	<i>Actual</i>
Task Total	-	-	123	321	987	789
Non-IT Expenses	-	-	123	321	123	321
IT Expenses	-	-	-	-	864	468
Development	-	-	-	-	-	-
Steady State	-	-	456	654	987	789
Pre-Production	-	-	-	-	864	468
Development	-	-	-	-	864	468

Attachment 1 – REVISED PERFORMANCE WORK STATEMENT – NPSAS:28

Steady State	-	-	-	-	-	-
Production	-	-	400	600	-	-
Development	-	-	400	600	-	-
Steady State	-	-	-	-	-	-
Post-Production	-	-	-	-	-	-
Development	-	-	-	-	-	-
Steady State	-	-	-	-	-	-

APPENDIX C: SAMPLE PUBLICATIONS

Publication Type	Title	Web URL
Data File Documentation	2019–20 National Postsecondary Student Aid Study (NPSAS:20) Data File Documentation	https://nces.ed.gov/use-work/resource-library/report/users-manualdata-file-documentation/2019-20-national-postsecondary-student-aid-study-npsas20-data-file-documentation?pubid=2024482
Data File Documentation	2012/17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17)	https://nces.ed.gov/use-work/resource-library/report/users-manualdata-file-documentation/beginning-postsecondary-students-study-1217-bps1217-data-file-documentation
Technical/ Methodological Report	National Household Education Surveys Program of 2019: Methodological Experiments Report	https://ies.ed.gov/use-work/resource-library/report/technicalmethodological-report/national-household-education-surveys-program-2019-methodological-experiments-report
Web Tables	Digest of Education Statistics	https://nces.ed.gov/programs/digest/d22/tables/dt22_331.10.asp

APPENDIX D: PUBLICATION TIP SHEETS**NCES TIP SHEET 4: MISCELLANEOUS PUBLICATION
RULES**

FORTHCOMING PUBLICATIONS: Due to the uncertainty in planned publications coming to fruition, authors may not cite forthcoming IES publications in a report submitted for IES review and publication. There is one exception to this provision.

As the initial release report for a data collection, First Look reports may precede the release of the data file. However, because user manuals must be produced for data to be released, First Look reports may cite User's Manuals and/or Survey Documentation Reports as "forthcoming."

NEWSFLASH: The Newsflash form should be completed and accompany the report through review. It must be included with the report when it is transmitted to the Chief Statistician, Commissioner, Standards and Review Office, and IES Deputy Director Administration and Policy for transmission to the Secretary. Attention should be paid to updating any content that changes as a result of the review process.

REPORT FOR TRANSMISSION TO THE OFFICE OF THE SECRETARY: The day a report is announced to the Secretary, the Deputy Director for Administration and Policy must receive the final Standards and Review Office approved report in *final* form—the front matter must be included, and tables must be properly positioned in the body of the report. Temporary notes, references to significance testing included for technical reviewers, highlights, tracked changes, and line numbers must all be removed. The report does not have to be web-ready (e.g., bookmarked, optimized) or 508-compliant on the day it's announced to the Secretary.

NCES TIP SHEET 5: HOW DO I PUBLISH SUPPLEMENTAL TABLES AND WHAT TYPE OF REVIEW DO THEY GET?

Supplemental Tables: If you have tables that you would like to make available to your users, there are three options:

Stand-alone tables: You may submit the tables for NCES internal review and put them up as a table library for your survey (without accompanying text or bullets).

Web Tables Report: You may submit a web tables report for NCES internal review. This report may include a brief description of the data collection, the contents of the tables, variable definitions, and links to technical documentation and the data, but no findings. This report has its own NCES publication number.

Tables with findings: You may attach additional tables and descriptive bullets to a topic-specific Statistical Analysis Report. These tables and associated bullets would receive external review along with the statistical analysis report.

APPENDIX E: ESTIMATED TURNAROUND TIMES FOR PUBLICATION DELIVERABLES

Deliverable Number	Subtask Title	Deliverable	Contractor Deadline	Est. Department Feedback Turnaround time
22	Analysis Prospectus	Analysis Prospectus	20 business days from approval of the publication plan or when research questions are supplied by COR/Task Leader	5 business days
23	Preliminary Manuscript for Concept Review	Web Tables response to comments	20 business days from prospectus	15 business days
		Data File Documentation response to comments	30 business days from prospectus	15 business days
		Survey / Technical Methodology Report response to comments	30 business days from prospectus	15 business days
24	Draft Manuscript (for each review level)	Web Tables response to comments	50 business days from prospectus (initial draft) / 15 business days (review response)	15 business days
		Survey / Technical Methodology Report response to comments	60 business days from prospectus (initial draft) / 15 business days (review response)	15 business days
		Preliminary electronic version of the formatted publication for Quality Assurance Review	5 business days after final Department approval of manuscript	N/A
25	Preliminary and final electronic version(s) of laid-out and formatted file(s)	Pre-release quality control memo	10 business days	N/A
26	Pre-release quality control memo and updated	Final electronic version(s) of the formatted publication for the	10 business days	N/A

Attachment 1 – REVISED PERFORMANCE WORK STATEMENT – NPSAS:28

Deliverable Number	Subtask Title	Deliverable	Contractor Deadline	Est. Department Feedback Turnaround time
	publication/NewsFlash form (if applicable), and revised preliminary pre-formatted 508 compliant document for each publication.	announcement to the Secretary and Cabinet		
27	Final electronic version(s) of the formatted publication for the announcement to the Secretary and Cabinet			

APPENDIX F: SAMPLE REVIEWER TEMPLATE**NCES Center-Wide Review**

Report Title:	
Report Type:	
NCES Publication #:	
NCES Reviewer:	
ESSIN Review #:	
ESSIN Reviewer(s):	
Initial Review Date:	
Review Type:	☐ Initial Review ☐ Compliance 1 ☐ Compliance 2 ☐ Compliance 3

Instructions to reviewers:

- Group similar items under a single comment when possible. If there are more than three instances, please write a general comment and place “G” in place of the page number.
- For general comments involving simple and uniform language changes, please insert the following note: “Please update all instances with careful use of the search and replace function.” It is not necessary for the reviewer to cite all examples in this case.
- For any other general comments, where automated searching may be complex or where detailed re-reading may be required to find all instances, please find and cite the location of all necessary changes.
- When a general comment applies to multiple tables or figures, use brief yet precise language to indicate the location of all necessary changes, such as “Please make changes to the stubhead on Tables 1, 2, and 3.”
- When a general comment applies to multiple cells within a single Excel table, indicate all cells requiring the change, such as: “Please make changes to cells A1, B2, and C3”. If the table is not formatted in Excel, please find some other concise yet clear way of identifying all cells requiring the change.
- Compliance reviews: In the “comment/reply” column, please enter your reply after each author comment, using a distinct font color that will distinguish your comments from the authors’ comments. Each reply should begin with the initials of Tech Review (not the reviewer’s initials), as follows: “TR: Change has been made.”

Instructions to authors:

- In the “New location” column, please enter the new page, paragraph, and line number where each requested change may be found in the updated version of the report.
- In the “comment/reply column”, please enter your reply after each reviewer comment, using a distinct font color that will distinguish your comments from the reviewers’ comments.
- Each reply should begin with the initials of the author or the author’s organization, such as “AIR: Change has been made.”

Attachment 1 – REVISED PERFORMANCE WORK STATEMENT – NPSAS:28

	Original Page			New Loc atio n	Comment/Reply
	# or G	Para	Line		
1.					
2.					
3.					
4.					
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7.					
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9.					
10.					
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13.					
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17.					

APPENDIX G: AUTHORSHIP CREDIT FORM**Authorship Credit for Institute of Education Sciences (IES) Publications****Updated 2/2018**

Please have all co-authors and the IES staff member responsible for overseeing work on the publication sign below. You may use one form for all authors, or have each author sign separate forms. Please submit the form(s) to the IES Standards and Review Office when the report is submitted for review.

Title of Report: _____

_____ Author Name	_____ Author Signature	_____ Date
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_____ Author Name	_____ Author Signature	_____ Date
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_____ Author Name	_____ Author Signature	_____ Date
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_____ Author Name	_____ Author Signature	_____ Date
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_____ Name of IES Staff Member Responsible for Publication	_____ Signature of IES Staff Member Responsible for Publication	_____ Date
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APPENDIX H: NEWSFLASH FORM**Announcement to the Secretary and NewsFlash Form**

Release date:	[After a report is announced to the Secretary on a Friday, it may be released 14 days later (or any day thereafter). Place your projected release date in this box.]	
	Contact person & phone:	
	Title & Pub Number:	
	Announcement to the Secretary:	IES <u>Releases [report title and publication number]</u>. On [month and day], IES will release [report title], publication number [#]. [Write 1-3 straightforward sentences about the report, the data and contributing surveys, and facts that might be interesting to the Secretary. <i>Do NOT include findings in this box as it will be forwarded to the Secretary.</i> Findings will be included in the Newsflash text box below that does not go to the Secretary.]
	Potential sensitive issues:	Describe any caveats about data, changes in definition of variables, or politically sensitive issues in your report.
Publication description:	Describe the product without using findings. This text will be used on the members site Web Publication Request Form.	
Newsflash image:	It could be the report cover, the photo from the cover, some other photo from the report, or a public domain photo available on the Newsflash Image Browser on the member's site at https://members.nces.ed.gov/websitetools/imagebrowser/. If you choose an image from the member's site, paste the associated URL in this box. Otherwise, please indicate what image should be used and send the file to iesnceswebmasters@ed.gov. Do not paste the actual image in this box.	
Newsflash subject:	The subject line should be short and engaging. Use an active verb (such as analyzes, focuses, examines, presents, publishes, releases, reports, updates) in present tense and key words descriptive of the report. Generally, do not use NCES or IES in headline. Talk about the subject. For instance: "New Report Release on Revenues and Expenditures for Public School Districts	

	in 2015-16” and “A Look at New Americans: Immigrants and the Children of Immigrants in U.S. Schools.”
Newsflash text:	All information should be clear, concise, and targeted to the general public and the media. Avoid the use of jargon, acronyms, and overly complicated statistics or vocabulary. Recommended format: Paragraph 1, Introduction: Start with an interesting and not-too-complicated finding, preferably from the Executive Summary or Key Findings section of the report. The finding should summarize the overall message the report is to convey. Paragraph 2, What we are announcing: This section includes information about what we are announcing. Most sections start “A new NCES report, [<i>name of report</i>], brief description of report.” [Write 1-3 straightforward sentences about the report] Paragraph 3, Key Findings: Include a bulleted list of key findings, preferably from the Executive Summary or Key Findings section of the report. Paragraph 4, Promote the Data Product: If the paragraphs above did not highlight the data products used for the analysis, add a paragraph at the end: “This report uses data from...” For First Look publications; the Data Product should be included in the first paragraph. Final Reference: Include where to find the report or data product: “To view the full report, please visit [url].
Suggested Tweet	Tweets may be no longer than 280 characters in length. Links are automatically shortened by twitter to a link that is 22 characters. This means you actually get 258 characters to work with. Example: IES releases new XYZ report on #XYZ. Read it at http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=your_seven_digit_publication_number.
What’s New	This is the blurb that will appear on our website when the publication is released. This should be a short headline followed by one or two sentences that provide a big picture look at the report findings. Headline: 12 words or less—generally shouldn’t include the name of the center or program, but rather what the report is about (for example, “A

Attachment 1 – REVISED PERFORMANCE WORK STATEMENT – NPSAS:28

	Look at Homeschooling in the U.S.” or “U.S. Students Show Gains in Reading, Declines in Math”). What’s New Text: Try for about 50 words, but no more than 70. Give a brief description of the publication and central findings. This text should be jargon-free. Generally known abbreviations and acronyms are okay (NAEP, RTI, CTE), but avoid lesser known abbreviations and acronyms.		
Newsflash audiences:	Group Name:	Send to: (Mark with X)	
	General: NCES News		
	General: Conferences/Trainings/Workshops		
	General: Data Products		
	General: Early Childhood Education		
	General: Elementary and Secondary Education		
	General: Postsecondary Education		
	General: All Publications		
	General: Website Applications		
	Program: Adult and Career Education		
	Program: Adult Literacy		
	Program: Common Core of Data		
	Program: Crime and Safety in Schools		
	Program: Education Demographic and Geographic Estimates		
	Program: Education Finance Statistics Center		
	Program: High School Longitudinal Studies		
	Program: Household and Early Childhood Studies		
	Program: Integrated Postsecondary Education Data System		
	Program: International Comparisons		
	Program: Library Studies		
	Program: National Assessment of Educational Progress		
	Program: National Forum on Education Statistics		
	Program: National Postsecondary Education Cooperative		
	Program: National Teacher and Principal Survey		
	Program: Privacy Technical Assistance Center		
Program: State Education Reforms			

APPENDIX I: SAMPLE WEB POSTING TEMPLATE

Release date:	[To be filled in by Task Leader/COR]
Contact person & phone:	[NCES Task Leader/COR/Contact]
Title & Pub Number:	[Title/Publication Number]
Authors	[Author names as will be seen on the website]
Publication description:	[Website publication description]
Keyword/Subjects A-Z (see http://nces.ed.gov/pubsearch/Subindx.asp for choices): Finance • higher education Financing • higher education Higher education • financing of Institutional aid Student financial aid Students • financial aid	

ATTACHMENT 2

QUALITY ASSURANCE SURVEILLANCE PLAN

2027-28 National Postsecondary Student Aid Study (NPSAS:28) & Postsecondary Longitudinal Studies

Introduction

This Quality Assurance Surveillance Plan (QASP) sets forth procedures and guidelines that the Department of Education will use to monitor performance of the Contractor under this contract. A copy of this plan will be furnished to the contractor so that the contractor shall be aware of the methods that the Government will employ in monitoring performance on this project and address any concerns that the contractor may have prior to initiating work.

Purpose of the QASP

The QASP is intended to accomplish the following:

- Define the roles and responsibilities of participating Government officials and outside experts; and
- Describe the process of quality assurance surveillance.

Each of these purposes is discussed in detail below.

Roles and Responsibilities of Participating Government Officials

The following Government Officials will participate in assessing the quality of the contractor's performance. Their roles and responsibilities are described as follows:

Contracting Officer's Representative (COR). The COR will be responsible for monitoring, assessing, recording, and reporting on the technical performance of the contractor on a day-to-day basis. The COR will also be responsible for inspecting all deliverables submitted under this contract and providing a recommendation regarding the acceptability of the deliverable to the Contracting Officer.

It is essential that the COR establish and maintain a team-oriented line of communication with the Contractor's Project Director (PD) in order to perform monitoring functions. The COR, CO, and PD must work together as a team to ensure that required work is accomplished in an efficient and proper manner. Meetings should be held on a regular basis in order to resolve serious problems. Less serious problems should be discussed and resolved on an impromptu basis.

The **Contracting Officer (CO)** will have overall responsibility for overseeing the contractor's performance. The **Contract Specialist** will be responsible for the day-to-day monitoring of the contractor's performance in the areas of compliance, administration, cost control and property control; reviewing the COR's assessment of the contractor's performance; and resolving all differences between the COR's version and

ATTACHMENT 2

the contractor's version. The CO may call upon the expertise of other Government individuals as required.

Quality Assurance Surveillance Process

Even though the Government, through the COR, will be monitoring the contractor's performance on a continuing basis, the volume of tasks performed by the contractor makes technical inspections of every task and step impractical. Accordingly, the Department of Education will use a quality-assurance review process to monitor the contractor's performance under this contract through the contract deliverables, specifically through a review of the timeliness of submission and the acceptability of the content of each deliverable.

The COR will inspect each deliverable and recommend acceptance of the deliverable to the Contracting Officer. In the event the COR has a concern regarding the timeliness or quality of the content of a deliverable, the contractor and the Contracting Officer shall be notified.

The Contractor's performance shall be documented and measured through the annual past performance evaluation through the Contractor Performance Assessment Reporting System (CPARS). Performance will be evaluated in the areas of:

- Quality (e.g., Study design, Data collection, Data products and publications)
- Schedule
- Cost control
- Management
- Utilization of small business

The following adjectival scale will be used to evaluate each element:

- **Superior:** A level of performance that far exceeds the minimum standards of performance.
- **Very Good:** A level of performance that exceeds the minimum standards of performance.
- **Satisfactory:** An acceptable level of performance that meets the minimum standards of performance; or
- **Marginal:** A level of performance that can be remedied but which fails to meet the minimum standards of performance.
- **Unacceptable:** A level of performance that is not acceptable and which fails to meet the minimum standards of performance;

Table 1 provides describes the standards of performance for each rating level.

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Table 1. Rating elements and standards of performance

Element	Rating scale				
	Exceptional	Very Good	Satisfactory	Marginal	Unacceptable
Quality	Meets all the requirements for the "Very Good" rating AND proposed new and innovative techniques identified in the literature to improve or enhance the study and/or reduce costs while maintaining exceptional quality, and effectively used these innovative techniques to reduce error and/or bias during data collection (e.g. responsive or adaptive design, daily updates to inform call center and contacting procedures, measures that inform decisions to reduce bias and/or reduce costs in the field), to the benefit of NCES. Deliverables demonstrate exceptional adherence to IES/NCES standards for research throughout, with minor revisions or no revisions needed. The contractor employed an efficient method for soliciting edits and comments	Meets and exceeds all of the requirements for the "Satisfactory" rating. Innovative measures to benefit NCES (e.g., responsive or adaptive design, call center or contacting procedures) were proposed and some were effectively implemented. Deliverables demonstrate adherence to IES/NCES standards for research throughout, with only minor revisions needed. The contractor employed an efficient method for soliciting edits and comments from the Department that resulted in the product being of high quality and prepared on time. For publications and written work products, the deliverable(s) was of high quality; it was well organized, accurate, and complete; and the content	The deliverables for each task demonstrate an understanding for designing and creating samples for large /complex data collections in conformance with the requirements of the contract; provides justifications for anticipated sample sizes and in the design of data collection materials/questionnaires ; and used generally accepted statistical principles with evidence from the literature. If the contractor proposed a different methodology than requested (e.g., sampling and/or questionnaire design), justification was provided using generally accepted statistical principles and provides evidence from the literature. The process for generating the deliverables used generally accepted industry practices when during data collection and: used tracing	The deliverables for each task demonstrated marginal understanding for designing and creating samples for large /complex data collections in conformance with the requirements of the contract; provided insufficient justification for anticipated sample sizes or in the design of data collection materials/questionnaires; and provided insufficient evidence or citations from the relevant literature. The process for generating the deliverables often failed to use generally accepted industry practices during data collection, and: ineffectively used tracing procedures to locate respondents; used call center operations (if applicable) with inconsistent or ineffective conversion practices; yielded low response rates within	The deliverables for each task demonstrated limited or little understanding for designing and creating samples for large /complex data collections in conformance with the requirements of the contract; provided little or no justification for anticipated sample sizes or in the design of data collection materials/questionnaires; and used practices that are not supported by accepted statistical principles and/or provides no evidence or citations from the relevant literature. The process for generating the deliverable did not always use generally accepted industry practices during data collection, and: did not use tracing procedures to locate respondents or used unethical practices; used call center operations (if applicable) with

ATTACHMENT 2

	from the Department that resulted in the product being of high quality and prepared on time. For publications and written work products, the deliverable(s) was of the highest quality; it was well organized, accurate, and complete; and the content and all aspects of the writing were clear. No significant weaknesses were identified and no corrective actions by the contractor were needed.	and all aspects of the writing were clear. No significant weaknesses were identified and only minor corrective action by the contractor was needed for minor weaknesses.	procedures to locate sample members while respecting privacy and the confidentiality of the data; used call center operations (if applicable) that balanced the conversion of non-respondents with the respect for withdrawing consent; yielded a high enough response rate to provide reliable estimates within the contract's specifications; and provided adequate documentation of practices and writes clear and concise OMB packages. The deliverable(s) required moderate revisions to meet IES/NCES standards for research design, analytic procedures, and presentation of results. The contractor employed thoughtful consideration and acknowledgement of reviewers' comments and suggestions for revisions throughout the drafting process. For publications and written work products, the deliverables were	the contract's specifications or did not yield high enough response rates to provide reliable estimates with low bias; and did not provide adequate documentation of practices (and/or OMB packages that require significant revision before submission). The deliverable(s) had one or more serious deficiencies in research design, analytic procedures, and/or presentation of results that would require substantial reworking of the deliverable to meet IES/NCES standards. The contractor inconsistently responded to reviewers' suggestions and edits/ comments throughout the process. For publications and written work products, the deliverable(s) was not well organized, was incomplete, or was inaccurate; or the writing style and content were not clear.	conversion practices that does not respect the non-respondents decision to withdraw consent (e.g. complaint rates >1%); yielded low response rates within the contract's specifications or did not yield high enough response rates to provide reliable estimates with low bias; and did not provide adequate documentation of practices (and/or unclear and poorly written OMB packages). The deliverable(s) had one or more serious deficiencies in research design, analytic procedures, and/or presentation of results that would require substantial reworking of the deliverable to meet IES/NCES standards. The Contractor had unsubstantiated disregard for reviewers' suggestions throughout the process and refused to acknowledge the Department's edits/comments. For publications and written work products,
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ATTACHMENT 2

			somewhat well organized, complete, and accurate; and the writing style and content were somewhat clear. However, the COR and IES/NCES reviewers needed to provide some substantial revision suggestions at times. Review identified more than minor weaknesses at times, or more than a few weaknesses.	Significant weaknesses were identified upon review that were not satisfactorily remedied.	the deliverable(s) was not well organized, was incomplete, or was inaccurate; or the writing style and content were not clear. Significant weaknesses were identified upon review that were not satisfactorily remedied.
Schedule	Meets all the requirements for the "Very Good" rating AND the contractor provided interim deliverables or status updates that were not specified in the contract in order to ensure target dates were met. Deliverables were consistently received ahead of time.	Deliverables were consistently received on or ahead of time and/or the contractor negotiates new deadlines when work falls behind due to factors beyond the contractor's control.	Deliverables were consistently received on time and/or the contractor negotiated new deadlines when work falls behind. Sometimes the deadlines are not met due to factors within the contractor's control, but in general they were due to factors beyond the contractor's control.	Deliverables were inconsistently received on time and/or the contractor negotiated new deadlines that were often not met.	Deliverables were consistently received after the due date due to factors within the contractor's control and/or the contractor did not inform the Department when work on the deliverables was behind.

Table 1. Rating elements and standards of performance, continued

Element	Rating scale				
	Exceptional	Very Good	Satisfactory	Marginal	Unacceptable
Management	Meets all the requirements for the	Meets all the requirements for the "Satisfactory" rating	The contractor maintained a history of collaboration including:	Some lines of authority were unclear and staff roles were inconsistent.	Lines of authority were ambiguous and staff

ATTACHMENT 2

	"Very Good" rating AND the contractor: Provided recommendations to improve data collections and products, was active in providing feedback when Government requirements changed, and was proactive in identifying ways to improve quality and/or use resources more efficiently.	AND effectively managed subcontractors, including: monitoring subcontract costs, undertaking efforts taken to ensure early identification of subcontract problems and the timely application of corporate resources to preclude subcontract problems from impacting overall prime contractor performance, and integrating subcontractors as an integral part of the contractor's team.	evidence of strong corporate commitment and oversight as evidenced by a clear and effective approach to problem identification and resolution, was responsive to the needs of the Government by keeping lines of communication open and timely, and adapted to changing Government requirements.	Controls were ineffectively enacted such that often deliverables experienced loss of quality or timeliness or both. The contractor attempted at times to maintain a collaborative working relationship with the COR, but it was often insufficient to head off issues before they arose.	roles were not transparent. No controls were present in resource allocations or time spent in creating deliverables. Mismatches were present with the expertise of staff/contractors and responsibilities yielding substandard deliverables. The contractor failed at good collaboration by: ignoring and hiding problems, maintaining irregular and infrequent communications with Government officials, and did not adapt to changing NCES requirements.
Utilization of small business	The percentage subcontracted to small business was >50% of the total subcontracted work and was substantive in nature.	The percentage subcontracted to small business was > 40% and < 50% of the total subcontracted work and was substantive in nature.	The percentage subcontracted to small businesses was < 40% of the total subcontracted work and was substantive in nature.	The percentage subcontracted to small businesses was < 40% of total subcontracted work and only somewhat substantive in nature.	The percentage subcontracted to small businesses was <30% of the total subcontracted work and was not substantive in nature.

2027-28 National Postsecondary Student Aid Study (NPSAS:28) & Postsecondary Longitudinal Studies**Annual Quality Assurance Monitoring Form****Reviewer:** _____**Contract Year:** _____**1) Quality**

On average, do the deliverables in each study demonstrate an understanding for designing and implementing large/complex data collections using generally accepted statistical principles? On average, did the process used to generate the deliverables use generally accepted industry practices during data collection? On average, did the deliverables require little revision to address IES/NCES Standards; was the contractor responsive to feedback provided by reviewers?

_____	_____	_____	_____	_____
Exceptional	Very Good	Satisfactory	Marginal	Unacceptable

Comments:

2) Schedule

On average, were the deliverables consistently received on time and/or did the contractor negotiate new deadlines when work falls behind due to factors beyond the contractor's control?

_____	_____	_____	_____	_____
Exceptional	Very Good	Satisfactory	Marginal	Unacceptable

Comments:

3) Management

On average, did the contractor efficiently use staff with clearly defined lines of authority and responsibilities, and staff assignments match their expertise? Did this approach control the quality of project work and deliverables? On average, in generating specifications for the deliverables, did the contractor maintain a history of collaboration by being responsive to Government needs? Did the contractor have a clear and effective approach to problem identification and resolution?

_____	_____	_____	_____	_____
Exceptional	Very Good	Satisfactory	Marginal	Unacceptable

Comments:

4) Utilization of small business

Did the percentage of the amount subcontracted exceed the Department's goal for this contract of 31% of the subcontractor dollars?

_____	_____	_____	_____	_____
Exceptional	Very Good	Satisfactory	Marginal	Unacceptable

Comments:

Average Overall Rating: _____

Firm Fixed Price Payment Schedule

Research Triangle Institute

Proposal: 38806/38050_1560

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Task 1: Project Management				
1.1	1.1-1	Quarterly Progress Report and Project Schedules, quarter 1	3 months after start of contract	\$ 74,414.96
	1.1-2	Quarterly Progress Report and Project Schedules, quarter 2	6 months after start of contract	\$ 74,414.96
	1.1-3	Quarterly Progress Report and Project Schedules, quarter 3	9 months after start of contract	\$ 74,414.96
	1.1-4	Quarterly Progress Report and Project Schedules, quarter 4	12 months after start of contract	\$ 74,414.96
	1.1-5	Quarterly Progress Report and Project Schedules, quarter 5	15 months after start of contract	\$ 74,414.96
	1.1-6	Quarterly Progress Report and Project Schedules, quarter 6	18 months after start of contract	\$ 74,414.96
	1.1-7	Quarterly Progress Report and Project Schedules, quarter 7	21 months after start of contract	\$ 74,414.96
	1.1-8	Quarterly Progress Report and Project Schedules, quarter 8	24 months after start of contract	\$ 74,414.96
	1.1-9	Quarterly Progress Report and Project Schedules, quarter 9	27 months after start of contract	\$ 74,414.96
	1.1-10	Quarterly Progress Report and Project Schedules, quarter 10	30 months after start of contract	\$ 74,414.96
	1.1-11	Quarterly Progress Report and Project Schedules, quarter 11	33 months after start of contract	\$ 74,414.96
	1.1-12	Quarterly Progress Report and Project Schedules, quarter 12	36 months after start of contract	\$ 74,414.96
	1.1-13	Quarterly Progress Report and Project Schedules, quarter 13	39 months after start of contract	\$ 74,414.96
	1.1-14	Quarterly Progress Report and Project Schedules, quarter 14	42 months after start of contract	\$ 74,414.96
	1.1-15	Quarterly Progress Report and Project Schedules, quarter 15	45 months after start of contract	\$ 74,414.96
	1.1-16	Quarterly Progress Report and Project Schedules, quarter 16	48 months after start of contract	\$ 74,414.96
	1.1-17	Quarterly Progress Report and Project Schedules, quarter 17	51 months after start of contract	\$ 74,414.96
	1.1-18	Quarterly Progress Report and Project Schedules, quarter 18	54 months after start of contract	\$ 74,414.96
	1.1-19	Quarterly Progress Report and Project Schedules, quarter 19	57 months after start of contract	\$ 74,414.96
	1.1-20	Quarterly Progress Report and Project Schedules, quarter 20	60 months after start of contract	\$ 74,414.96
1.1	TOTAL			\$ 1,488,299.16

Research Triangle Institute

Proposal: 38806/38050_1560

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
1.2	1.2-1	Confidentiality reports, part 1	first day of contract	\$ 50,770.34
	1.2-2	Confidentiality reports, part 2, year 1	within 2 weeks of contract award	\$ 38,077.75
	1.2-3	Confidentiality reports, part 2, year 2	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-4	Confidentiality reports, part 2, year 3	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-5	Confidentiality reports, part 2, year 4	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-6	Confidentiality reports, part 2, year 5	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-7	Confidentiality reports, part 3, year 1	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-8	Confidentiality reports, part 3, year 2	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-9	Confidentiality reports, part 3, year 3	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-10	Confidentiality reports, part 3, year 4	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-11	Confidentiality reports, part 3, year 5	annually, combined with 4th quarterly report	\$ 12,692.58
	1.2-12	Data Security Plan	within 30 days of start of contract	\$ 152,311.02
	1.2-13	Security Training Certificates year 1	annual due date determined by ED	\$ 50,770.34
	1.2-14	Security Training Certificates year 2	annual due date determined by ED	\$ 12,692.58
	1.2-15	Security Training Certificates year 3	annual due date determined by ED	\$ 12,692.58
	1.2-16	Security Training Certificates year 4	annual due date determined by ED	\$ 12,692.58
	1.2-17	Security Training Certificates year 5	annual due date determined by ED	\$ 63,462.92
1.2	TOTAL			\$ 507,703.39

Research Triangle Institute

Proposal: 38806/38050_1560

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
1.3	1.3-1	IT management Plan	within 1 month of contract award	\$ 294,168.64
	1.3-2	Monthly IT reports, quarter 1 (3 months of reports)	3 months after start of contract	\$ 9,805.62
	1.3-3	Monthly IT reports, quarter 2	6 months after start of contract	\$ 9,805.62
	1.3-4	Monthly IT reports, quarter 3	9 months after start of contract	\$ 9,805.62
	1.3-5	Monthly IT reports, quarter 4	12 months after start of contract	\$ 9,805.62
	1.3-6	Monthly IT reports, quarter 5	15 months after start of contract	\$ 9,805.62
	1.3-7	Monthly IT reports, quarter 6	18 months after start of contract	\$ 9,805.62
	1.3-8	Monthly IT reports, quarter 7	21 months after start of contract	\$ 9,805.62
	1.3-9	Monthly IT reports, quarter 8	24 months after start of contract	\$ 9,805.62
	1.3-10	Monthly IT reports, quarter 9	27 months after start of contract	\$ 9,805.62
	1.3-11	Monthly IT reports, quarter 10	30 months after start of contract	\$ 9,805.62
	1.3-12	Monthly IT reports, quarter 11	33 months after start of contract	\$ 9,805.62
	1.3-13	Monthly IT reports, quarter 12	36 months after start of contract	\$ 9,805.62
	1.3-14	Monthly IT reports, quarter 13	39 months after start of contract	\$ 9,805.62
	1.3-15	Monthly IT reports, quarter 14	42 months after start of contract	\$ 9,805.62
	1.3-16	Monthly IT reports, quarter 15	45 months after start of contract	\$ 9,805.62
	1.3-17	Monthly IT reports, quarter 16	48 months after start of contract	\$ 9,805.62
	1.3-18	Monthly IT reports, quarter 17	51 months after start of contract	\$ 9,805.62
	1.3-19	Monthly IT reports, quarter 18	54 months after start of contract	\$ 9,805.62
	1.3-20	Monthly IT reports, quarter 19	57 months after start of contract	\$ 9,805.62
	1.3-21	Monthly IT reports, quarter 20	60 months after start of contract	\$ 9,805.62
	1.3-22	Log of Information Requests, quater 1 (3 months of reports)	3 months after start of contract	\$ 9,805.62
	1.3-23	Log of Information Requests, quater 2	6 months after start of contract	\$ 9,805.62
	1.3-24	Log of Information Requests, quater 3	9 months after start of contract	\$ 9,805.62
	1.3-25	Log of Information Requests, quater 4	12 months after start of contract	\$ 9,805.62
	1.3-26	Log of Information Requests, quater 5	15 months after start of contract	\$ 9,805.62
	1.3-27	Log of Information Requests, quater 6	18 months after start of contract	\$ 9,805.62
	1.3-28	Log of Information Requests, quater 7	21 months after start of contract	\$ 9,805.62
	1.3-29	Log of Information Requests, quater 8	24 months after start of contract	\$ 9,805.62
	1.3-30	Log of Information Requests, quater 9	27 months after start of contract	\$ 9,805.62
	1.3-31	Log of Information Requests, quater 10	30 months after start of contract	\$ 9,805.62
	1.3-32	Log of Information Requests, quater 11	33 months after start of contract	\$ 9,805.62
	1.3-33	Log of Information Requests, quater 12	36 months after start of contract	\$ 9,805.62
	1.3-34	Log of Information Requests, quater 13	39 months after start of contract	\$ 9,805.62

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
	1.3-35	Log of Information Requests, quater 14	42 months after start of contract	\$ 9,805.62
	1.3-36	Log of Information Requests, quater 15	45 months after start of contract	\$ 9,805.62
	1.3-37	Log of Information Requests, quater 16	48 months after start of contract	\$ 9,805.62
	1.3-38	Log of Information Requests, quater 17	51 months after start of contract	\$ 9,805.62
	1.3-39	Log of Information Requests, quater 18	54 months after start of contract	\$ 9,805.62
	1.3-40	Log of Information Requests, quater 19	57 months after start of contract	\$ 9,805.62
	1.3-41	Log of Information Requests, quater 20	60 months after start of contract	\$ 9,805.62
	1.3-42	Annual Assessment year 1	annual due date determined by ED	\$ 58,833.73
	1.3-43	Annual Assessment year 2	annual due date determined by ED	\$ 58,833.73
	1.3-44	Annual Assessment year 3	annual due date determined by ED	\$ 58,833.73
	1.3-45	Annual Assessment year 4	annual due date determined by ED	\$ 58,833.73
	1.3-46	Annual Assessment year 5	annual due date determined by ED	\$ 58,833.73
1.3	TOTAL			\$ 980,562.13
1.4	1.4-1	Make Document Repository	within 1 month of contract award	\$ 24,213.77
	1.4-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 40,356.29
	1.4-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 40,356.29
	1.4-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 40,356.29
	1.4-5	Annual update year 5	annually, combined with 4th quarterly report	\$ 16,142.52
1.4	TOTAL			\$ 161,425.16
TASK 1	TOTAL			\$ 3,137,989.84

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Task 2: Meetings, Travel, and Technical Review Panels				
2.1	2.1-1	Summary of initial meeting & Expanded project management plan	within 2 weeks of the meeting	\$ 16,454.80
2.1	TOTAL			\$ 16,454.80
2.2	2.2-1	List of potential TRP members for the panel	12 weeks prior to the meeting	\$ 18,526.50
2.2	2.2-2	TRP information packets	3 weeks prior to the meeting	\$ 18,526.50
2.2	2.2-3	TRP meeting agendas	6 weeks prior to the meeting	\$ 18,526.50
2.2	2.2-4	TRP meeting materials	10 days prior to the meeting	\$ 18,526.50
2.2	2.2-5	Technical Review Panel meeting minutes	Within 20 days of the meeting	\$ 18,526.50
2.2	TOTAL			\$ 92,632.52
2.3	2.3-1	Mini-technical review meeting agenda	3 weeks prior to the meeting	\$ 15,506.65
2.3	2.3-2	Mini-technical review meeting summary	Within 20 days of the meeting	\$ 15,506.65
2.3	TOTAL			\$ 31,013.29
2.4	2.4-1	Meeting and travel expense report for contractor staff, appended to quarterly report (for each meeting)	with progress report for each meeting	\$ 6,104.52
2.4	TOTAL			\$ 6,104.52
2.5	2.5-1	Honoraria expense report appended to quarterly report	with progress report for each meeting	\$ 56,198.56
2.5	TOTAL			\$ 56,198.56
TASK 2	TOTAL			\$ 202,403.69

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Task 3: NPSAS:28				
3.1.1	3.1.1-1	Instrument testing generic clearance package submission	1 month prior to instrument testing	\$ 51,068.53
3.1.1	TOTAL			\$ 51,068.53
3.1.2.1	3.1.2.1-1	Instrument testing design plan	Within 1 month after the initial meeting	\$ 44,957.82
3.1.2.1	3.1.2.1-2	Instrument testing results memo	Within 30 days after testing concludes	\$ 179,831.29
3.1.2.1	TOTAL			\$ 224,789.11
3.1.2.2	3.1.2.2-1	Instrument testing design plan	Within 1 month after the initial meeting	\$ 44,993.65
3.1.2.2	3.1.2.2-2	Instrument testing results memo	Within 30 days after testing concludes	\$ 179,974.60
3.1.2.2	TOTAL			\$ 224,968.25
3.1.3.1	3.1.3.1-1	Final Student Data Collection Training Materials	3 months prior to start of student data collection	\$ 41,870.07
3.1.3.1	3.1.3.1-2	Conduct First Data Collection Training, record and upload to IMS	Within 2 weeks after start of data collection	\$ 20,935.03
3.1.3.1	3.1.3.1-3	Conduct Second Data Collection Training	Within 4 months after start of data collection	\$ 20,935.03
3.1.3.1	TOTAL			\$ 83,740.13
3.1.3.2	3.1.3.2-1	Final Institution Data Collection Training Materials	3 months prior to start of institution data collection	\$ 43,860.98
3.1.3.2	3.1.3.2-2	Conduct First Data Collection Training, record and upload to IMS	Within 2 weeks of start of data collection	\$ 21,930.49
3.1.3.3	3.1.3.2-3	Conduct Second Data Collection Training	Within 4 months of start of data collection	\$ 21,930.49
3.1.3.2	TOTAL			\$ 87,721.96
3.2.1	3.2.1-1	Draft full scale sampling specifications	Two weeks prior to first TRP meeting	\$ 37,943.88
3.2.1	3.2.1-2	Final full-scale sampling specifications	Two weeks after first TRP meeting	\$ 75,887.75
3.2.1	3.2.1-3	Final full-scale sample	At the start of institution contacting and data collection activities	\$ 113,831.63
3.2.1	3.2.1-4	Milestone: Halfway point of student sampling	At the halfway point of the student sampling schedule	\$ 265,607.13
3.2.1	3.2.1-5	Milestone: End of student sampling	At the end of student sampling	\$ 265,607.13
3.2.1	TOTAL			\$ 758,877.50
3.2.2	3.2.2-1	Draft enrollment list collection clearance package to NCES	180 days prior to enrollment list collection start	\$ 24,229.34
3.2.2	3.2.2-2	Final enrollment list package approval	Within 2 weeks of enrollment list collection	\$ 24,229.34
3.2.2	3.2.2-3	Draft student data collection clearance package to NCES	180 days prior to enrollment list collection start	\$ 24,229.34
3.2.2	3.2.2-4	Final student data collection package approval	Within 2 weeks of enrollment list collection	\$ 24,229.34
3.2.2	TOTAL			\$ 96,917.35

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.2.3.1	3.2.3.1-1	Full-scale data collection website specifications	With full-scale OMB submission	\$ 111,751.98
3.2.3.1	3.2.3.1-2	Full-scale data element and justifications - final	Within 20 days after TRP meeting	\$ 111,751.98
3.2.3.1	3.2.3.1-3	Full-scale survey facsimile - final	With full-scale OMB submission	\$ 223,503.96
3.2.3.1	3.2.3.1-4	Full-scale website and survey, programmed for testing	2 months before the start of data collection	\$ 558,759.90
3.2.3.1	3.2.3.1-5	Full-scale website and survey, deployed for data collection	1 week before the start of data collection	\$ 111,751.98
3.2.3.1	TOTAL			\$ 1,117,519.80
3.2.3.2	3.2.3.2-1	Full-scale PDP website for Registration, programmed for testing	4 weeks before the start of data collection	\$ 168,999.39
3.2.3.2	3.2.3.2-2	Full-scale PDP website for Registration, deployed for data collection	1 week before the start of data collection	\$ 112,666.26
3.2.3.2	3.2.3.2-3	Full-scale PDP website for Enrollment List collection, programmed for testing	4 weeks before the start of data collection	\$ 168,999.39
3.2.3.2	3.2.3.2-4	Full-scale PDP website for Enrollment List collection, deployed for data collection	1 week before the start of data collection	\$ 112,666.26
3.2.3.2	3.2.3.2-5	Full-scale student records data element and justifications - final	Within 20 days after TRP meeting	\$ 56,333.13
3.2.3.2	3.2.3.2-6	Full-scale student records instrument facsimile - final	With full-scale OMB clearance package submission	\$ 112,666.26
3.2.3.2	3.2.3.2-7	Full-scale PDP website for student records collection, programmed for testing	6 weeks before the start of data collection	\$ 225,332.51
3.2.3.2	3.2.3.2-8	Full-scale PDP website for student records collection, deployed for data collection	1 week before the start of data collection	\$ 168,999.39
3.2.3.2	TOTAL			\$ 1,126,662.57

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.2.4	3.2.4-1	Production reports template	1 month prior to start of institution data collection	\$ 203,003.17
3.2.4	3.2.4-2	Production spreadsheet loaded into the IMS	1 day prior to the start of institution data collection	\$ 121,801.90
3.2.4	3.2.4-3	Production report included with Quarterly Progress Report	Approximately 1/3 through institution data collection	\$ 162,402.54
3.2.4	3.2.4-4	Production report included with Quarterly Progress Report	Approximately 2/3 through institution data collection	\$ 162,402.54
3.2.4	3.2.4-5	Final List of Students	within 30 days of close of list collection	\$ 162,402.54
3.2.4	TOTAL			\$ 812,012.69
3.2.5.1	3.2.5.1-1	Create draft contacting materials for student data collection	1 month prior to OMB package submission	\$ 41,618.19
3.2.5.1	3.2.5.1-2	Final survey materials	2 weeks prior to student data collection start	\$ 13,872.73
3.2.5.1	TOTAL			\$ 55,490.92
3.2.5.2	3.2.5.2-1	Submit Final Tracing Plan	1 month prior to OMB package submission	\$ 135,119.58
3.2.5.2	3.2.5.2-2	Quarterly Tracing Report Included with Quarterly Progress Report	1st quarter after student data collection starts	\$ 67,559.79
3.2.5.2	3.2.5.2-3	Quarterly Tracing Report Included with Quarterly Progress Report	2nd quarter after data collection starts	\$ 67,559.79
3.2.5.2	3.2.5.2-4	Quarterly Tracing Report Included with Quarterly Progress Report	3rd quarter after data collection starts	\$ 67,559.79
3.2.5.2	TOTAL			\$ 337,798.96

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.2.5.3	3.2.5.3-1	Submit Draft Student Data Collection Production Report to NCES For Review	1 month prior to the start of student data collection	\$ 260,551.41
3.2.5.3	3.2.5.3-2	Upload Final Daily Production Spreadsheet to Document Repository	1 day prior to start of student data collection	\$ 260,551.41
3.2.5.3	3.2.5.3-3	Wave 2 Sample Release Production Report	3 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-4	Wave 3 Sample Release Production Report	6 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-5	Wave 4 Sample Release Production Report	9 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-6	Wave 5 Sample Release Production Report	12 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-7	Wave 6 Sample Release Production Report	15 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-8	Wave 7 Sample Release Production Report	18 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-9	Wave 8 Sample Release Production Report	21 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-10	Wave 9 Sample Release Production Report	24 weeks after start of student data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-11	Data element timing report	Within 30 days after data collection	\$ 208,441.13
3.2.5.3	3.2.5.3-12	FS debriefing report	Within 30 days after data collection	\$ 208,441.13
3.2.5.3	TOTAL			\$ 2,605,514.12
3.2.5.4	3.2.5.4-1	Control systems - Setup processes/dataflows prior to data collec	Beginning of data collection	\$ 144,679.96
3.2.5.4	3.2.5.4-2	Control systems - ongoing maintenance and support during data colelction	Midpoint of data collection	\$ 361,699.90
3.2.5.4	3.2.5.4-3	Control systems - cleanup and end of data collection support	End of data collection	\$ 217,019.94
3.2.5.4	TOTAL			\$ 723,399.80

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.2.5.5	3.2.5.5.-1	First interim survey data files with documentation delivered for NCES COR review.	Four (4) weeks after the beginning of the data collection	\$ 232,008.82
3.2.5.5	3.2.5.5.-2	Second interim survey data files with documentation delivered for NCES COR review.	Midpoint of data collection	\$ 185,607.06
3.2.5.5	3.2.5.5.-3	Final survey data files available for derived variables and other relevant subtasks.	End of data collection	\$ 46,401.76
3.2.5.5	TOTAL			\$ 464,017.64
3.2.6	3.2.6-1	Submit Draft Incentive Production Report to NCES For Review	1 month prior to the start of student data collection	\$ 139,484.74
3.2.6	3.2.6-2	Wave 1 Sample Release Production Report	1 day prior to start of student data collection	\$ 139,484.74
3.2.6	3.2.6-3	Wave 2 Sample Release Production Report	3 weeks after start of student data collection	\$ 139,484.74
3.2.6	3.2.6-4	Wave 3 Sample Release Production Report	6 weeks after start of student data collection	\$ 139,484.74
3.2.6	3.2.6-5	Wave 4 Sample Release Production Report	9 weeks after start of student data collection	\$ 278,969.47
3.2.6	3.2.6-6	Wave 5 Sample Release Production Report	12 weeks after start of student data collection	\$ 278,969.47
3.2.6	3.2.6-7	Wave 6 Sample Release Production Report	15 weeks after start of student data collection	\$ 278,969.47
3.2.6	3.2.6-8	Wave 7 Sample Release Production Report	18 weeks after start of student data collection	\$ 418,454.21
3.2.6	3.2.6-9	Wave 8 Sample Release Production Report	21 weeks after start of student data collection	\$ 418,454.21
3.2.6	3.2.6-10	Wave 9 Sample Release Production Report	24 weeks after start of student data collection	\$ 557,938.94
3.2.6	TOTAL			\$ 2,789,694.72
3.2.7.1	3.2.7.1-1	Create draft contacting materials for institution data collection	1 month prior to OMB package submission	\$ 18,271.45
3.2.7.1	3.2.7.1-2	Create draft set of instructions for institutions	1 month prior to OMB package submission	\$ 18,271.45
3.2.7.1	3.2.7.1-3	List of endorsing organizations, associations, etc	By start of institution data collection	\$ 18,271.45
3.2.7.1	3.2.7.1-4	Create final contacting materials for institution data collection	By start of institution data collection	\$ 13,703.59
3.2.7.1	3.2.7.1-5	Create final set of instructions for institutions	By start of institution data collection	\$ 13,703.59
3.2.7.1	3.2.7.1-6	Create IRB exemption template	By start of institution data collection	\$ 9,135.73
3.2.7.1	TOTAL			\$ 91,357.25

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.2.7.2	3.2.7.2-1	Examples of production reports	1 day prior to data collection	\$ 108,500.79
3.2.7.2	3.2.7.2-2	Shell production report	1 day prior to data collection	\$ 108,500.79
3.2.7.2	3.2.7.2-3	Production report included with Quarterly Progress Report	First quarterly progress report after student records collection begins	\$ 81,375.60
3.2.7.2	3.2.7.2-4	Production report included with Quarterly Progress Report	Second quarterly progress report after student records collection begins	\$ 81,375.60
3.2.7.2	3.2.7.2-5	Production report included with Quarterly Progress Report	Third quarterly progress report after student records collection begins	\$ 81,375.60
3.2.7.2	3.2.7.2-6	Production report included with Quarterly Progress Report	Fourth quarterly progress report after student records collection begins	\$ 81,375.60
3.2.7.2	TOTAL			\$ 542,503.97
3.2.7.3	3.2.7.3-1	Student records QC review results	First quarterly progress report after student records collection begins	\$ 54,277.29
3.2.7.3	3.2.7.3-2	Student records QC review results	Second quarterly progress report after student records collection begins	\$ 54,277.29
3.2.7.3	3.2.7.3-3	Student records QC review results	Third quarterly progress report after student records collection begins	\$ 54,277.29
3.2.7.3	3.2.7.3-4	Student records QC review results	Fourth quarterly progress report after student records collection begins	\$ 54,277.29
3.2.7.3	TOTAL			\$ 217,109.17
3.2.7.4	3.2.7.4-1	Control systems - Setup processes/dataflows prior to data collection	Beginning of data collection	\$ 89,505.76
3.2.7.4	3.2.7.4-2	Control systems - ongoing maintenance and support during data collection	Midpoint of data collection	\$ 223,764.39
3.2.7.4	3.2.7.4-3	Control systems - cleanup and end of data collection support	End of data collection	\$ 134,258.63
3.2.7.4	TOTAL			\$ 447,528.78
3.2.7.5	3.2.7.5-1	First interim Student Records data files with documentation delivered for NCES COR review.	Four (4) weeks after the beginning of the data collection.	\$ 230,152.27
3.2.7.5	3.2.7.5-2	Second interim Student Records data files with documentation delivered for NCES COR review.	Midpoint of data collection	\$ 184,121.82
3.2.7.5	3.2.7.5-3	Final Student Records data files available for derived variables and other relevant subtasks.	End of data collection	\$ 46,030.45
3.2.7.5	TOTAL			\$ 460,304.54
3.2.8	3.2.8-1	Milestone: Programming and on-going processing of administrative records	At start of student sampling	\$ 141,202.18
3.2.8	3.2.8-2	Deliverable: Full-scale administrative records dataset(s)	Within 2 months of the end of data collection.	\$ 60,515.22
3.2.8	TOTAL			\$ 201,717.40

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.2.9.1	3.2.9.1-1	Specifications for the first set of derived variables submitted for NCES COR review	One month after data collection begins	\$ 50,107.66
3.2.9.1	3.2.9.1-2	Specifications for the last set of derived variables submitted for NCES COR review	One month before the end of data collection	\$ 50,107.66
3.2.9.1	3.2.9.1-3	Final specifications for all derived variables delivered to NCES COR	One month following the end of data collection	\$ 50,107.66
3.2.9.1	3.2.9.1-4	Completion of derived variables in imputation batch 1 (first batch)	Two months following the end of data collection	\$ 150,322.98
3.2.9.1	3.2.9.1-5	Completion of derived variables in imputation batch 2	Three months following the end of data collection	\$ 150,322.98
3.2.9.1	3.2.9.1-6	Completion of derived variables in imputation batch 3	Four months following the end of data collection	\$ 150,322.98
3.2.9.1	3.2.9.1-7	Completion of derived variables in imputation batch 4	Five months following the end of data collection	\$ 150,322.98
3.2.9.1	3.2.9.1-8	Completion of derived variables in imputation batch 5 (final batch)	Six months following the end of data collection	\$ 150,322.98
3.2.9.1	3.2.9.1-9	All data files, syntax, and documentation for derived variables available for RUF	Ten months following the end of data collection	\$ 100,215.32
3.2.9.1	TOTAL			\$ 1,002,153.17
3.2.9.2	3.2.9.2-1	Draft nonresponse bias analysis, weight adjustments, and imputation plans	Eight weeks before data collection is completed	\$ 68,098.98
3.2.9.2	3.2.9.2-2	Final nonresponse bias analysis, weight adjustments, and imputation plans	Six months following the close of data collection	\$ 45,399.32
3.2.9.2	3.2.9.2-3	Milestone: Institution weights	Three months following the end of data collection	\$ 68,098.98
3.2.9.2	3.2.9.2-4	Final analysis weights	Six months following the close of data collection	\$ 68,098.98
3.2.9.2	3.2.9.2-5	Final replicate weights and variables needed to produce Taylor series variance estimation	Six months following the close of data collection	\$ 45,399.32
3.2.9.2	3.2.9.2-6	Results of nonresponse bias analysis	Six months following the close of data collection	\$ 45,399.32
3.2.9.2	3.2.9.2-7	Milestone: First three imputation batches	Four months following the close of data collection	\$ 68,098.98
3.2.9.2	3.2.9.2-8	Milestone: Remaining imputation batches	Six months following the close of data collection	\$ 45,399.32
3.2.9.2	TOTAL			\$ 453,993.18
3.2.10	3.2.10-1	Draft DAP for COR review	Three months before data collection is completed	\$ 2,620.38
3.2.10	3.2.10-2	Draft DAP for DRB review	Two months before data collection is completed	\$ 1,746.92
3.2.10	3.2.10-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 11,354.96
3.2.10	3.2.10-4	Final DAP, with output and data files	Six months after data collection is completed	\$ 1,746.92
3.2.10	TOTAL			\$ 17,469.17
3.3.1	3.3.1-1	Publication plan and prospectus for the DFD	Halfway through data collection	\$ 12,166.83
3.3.1	3.3.1-2	Publication plan and prospectus for the Digest tables	Halfway through data collection	\$ 5,214.35
3.3.1	TOTAL			\$ 17,381.18

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.3.2	3.3.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	One year after submission of the prospectus	\$ 52,490.70
3.3.2	3.3.2-2	Preliminary Draft Manuscript for Concept Review of Digest tables (complete table shells)	2 months after the end of data collection	\$ 22,496.01
3.3.2	TOTAL			\$ 74,986.71
3.3.3	3.3.3-1	Draft manuscript of DFD	About 6 months after draft manuscript for Concept Review feedback	\$ 58,740.72
3.3.3	3.3.3-2	Draft manuscript of Digest tables (complete tables with results)	7 months after the end of data collection	\$ 25,174.60
3.3.3	TOTAL			\$ 83,915.32
3.3.4	3.3.4-1	Preliminary electronic version of the formatted publication for Quality Assurance Review	About a month after draft manuscript is finalized	\$ 14,489.74
3.3.4	TOTAL			\$ 14,489.74
3.3.5	3.3.5-1	Pre-release quality control memo	About 3 weeks after the formatted publication for QA review has been submitted	\$ 15,226.34
3.3.5	3.3.5-2	Pre-release quality control memo for tables (Activate's independent review)	11 months after the end of dsata collection	\$ 6,525.57
3.3.5	TOTAL			\$ 21,751.91

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
3.3.6	3.3.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo	\$ 3,512.40
3.3.6	TOTAL			\$ 3,512.40
3.3.7	3.3.7-1	Final 508-compliant document file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 10,669.25
3.3.7	3.3.7-2	Final HTML-compliant Digest tables file for posting to NCES website	12 months after the end of data collection	\$ 4,572.53
3.3.7	TOTAL			\$ 15,241.78
3.4.1	3.4.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 82,755.14
3.4.1	TOTAL			\$ 82,755.14
3.4.2	3.4.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	\$ 80,886.71
3.4.2	3.4.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 53,924.48
3.4.2	TOTAL			\$ 134,811.19
3.5	3.5-1	Annual update year 1	annually, combined with 4th quarterly report	\$ 2,090.23
3.5	3.5-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 2,090.23
3.5	3.5-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 2,090.23
3.5	3.5-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 2,090.23
3.5	3.5-5	Annual update year 5	annually, combined with 4th quarterly report	\$ 2,090.23
3.5	TOTAL			\$ 10,451.13
TASK 3	TOTAL			\$ 15,453,627.18

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Task 4: Ad Hoc Information Requests				
4	4-1	Log of information requests and requested documentation, quarter 1	3 months after start of contract	\$ 9,482.44
4	4-2	Log of information requests and requested documentation, quarter 2	6 months after start of contract	\$ 9,482.44
4	4-3	Log of information requests and requested documentation, quarter 3	9 months after start of contract	\$ 9,482.44
4	4-4	Log of information requests and requested documentation, quarter 4	12 months after start of contract	\$ 9,482.44
4	4-5	Log of information requests and requested documentation, quarter 5	15 months after start of contract	\$ 9,482.44
4	4-6	Log of information requests and requested documentation, quarter 6	18 months after start of contract	\$ 9,482.44
4	4-7	Log of information requests and requested documentation, quarter 7	21 months after start of contract	\$ 9,482.44
4	4-8	Log of information requests and requested documentation, quarter 8	24 months after start of contract	\$ 9,482.44
4	4-9	Log of information requests and requested documentation, quarter 9	27 months after start of contract	\$ 9,482.44
4	4-10	Log of information requests and requested documentation, quarter 10	30 months after start of contract	\$ 9,482.44
4	4-11	Log of information requests and requested documentation, quarter 11	33 months after start of contract	\$ 9,482.44
4	4-12	Log of information requests and requested documentation, quarter 12	36 months after start of contract	\$ 9,482.44
4	4-13	Log of information requests and requested documentation, quarter 13	39 months after start of contract	\$ 9,482.44
4	4-14	Log of information requests and requested documentation, quarter 14	42 months after start of contract	\$ 9,482.44

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
4	4-15	Log of information requests and requested documentation, quarter 15	45 months after start of contract	\$ 9,482.44
4	4-16	Log of information requests and requested documentation, quarter 16	48 months after start of contract	\$ 9,482.44
4	4-17	Log of information requests and requested documentation, quarter 17	51 months after start of contract	\$ 9,482.44
4	4-18	Log of information requests and requested documentation, quarter 18	54 months after start of contract	\$ 9,482.44
4	4-19	Log of information requests and requested documentation, quarter 19	57 months after start of contract	\$ 9,482.44
4	4-20	Log of information requests and requested documentation, quarter 20	60 months after start of contract	\$ 9,482.44
TASK 4	TOTAL			\$ 189,648.81

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 5: State Representative Samples				
5.1.1	5.1.1-1	Final Institution Data Collection Training Materials	3 months prior to start of institution data collection	\$ 12,009.28
5.1.1	5.1.1-2	Conduct First Data Collection Training	Within 2 weeks of start of data collection	\$ 6,004.64
5.1.1	5.1.1-3	Conduct Second Data Collection Training	Within 4 months of start of data collection	\$ 6,004.64
5.1.1	TOTAL			\$ 24,018.56
5.1.2	5.1.2-1	Draft full scale sampling specifications	Two weeks prior to first TRP meeting	\$ 15,918.93
5.1.2	5.1.2-2	Final full-scale sampling specifications	Two weeks after first TRP meeting	\$ 31,837.85
5.1.2	5.1.2-3	Final full-scale sample	At the start of institution contacting and data collection activities	\$ 47,756.78
5.1.2	5.1.2-4	Milestone: Halfway point of student sampling	At the halfway point of the student sampling schedule	\$ 111,432.49
5.1.2	5.1.2-5	Milestone: End of student sampling	At the end of student sampling	\$ 111,432.49
5.1.2	TOTAL			\$ 318,378.53
5.1.4	5.1.4-1	Production reports template	1 month prior to start of institution data collection	\$ 75,911.06
5.1.4	5.1.4-2	Production spreadsheet loaded into the IMS	1 day prior to the start of institution data collection	\$ 45,546.64
5.1.4	5.1.4-3	Production report included with Quarterly Progress Report	Approximately 1/3 through institution data collection	\$ 60,728.85
5.1.4	5.1.4-4	Production report included with Quarterly Progress Report	Approximately 2/3 through institution data collection	\$ 60,728.85
5.1.4	5.1.4-5	Final List of Students	within 30 days of close of list collection	\$ 60,728.85
5.1.4	TOTAL			\$ 303,644.24
5.1.5	5.1.5-1	Production reports-full-scale incentives included with Quarterly Progress Report	Approximately 25% through data collection	\$ 17,970.79
5.1.5	5.1.5-2	Production reports-full-scale incentives included with Quarterly Progress Report	Approximately 50% through data collection	\$ 17,970.79
5.1.5	5.1.5-3	Production reports-full-scale incentives included with Quarterly Progress Report	Approximately 75% through data collection	\$ 17,970.79
5.1.5	5.1.5-4	Final Production report of full scale incentives included with Quarterly report	within 30 days of close of data collection	\$ 17,970.79
5.1.5	TOTAL			\$ 71,883.15

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
5.1.6.1	5.1.6.1-1	Production report included with Quarterly Progress Report	First quarterly progress report after student records collection begins	\$ 40,590.23
5.1.6.1	5.1.6.1-2	Production report included with Quarterly Progress Report	Second quarterly progress report after student records collection begins	\$ 40,590.23
5.1.6.1	5.1.6.1-3	Production report included with Quarterly Progress Report	Third quarterly progress report after student records collection begins	\$ 40,590.23
5.1.6.1	5.1.6.1-4	Production report included with Quarterly Progress Report	Fourth quarterly progress report after student records collection begins	\$ 40,590.23
5.1.6.1	TOTAL			\$ 162,360.93
5.1.6.2	5.1.6.2-1	Student records QC review results	First quarterly progress report after student records collection begins	\$ 8,465.66
5.1.6.2	5.1.6.2-2	Student records QC review results	Second quarterly progress report after student records collection begins	\$ 8,465.66
5.1.6.2	5.1.6.2-3	Student records QC review results	Third quarterly progress report after student records collection begins	\$ 8,465.66
5.1.6.2	5.1.6.2-4	Student records QC review results	Fourth quarterly progress report after student records collection begins	\$ 8,465.66
5.1.6.2	TOTAL			\$ 33,862.62
5.1.6.3	5.1.6.3-1	First interim Student Records data files with documentation delivered for NCES COR review.	Four (4) weeks after the beginning of the data collection.	\$ 228,559.35
5.1.6.3	5.1.6.3-2	Second interim Student Records data files with documentation delivered for NCES COR review.	Midpoint of data collection	\$ 182,847.48
5.1.6.3	5.1.6.3-3	Final Student Records data files available for derived variables and other relevant subtasks.	End of data collection	\$ 45,711.87
5.1.6.3	TOTAL			\$ 457,118.69
5.1.7	5.1.7-1	Milestone: Programming and on-going processing of administrative records	At start of student sampling	\$ 95,006.92
5.1.7	5.1.7-2	Deliverable: Full-scale administrative records dataset(s)	Within 2 months of the end of data collection.	\$ 40,717.25
5.1.7	TOTAL			\$ 135,724.17

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
5.1.8.1	5.1.8.1-1	Specifications for derived variables needed/adjusted for state-representativeness submitted for NCES COR review	One month before the end of data collection	\$ 60,396.68
5.1.8.1	5.1.8.1-2	Draft of derived variables related to state-representativeness	Four months following the close of data collection	\$ 120,793.36
5.1.8.1	5.1.8.1-3	Completion of derived variables related to state-representativeness, including review of state-level estimates	Six months following the close of data collection	\$ 60,396.68
5.1.8.1	TOTAL			\$ 241,586.71
5.1.8.2	5.1.8.2-1	Draft nonresponse bias analysis, weight adjustments, and imputation plans	Eight weeks before data collection is completed	\$ 21,410.12
5.1.8.2	5.1.8.2-2	Final nonresponse bias analysis, weight adjustments, and imputation plans	Six months following the close of data collection	\$ 14,273.41
5.1.8.2	5.1.8.2-3	Milestone: Institution weights	Three months following the end of data collection	\$ 21,410.12
5.1.8.2	5.1.8.2-4	Final analysis weights	Six months following the close of data collection	\$ 21,410.12
5.1.8.2	5.1.8.2-5	Final replicate weights and variables needed to produce Taylor series variance estimation	Six months following the close of data collection	\$ 21,410.12
5.1.8.2	5.1.8.2-6	Results of nonresponse bias analysis	Six months following the close of data collection	\$ 21,410.12
5.1.8.2	5.1.8.2-7	Milestone: State imputation batche	Four months following the close of data collection	\$ 21,410.12
5.1.8.2	TOTAL			\$ 142,734.10
5.1.9	5.1.9-1	Draft DAP for COR review	Three months before data collection is completed	\$ 2,366.89
5.1.9	5.1.9-2	Draft DAP for DRB review	Two months before data collection is completed	\$ 1,577.92
5.1.9	5.1.9-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 10,256.51
5.1.9	5.1.9-4	Final DAP, with output and data files	Six months after data collection is completed	\$ 1,577.92
5.1.9	TOTAL			\$ 15,779.24
5.2	5.2-1	Milestone: Investigate state representative samples	At completion of the task	\$ 25,151.35
5.2	TOTAL			\$ 25,151.35
5.3.1	5.3.1-1	Milestone: Investigate state representative samples	At completion of the task	\$ 24,593.16
5.3.1	TOTAL			\$ 24,593.16
5.3.2	5.3.2-1	Submit Draft Incentive Production Report to NCES For Review	1 Day Prior to Start of Data collection	\$ 19,123.36
5.3.2	TOTAL			\$ 19,123.36
5.3.3	5.3.3-1	Monthly Student DC Progress Report	At completion of the task	\$ 42,924.37
5.3.3	TOTAL			\$ 42,924.37
TASK 5	TOTAL			\$ 2,018,883.18

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Alternate Optional Task 5				
Alternate Task 5.1	Alternate Task 5.1-1	SAE plan	Two months after start of task	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-2	Milestone: Identify and compile auxiliary data to support SAE modeling	At the end of year 2 of the contract	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-3	Milestone: Assess available statistical software for SAE	At the end of year 2 of the contract	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-4	Updated SAE plan	One month after the start of year 3 of the contract	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-5	Milestone: Use NPSAS:24 data to develop and refine the SAE modeling framework	Six months after the start of year 3 of the contract	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-6	Milestone: Conduct model diagnostics and validation to assess models	Seven months after the start of year 3 of the contract	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-7	Milestone: Develop a workflow and automation for NPSAS:28	Eight months after the start of year 3 of the contract	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-8	Updated SAE plan	One month before the analysis weights and necessary derived variables are complete	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-9	Milestone: Apply finalized SAE framework for NPSAS:28	Six months after the analysis weights and necessary derived variables are complete	\$ 63,834.71
Alternate Task 5.1	Alternate Task 5.1-10	Draft tables and documention	One month after the model is finalized for NPSAS:28	\$ 31,917.36
Alternate Task 5.1	Alternate Task 5.1-11	Final tables and documentation	One month after the draft tables and documentation	\$ 31,917.36
Alternate Task 5.1	TOTAL			\$ 638,347.14
5.2	5.2-1	Milestone: Investigate state representative samples	At completion of the task	\$ 25,151.35
5.2	TOTAL			\$ 25,151.35
5.3.1	5.3.1-1	Milestone: Investigate state representative samples	At completion of the task	\$ 24,593.16
5.3.1	TOTAL			\$ 24,593.16
5.3.2	5.3.2-1	Submit Draft Incentive Production Report to NCES For Review	1 Day Prior to Start of Data collection	\$ 19,123.36
5.3.2	TOTAL			\$ 19,123.36
5.3.3	5.3.3-1	Monthly Student DC Progress Report	At completion of the task	\$ 42,924.37
5.3.3	TOTAL			\$ 42,924.37
Alternate Optional Task 5	TOTAL			\$ 750,139.38

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6A Admin Follow-up 1				
6A.1.1	6A.1.1-1	Assemble the data for sample members needed to conduct admin	One month after start of Admin Follow-up task	\$ 6,526.26
6A.1.1	6A.1.1-2	Conduct match to NSC	Two months after start of Admin Follow-up task	\$ 28,280.46
6A.1.1	6A.1.1-3	Conduct match to NSLDS	Three months after start of Admin Follow-up task	\$ 4,350.84
6A.1.1	6A.1.1-4	Deliver final processed administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	\$ 4,350.84
6A.1.1	TOTAL			\$ 43,508.40
6A.1.2.1	6A.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	\$ 5,137.23
6A.1.2.1	6A.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	\$ 5,137.23
6A.1.2.1	6A.1.2.1-3	Completion of derived variables in batch 1 (first batch)	Two months following the end of data collection	\$ 20,548.91
6A.1.2.1	6A.1.2.1-4	Completion of derived variables in batch 2	Three months following the end of data collection	\$ 20,548.91
6A.1.2.1	6A.1.2.1-5	Completion of derived variables in batch 3	Four months following the end of data collection	\$ 20,548.91
6A.1.2.1	6A.1.2.1-6	Completion of derived variables in batch 4 (last batch)	Five months following the end of data collection	\$ 20,548.91
6A.1.2.1	6A.1.2.1-7	All data files, syntax, and documentation for derived variables available for RUF	Six months following the end of data collection	\$ 10,274.45
6A.1.2.1	TOTAL			\$ 102,744.54
6A.1.2.2	6A.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	\$ 6,455.68
6A.1.2.2	6A.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	\$ 3,227.84
6A.1.2.2	6A.1.2.2-3	Milestone: Imputation completion	Five months after data collection is completed	\$ 11,297.45
6A.1.2.2	6A.1.2.2-4	Results of nonresponse bias analysis	Six months after data collection is completed	\$ 11,297.45
6A.1.2.2	TOTAL			\$ 32,278.42
6A.1.3	6A.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	\$ 2,702.19
6A.1.3	6A.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	\$ 1,801.46
6A.1.3	6A.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 11,709.51
6A.1.3	6A.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	\$ 1,801.46
6A.1.3	TOTAL			\$ 18,014.63
6A.2.1	6A.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	\$ 11,844.60
6A.2.1	6A.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	\$ 7,896.40
6A.2.1	TOTAL			\$ 19,741.00

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6A.2.2	6A.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	\$ 28,025.94
6A.2.2	6A.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	\$ 18,683.96
6A.2.2	TOTAL			\$ 46,709.90
6A.2.3	6A.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	\$ 18,042.37
6A.2.3	6A.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	\$ 18,042.37
6A.2.3	6A.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	\$ 12,028.25
6A.2.3	6A.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	\$ 12,028.25
6A.2.3	TOTAL			\$ 60,141.23
6A.2.4	6A.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	\$ 4,625.99
6A.2.4	6A.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	\$ 3,083.99
6A.2.4	TOTAL			\$ 7,709.98
6A.2.5	6A.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	\$ 8,270.48
6A.2.5	6A.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	\$ 5,513.66
6A.2.5	TOTAL			\$ 13,784.14
6A.2.6	6A.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	\$ 2,754.89
6A.2.6	6A.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	\$ 1,836.60
6A.2.6	TOTAL			\$ 4,591.49
6A.2.7	6A.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 4,727.77
6A.2.7	6A.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 3,151.84
6A.2.7	TOTAL			\$ 7,879.61

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6A.3.1	6A.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 41,274.78
6A.3.1	TOTAL			\$ 41,274.78
6A.3.2	6A.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	\$ 24,514.83
6A.3.2	6A.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 16,343.22
6A.3.2	TOTAL			\$ 40,858.05
6A.4	6A.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	\$ 1,106.95
6A.4	6A.4-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 1,106.95
6A.4	6A.4-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 1,106.95
6A.4	6A.4-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 1,106.95
6A.4	6A.4-5	Annual update year 5	annually, combined with 4th quarterly report	\$ 1,106.95
6A.4	TOTAL			\$ 5,534.76
TASK 6A	TOTAL			\$ 444,770.93

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6B Admin Follow-up 2				
6B.1.1	6B.1.1-1	Assemble the data for sample members needed to conduct admin	One month after start of Admin Follow-up task	\$ 6,526.26
6B.1.1	6B.1.1-2	Conduct match to NSC	Two months after start of Admin Follow-up task	\$ 28,280.46
6B.1.1	6B.1.1-3	Conduct match to NSLDS	Three months after start of Admin Follow-up task	\$ 4,350.84
6B.1.1	6B.1.1-4	Deliver final processed administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	\$ 4,350.84
6B.1.1	TOTAL			\$ 43,508.40
6B.1.2.1	6B.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	\$ 5,137.23
6B.1.2.1	6B.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	\$ 5,137.23
6B.1.2.1	6B.1.2.1-3	Completion of derived variables in batch 1 (first batch)	Two months following the end of data collection	\$ 20,548.91
6B.1.2.1	6B.1.2.1-4	Completion of derived variables in batch 2	Three months following the end of data collection	\$ 20,548.91
6B.1.2.1	6B.1.2.1-5	Completion of derived variables in batch 3	Four months following the end of data collection	\$ 20,548.91
6B.1.2.1	6B.1.2.1-6	Completion of derived variables in batch 4 (last batch)	Five months following the end of data collection	\$ 20,548.91
6B.1.2.1	6B.1.2.1-7	All data files, syntax, and documentation for derived variables available for RUF	Six months following the end of data collection	\$ 10,274.45
6B.1.2.1	TOTAL			\$ 102,744.54
6B.1.2.2	6B.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	\$ 6,455.68
6B.1.2.2	6B.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	\$ 3,227.84
6B.1.2.2	6B.1.2.2-3	Milestone: Imputation completion	Five months after data collection is completed	\$ 11,297.45
6B.1.2.2	6B.1.2.2-4	Results of nonresponse bias analysis	Six months after data collection is completed	\$ 11,297.45
6B.1.2.2	TOTAL			\$ 32,278.42
6B.1.3	6B.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	\$ 2,702.19
6B.1.3	6B.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	\$ 1,801.46
6B.1.3	6B.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 11,709.51
6B.1.3	6B.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	\$ 1,801.46
6B.1.3	TOTAL			\$ 18,014.63
6B.2.1	6B.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	\$ 11,844.60
6B.2.1	6B.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	\$ 7,896.40
6B.2.1	TOTAL			\$ 19,741.00

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6B.2.2	6B.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	\$ 28,025.94
6B.2.2	6B.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	\$ 18,683.96
6B.2.2	TOTAL			\$ 46,709.90
6B.2.3	6B.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	\$ 15,035.31
6B.2.3	6B.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	\$ 15,035.31
6B.2.3	6B.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	\$ 15,035.31
6B.2.3	6B.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	\$ 15,035.31
6B.2.3	TOTAL			\$ 60,141.23
6B.2.4	6B.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	\$ 4,625.99
6B.2.4	6B.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	\$ 3,083.99
6B.2.4	TOTAL			\$ 7,709.98
6B.2.5	6B.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	\$ 3,285.04
6B.2.5	6B.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	\$ 2,190.03
6B.2.5	TOTAL			\$ 5,475.07
6B.2.6	6B.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	\$ 2,754.89
6B.2.6	6B.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	\$ 1,836.60
6B.2.6	TOTAL			\$ 4,591.49
6B.2.7	6B.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 4,727.77
6B.2.7	6B.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 3,151.84
6B.2.7	TOTAL			\$ 7,879.61

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6B.3.1	6B.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 41,274.78
6B.3.1	TOTAL			\$ 41,274.78
6B.3.2	6B.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	\$ 24,514.83
6B.3.2	6B.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 16,343.22
6B.3.2	TOTAL			\$ 40,858.05
6B.4	6B.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	\$ 1,106.95
6B.4	6B.4-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 1,106.95
6B.4	6B.4-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 1,106.95
6B.4	6B.4-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 1,106.95
6B.4	6B.4-5	Annual update year 5	annually, combined with 4th quarterly report	\$ 1,106.95
6B.4	TOTAL			\$ 5,534.76
TASK 6B	TOTAL			\$ 436,461.86

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6C Admin Follow-up 3				
6C.1.1	6C.1.1-1	Assemble the data for sample members needed to conduct admin	One month after start of Admin Follow-up task	\$ 6,526.26
6C.1.1	6C.1.1-2	Conduct match to NSC	Two months after start of Admin Follow-up task	\$ 28,280.46
6C.1.1	6C.1.1-3	Conduct match to NSLDS	Three months after start of Admin Follow-up task	\$ 4,350.84
6C.1.1	6C.1.1-4	Deliver final processed administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	\$ 4,350.84
6C.1.1	TOTAL			\$ 43,508.40
6C.1.2.1	6C.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	\$ 5,137.23
6C.1.2.1	6C.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	\$ 5,137.23
6C.1.2.1	6C.1.2.1-3	Completion of derived variables in batch 1 (first batch)	Two months following the end of data collection	\$ 20,548.91
6C.1.2.1	6C.1.2.1-4	Completion of derived variables in batch 2	Three months following the end of data collection	\$ 20,548.91
6C.1.2.1	6C.1.2.1-5	Completion of derived variables in batch 3	Four months following the end of data collection	\$ 20,548.91
6C.1.2.1	6C.1.2.1-6	Completion of derived variables in batch 4 (last batch)	Five months following the end of data collection	\$ 20,548.91
6C.1.2.1	6C.1.2.1-7	All data files, syntax, and documentation for derived variables available for RUF	Six months following the end of data collection	\$ 10,274.45
6C.1.2.1	TOTAL			\$ 102,744.54
6C.1.2.2	6C.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	\$ 6,455.68
6C.1.2.2	6C.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	\$ 3,227.84
6C.1.2.2	6C.1.2.2-3	Milestone: Imputation completion	Five months after data collection is completed	\$ 11,297.45
6C.1.2.2	6C.1.2.2-4	Results of nonresponse bias analysis	Six months after data collection is completed	\$ 11,297.45
6C.1.2.2	TOTAL			\$ 32,278.42
6C.1.3	6C.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	\$ 2,702.19
6C.1.3	6C.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	\$ 1,801.46
6C.1.3	6C.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 11,709.51
6C.1.3	6C.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	\$ 1,801.46
6C.1.3	TOTAL			\$ 18,014.63
6C.2.1	6C.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	\$ 11,844.60
6C.2.1	6C.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	\$ 7,896.40
6C.2.1	TOTAL			\$ 19,741.00

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6C.2.2	6C.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	\$ 28,025.94
6C.2.2	6C.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	\$ 18,683.96
6C.2.2	TOTAL			\$ 46,709.90
6C.2.3	6C.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	\$ 15,035.31
6C.2.3	6C.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	\$ 15,035.31
6C.2.3	6C.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	\$ 15,035.31
6C.2.3	6C.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	\$ 15,035.31
6C.2.3	TOTAL			\$ 60,141.23
6C.2.4	6C.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	\$ 4,625.99
6C.2.4	6C.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	\$ 3,083.99
6C.2.4	TOTAL			\$ 7,709.98
6C.2.5	6C.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	\$ 3,285.04
6C.2.5	6C.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	\$ 2,190.03
6C.2.5	TOTAL			\$ 5,475.07
6C.2.6	6C.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	\$ 2,754.89
6C.2.6	6C.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	\$ 1,836.60
6C.2.6	TOTAL			\$ 4,591.49
6C.2.7	6C.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 4,727.77
6C.2.7	6C.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 3,151.84
6C.2.7	TOTAL			\$ 7,879.61

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6C.3.1	6C.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 41,274.78
6C.3.1	TOTAL			\$ 41,274.78
6C.3.2	6C.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	\$ 24,514.83
6C.3.2	6C.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 16,343.22
6C.3.2	TOTAL			\$ 40,858.05
6C.4	6C.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	\$ 12,766.94
6C.4	6C.4-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 12,766.94
6C.4	6C.4-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 12,766.94
6C.4	6C.4-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 12,766.94
6C.4	6C.4-5	Annual update year 5	annually, combined with 4th quarterly report	\$ 12,766.94
6C.4	TOTAL			\$ 5,534.76
TASK 6C	TOTAL			\$ 436,461.86

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6D Admin Follow-up 4				
6D.1.1	6D.1.1-1	Assemble the data for sample members needed to conduct admin	One month after start of Admin Follow-up task	\$ 6,526.26
6D.1.1	6D.1.1-2	Conduct match to NSC	Two months after start of Admin Follow-up task	\$ 28,280.46
6D.1.1	6D.1.1-3	Conduct match to NSLDS	Three months after start of Admin Follow-up task	\$ 4,350.84
6D.1.1	6D.1.1-4	Deliver final processed administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	\$ 4,350.84
6D.1.1	TOTAL			\$ 43,508.40
6D.1.2.1	6D.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	\$ 5,137.23
6D.1.2.1	6D.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	\$ 5,137.23
6D.1.2.1	6D.1.2.1-3	Completion of derived variables in batch 1 (first batch)	Two months following the end of data collection	\$ 20,548.91
6D.1.2.1	6D.1.2.1-4	Completion of derived variables in batch 2	Three months following the end of data collection	\$ 20,548.91
6D.1.2.1	6D.1.2.1-5	Completion of derived variables in batch 3	Four months following the end of data collection	\$ 20,548.91
6D.1.2.1	6D.1.2.1-6	Completion of derived variables in batch 4 (last batch)	Five months following the end of data collection	\$ 20,548.91
6D.1.2.1	6D.1.2.1-7	All data files, syntax, and documentation for derived variables available for PUF and RUF	Six months following the end of data collection	\$ 10,274.45
6D.1.2.1	TOTAL			\$ 102,744.54
6D.1.2.2	6D.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	\$ 6,455.68
6D.1.2.2	6D.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	\$ 3,227.84
6D.1.2.2	6D.1.2.2-3	Milestone: Imputation completion	Five months after data collection is completed	\$ 11,297.45
6D.1.2.2	6D.1.2.2-4	Results of nonresponse bias analysis	Six months after data collection is completed	\$ 11,297.45
6D.1.2.2	TOTAL			\$ 32,278.42
6D.1.3	6D.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	\$ 2,702.19
6D.1.3	6D.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	\$ 1,801.46
6D.1.3	6D.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 11,709.51
6D.1.3	6D.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	\$ 1,801.46
6D.1.3	TOTAL			\$ 18,014.63
6D.2.1	6D.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	\$ 11,844.60
6D.2.1	6D.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	\$ 7,896.40
6D.2.1	TOTAL			\$ 19,741.00

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6D.2.2	6D.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	\$ 28,025.94
6D.2.2	6D.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	\$ 18,683.96
6D.2.2	TOTAL			\$ 46,709.90
6D.2.3	6D.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	\$ 15,035.31
6D.2.3	6D.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	\$ 15,035.31
6D.2.3	6D.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	\$ 15,035.31
6D.2.3	6D.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	\$ 15,035.31
6D.2.3	TOTAL			\$ 60,141.23
6D.2.4	6D.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	\$ 4,625.99
6D.2.4	6D.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	\$ 3,083.99
6D.2.4	TOTAL			\$ 7,709.98
6D.2.5	6D.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	\$ 8,270.48
6D.2.5	6D.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	\$ 5,513.66
6D.2.5	TOTAL			\$ 13,784.14
6D.2.6	6D.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	\$ 2,754.89
6D.2.6	6D.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	\$ 1,836.60
6D.2.6	TOTAL			\$ 4,591.49
6D.2.7	6D.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 4,727.77
6D.2.7	6D.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 3,151.84
6D.2.7	TOTAL			\$ 7,879.61

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6D.3.1	6D.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 41,274.78
6D.3.1	TOTAL			\$ 41,274.78
6D.3.2	6D.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	\$ 20,251.88
6D.3.2	6D.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 13,501.25
6D.3.2	6D.3.2-3	Draft Public-use data file(s) for NCES review	10 months after the end of data collection	\$ 20,251.88
6D.3.2	6D.3.2-4	Modified Public-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 13,501.25
6D.3.2	TOTAL			\$ 67,506.27
6D.4	6D.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	\$ 1,106.95
6D.4	6D.4-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 1,106.95
6D.4	6D.4-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 1,106.95
6D.4	6D.4-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 1,106.95
6D.4	6D.4-5	Annual update year 5	annually, combined with 4th quarterly report	\$ 1,106.95
6D.4	TOTAL			\$ 5,534.76
TASK 6D	TOTAL			\$ 471,419.15
TASK 6	TOTAL			\$ 1,789,113.80

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 7 B&B:24/28				
7.1.1	7.1.1-1	Summary of initial meeting & project management plan	within 2 weeks of the meeting	\$ 11,920.77
7.1.1	TOTAL			\$ 11,920.77
7.1.2	7.1.2-1	List of potential TRP members for the panel	12 weeks prior to the meeting	\$ 15,100.57
7.1.2	7.1.2-2	TRP information packets	3 weeks prior to the meeting	\$ 15,100.57
7.1.2	7.1.2-3	TRP meeting agendas	6 weeks prior to the meeting	\$ 15,100.57
7.1.2	7.1.2-4	TRP meeting materials	10 days prior to the meeting	\$ 15,100.57
7.1.2	7.1.2-5	Technical Review Panel meeting minutes	Within 20 days of the meeting	\$ 15,100.57
7.1.2	TOTAL			\$ 75,502.87
7.1.3	7.1.3-1	Meeting and travel expense report for contractor staff, appended to quarterly report (for each meeting)	with progress report for each meeting	\$ 5,186.84
7.1.3	TOTAL			\$ 5,186.84
7.1.4	7.1.4-1	Honoraria expense report appended to quarterly report	with progress report for each meeting	\$ 49,610.48
7.1.4	TOTAL			\$ 49,610.48
7.2.1	7.2.1-1	Instrument testing generic clearance package submission	1 month prior to instrument testing	\$ 15,417.48
7.2.1	TOTAL			\$ 15,417.48
7.2.2	7.2.2-1	Instrument testing design plan	Within 1 month after the initial meeting	\$ 46,193.97
7.2.2	7.2.2-2	Instrument testing results memo	Within 20 days after testing concludes	\$ 184,775.86
7.2.2	TOTAL			\$ 230,969.83
7.2.3	7.2.3-1	Final Student Data Collection Training Materials	3 months prior to start of student data collection	\$ 56,720.58
7.2.3	7.2.3-2	Conduct First Data Collection Training	Within 2 weeks after start of data collection	\$ 18,906.86
7.2.3	TOTAL			\$ 75,627.44
7.3.1	7.3.1-1	Draft sampling plan	1 month prior to the draft OMB package	\$ 15,433.23
7.3.1	7.3.1-2	Final sampling plan	2 weeks after comments are received	\$ 10,288.82
7.3.1	7.3.1-3	Final sample file	2 months before the start of data collection	\$ 25,722.05
7.3.1	TOTAL			\$ 51,444.10
7.3.2	7.3.2-1	Draft panel maintenance clearance package to NCES	180 days prior to panel maintenance	\$ 9,508.32
7.3.2	7.3.2-2	Final panel maintenance package approval	Within 2 weeks of panel maintenance	\$ 9,508.32
7.3.2	7.3.2-3	Draft student data collection clearance package	180 days prior to student data collection	\$ 9,508.32
7.3.2	7.3.2-4	Final student data collection package approval	Within 2 weeks of panel maintenance	\$ 9,508.32
7.3.2	TOTAL			\$ 38,033.27

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
7.3.3	7.3.3-1	Full-scale data collection website specifications	With full-scale OMB submission	\$ 86,996.49
7.3.3	7.3.3-2	Full-scale data element and justifications - final	Within 20 days after TRP meeting	\$ 86,996.49
7.3.3	7.3.3-3	Full-scale survey facsimile - final	With full-scale OMB submission	\$ 173,992.97
7.3.3	7.3.3-4	Full-scale website and survey, programmed for testing	2 months before the start of data collection	\$ 434,982.44
7.3.3	7.3.3-5	Full-scale website and survey, deployed for data collection	1 week before the start of data collection	\$ 86,996.49
7.3.3	TOTAL			\$ 869,964.87
7.3.4.1	7.3.4.1-1	Create draft contacting materials for student data collection	2 months prior to data collection start	\$ 31,713.10
7.3.4.1	7.3.4.1-2	Final survey materials	2 weeks prior to student data collection start	\$ 10,571.03
7.3.4.1	TOTAL			\$ 42,284.13
7.3.4.2	7.3.4.2-1	Submit Final Tracing Plan	2 months prior to student data collection start	\$ 33,564.10
7.3.4.2	7.3.4.2-2	Quarterly Tracing Report Included with Quarterly Progress Report	1st quarter after student data collection starts	\$ 16,782.05
7.3.4.2	7.3.4.2-3	Quarterly Tracing Report Included with Quarterly Progress Report	2nd quarter after data collection starts	\$ 16,782.05
7.3.4.2	7.3.4.2-4	Quarterly Tracing Report Included with Quarterly Progress Report	3rd quarter after data collection starts	\$ 16,782.05
7.3.4.2	TOTAL			\$ 83,910.24
7.3.4.3	7.3.4.3-1	Submit Draft Student Data Collection Production Report to NCES For Review	1 month prior to the start of student data collection	\$ 299,619.38
7.3.4.3	7.3.4.3-2	Upload Final Daily Production Spreadsheet to Document Repository	1 day before student data collection starts	\$ 299,619.38
7.3.4.3	7.3.4.3-3	Quarterly Student Data Collection Production Report Included with Quarterly Progress Report	2nd quarter after data collection starts	\$ 299,619.38
7.3.4.3	7.3.4.3-4	Quarterly Student Data Collection Production Report Included with Quarterly Progress Report	3rd quarter after data collection starts	\$ 299,619.38
7.3.4.3	TOTAL			\$ 1,198,477.53
7.3.4.4	7.3.4.4-1	Control systems - Setup processes/dataflows prior to data collec	Beginning of data collection	\$ 87,517.65
7.3.4.4	7.3.4.4-2	Control systems - ongoing maintenance and support during data colelction	Midpoint of data collection	\$ 218,794.14
7.3.4.4	7.3.4.4-3	Control systems - cleanup and end of data collection support	End of data collection	\$ 131,276.48
7.3.4.4	TOTAL			\$ 437,588.27

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
7.3.4.5	7.3.4.5-1	Production reports-full-scale student survey and student survey data files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 339,462.81
7.3.4.5	TOTAL			\$ 339,462.81
7.3.5	7.3.5-1	Submit Draft Incentive Production Report to NCES For Review	1 month prior to the start of student data collection	\$ 221,046.37
7.3.5	7.3.5-2	Sample Release Production Report	1 day prior to start of student data collection	\$ 221,046.37
7.3.5	7.3.5-3	First interim survey data files with documentation delivered for NCES COR review.	Four (4) weeks after the beginning of the data collection	\$ 221,046.37
7.3.5	7.3.5-4	Second interim survey data files with documentation delivered for NCES COR review.	Midpoint of data collection	\$ 176,837.10
7.3.5	7.3.5-5	Final survey data files available for derived variables and other relevant subtasks.	End of data collection	\$ 44,209.27
7.3.5	TOTAL			\$ 442,092.74
7.3.6	7.3.6-1	Milestone: Programming and on-going processing of administrative records	At end of student sampling	\$ 38,346.19
7.3.6	7.3.6-2	Deliverable: Full-scale administrative records dataset(s)	Within 2 months of the end of data collection.	\$ 16,434.08
7.3.6	TOTAL			\$ 54,780.27

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
7.3.7	7.3.7-1	Draft nonresponse bias analysis, weight adjustments, and imputation plans	Eight weeks before data collection is completed	\$ 57,118.22
7.3.7	7.3.7-2	Final nonresponse bias analysis, weight adjustments, and imputation plans	Six months following the close of data collection	\$ 57,118.22
7.3.7	7.3.7-3	Final analysis weights	Six months following the close of data collection	\$ 171,354.66
7.3.7	7.3.7-4	Final replicate weights and variables needed to produce Taylor series variance estimation	Six months following the close of data collection	\$ 114,236.44
7.3.7	7.3.7-5	Results of nonresponse bias analysis	Six months following the close of data collection	\$ 114,236.44
7.3.7	7.3.7-6	Milestone: Derived variable specifications - First half of batches	Halfway through data collection	\$ 171,354.66
7.3.7	7.3.7-7	Milestone: Derived variable specifications - Second half of batches	One month before close of data collection	\$ 171,354.66
7.3.7	7.3.7-8	Derived variable specifications - Final	One month after close of data collection	\$ 285,591.10
7.3.7	TOTAL			\$ 1,142,364.40
7.3.8	7.3.8-1	Draft DAP for COR review	Three months before data collection is completed	\$ 2,530.61
7.3.8	7.3.8-2	Draft DAP for DRB review	Two months before data collection is completed	\$ 1,687.08
7.3.8	7.3.8-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 10,965.99
7.3.8	7.3.8-4	Final DAP, with output and data files	Six months after data collection is completed	\$ 1,687.08
7.3.8	TOTAL			\$ 16,870.75
7.4.1	7.4.1-1	Publication plan and prospectus for the DFD	About halfway through data collection	\$ 13,692.32
7.4.1	7.4.1-2	Publication plan and prospectus for the Digest tables	Halfway through data collection	\$ 5,868.14
7.4.1	TOTAL			\$ 19,560.46
7.4.2	7.4.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	About one year after submission of the prospectus	\$ 51,227.53
7.4.2	7.4.2-2	Preliminary Draft Manuscript for Concept Review of Digest tables (complete table shells)	2 months after the end of data collection	\$ 21,954.66
7.4.2	TOTAL			\$ 73,182.19
7.4.3	7.4.3-1	Draft manuscript of DFD	About 5 months after draft manuscript for Concept Review feedback	\$ 65,194.03
7.4.3	7.4.3-2	Draft manuscript of Digest tables (complete tables with results)	7 months after the end of data collection	\$ 27,940.30
7.4.3	TOTAL			\$ 93,134.33

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
7.4.4	7.4.4-1	Preliminary electronic version of the formatted publication for Quality Assurance Review	About a month after draft manuscript is finalized	\$ 14,325.50
7.4.4	TOTAL			\$ 14,325.50
7.4.5	7.4.5-1	Pre-release quality control memo	About 3 weeks after the formatted publication for QA review has been submitted	\$ 17,519.52
7.4.5	7.4.5-2	Pre-release quality control memo for tables (Activate's independent review)	11 months after the end of data collection	\$ 7,508.37
7.4.5	TOTAL			\$ 25,027.89
7.4.6	7.4.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo	\$ 4,932.93
7.4.6	7.4.6-2	Final HTML-compliant Digest tables file for posting to NCES website	12 months after the end of data collection	\$ 2,114.11
7.4.6	TOTAL			\$ 7,047.04
7.4.7	7.4.7-1	Final 508-compliant document file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 15,483.32
7.4.7	TOTAL			\$ 15,483.32
7.5.1	7.5.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 82,755.14
7.5.1	TOTAL			\$ 82,755.14

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
7.5.2	7.5.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	\$ 82,105.08
7.5.2	7.5.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 54,736.72
7.5.2	TOTAL			\$ 136,841.80
7.6	7.6-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	\$ 2,342.50
7.6	7.6-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 2,342.50
7.6	7.6-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 2,342.50
7.6	7.6-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 2,342.50
7.6	TOTAL			\$ 9,369.98
TASK 7	TOTAL			\$ 5,658,236.74

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 8: BPS:28/30				
8.1.1	8.1.1-1	Summary of initial meeting & project management plan	within 2 weeks of the meeting	\$ 10,433.93
8.1.1	TOTAL			\$ 10,433.93
8.1.2	8.1.2-1	List of potential TRP members for the panel	12 weeks prior to the meeting	\$ 15,302.32
8.1.2	8.1.2-2	TRP information packets	3 weeks prior to the meeting	\$ 15,302.32
8.1.2	8.1.2-3	TRP meeting agendas	6 weeks prior to the meeting	\$ 15,302.32
8.1.2	8.1.2-4	TRP meeting materials	10 days prior to the meeting	\$ 15,302.32
8.1.2	8.1.2-5	Technical Review Panel meeting minutes	Within 20 days of the meeting	\$ 15,302.32
8.1.2	TOTAL			\$ 76,511.60
8.1.3	8.1.3-1	Meeting and travel expense report for contractor staff, appended to quarterly report (for each meeting)	with progress report for each meeting	\$ 6,392.39
8.1.3	TOTAL			\$ 6,392.39
8.1.4	8.1.4-1	Honoraria expense report appended to quarterly report	with progress report for each meeting	\$ 50,579.40
8.1.4	TOTAL			\$ 50,579.40
8.2.1	8.2.1-1	Instrument testing generic clearance package submission	1 month prior to instrument testing	\$ 27,171.18
8.2.1	TOTAL			\$ 27,171.18
8.2.2	8.2.2-1	Instrument testing design plan	Within 1 month after the initial meeting	\$ 43,964.46
8.2.2	8.2.2-2	Instrument testing results memo	Within 20 days after testing concludes	\$ 175,857.82
8.2.2	TOTAL			\$ 219,822.28
8.2.3	8.2.3-1	Final Student Data Collection Training Materials	3 months prior to start of student data collection	\$ 43,406.23
8.2.3	8.2.3-2	Conduct First Data Collection Training	Within 2 weeks after start of data collection	\$ 14,468.74
8.2.3	TOTAL			\$ 57,874.97
8.3.1	8.3.1-1	Draft sampling plan	1 month prior to the draft OMB package	\$ 16,328.83
8.3.1	8.3.1-2	Final sampling plan	2 weeks after comments are received	\$ 10,885.89
8.3.1	8.3.1-3	Final sample file	2 months before the start of data collection	\$ 27,214.72
8.3.1	TOTAL			\$ 54,429.43
8.3.2	8.3.2-1	Draft panel maintenance clearance package	180 days prior to panel maintenance	\$ 9,052.31
8.3.2	8.3.2-2	Final panel maintenance package approval	Within 2 weeks of panel maintenance	\$ 9,052.31
8.3.2	8.3.2-3	Draft student data collection clearance package	180 days prior to student data collection	\$ 9,052.31
8.3.2	8.3.2-4	Final student data collection package approval	Within 2 weeks of panel maintenance	\$ 9,052.31
8.3.2	TOTAL			\$ 36,209.23

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
8.3.3	8.3.3-1	Full-scale data collection website specifications	With full-scale OMB submission	\$ 98,844.19
8.3.3	8.3.3-2	Full-scale data element and justifications - final	Within 20 days after TRP meeting	\$ 98,844.19
8.3.3	8.3.3-3	Full-scale survey facsimile - final	With full-scale OMB submission	\$ 197,688.39
8.3.3	8.3.3-4	Full-scale website and survey, programmed for testing	2 months before the start of data collection	\$ 494,220.97
8.3.3	8.3.3-5	Full-scale website and survey, deployed for data collection	1 week before the start of data collection	\$ 98,844.19
8.3.3	TOTAL			\$ 988,441.94
8.3.5.1	8.3.5.1-1	Create draft contacting materials for student data collection	2 months prior to data collection start	\$ 32,170.13
8.3.5.1	8.3.5.1-2	Final survey materials	2 weeks prior to student data collection start	\$ 10,723.38
8.3.5.1	TOTAL			\$ 42,893.51
8.3.5.2	8.3.5.2-1	Submit Final Tracing Plan	2 months prior to student data collection start	\$ 48,586.78
8.3.5.2	8.3.5.2-2	Quarterly Tracing Report Included with Quarterly Progress Report	1st quarter after student data collection starts	\$ 24,293.39
8.3.5.2	8.3.5.2-3	Quarterly Tracing Report Included with Quarterly Progress Report	2nd quarter after data collection starts	\$ 24,293.39
8.3.5.2	8.3.5.2-4	Quarterly Tracing Report Included with Quarterly Progress Report	3rd quarter after data collection starts	\$ 24,293.39
8.3.5.2	TOTAL			\$ 121,466.95
8.3.5.3	8.3.5.3-1	Submit Draft Student Data Collection Production Report to NCES For Review	1 month prior to the start of student data collection	\$ 354,107.80
8.3.5.3	8.3.5.3-2	Upload Final Daily Production Spreadsheet to Document Repository	1 day before student data collection starts	\$ 354,107.80
8.3.5.3	8.3.5.3-3	Quarterly Student Data Collection Production Report Included with Quarterly Progress Report	2nd quarter after data collection starts	\$ 354,107.80
8.3.5.3	8.3.5.3-4	Quarterly Student Data Collection Production Report Included with Quarterly Progress Report	3rd quarter after data collection starts	\$ 354,107.80
8.3.5.3	TOTAL			\$ 1,416,431.21
8.3.5.4	8.3.5.4-1	Control systems - Setup processes/dataflows prior to data collec	Beginning of data collection	\$ 113,534.42
8.3.5.4	8.3.5.4-2	Control systems - ongoing maintenance and support during data colelction	Midpoint of data collection	\$ 283,836.06
8.3.5.4	8.3.5.4-3	Control systems - cleanup and end of data collection support	End of data collection	\$ 170,301.63
8.3.5.4	TOTAL			\$ 567,672.11

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
8.3.5.5	8.3.5.5-1	Preliminary survey data files with documentation delivered for NCES COR review.	Four (4) weeks after the beginning of the data collection	\$ 156,203.87
8.3.5.5	8.3.5.5-2	Preliminary survey data files with documentation delivered for NCES COR review.	Midpoint of data collection	\$ 124,963.10
8.3.5.5	8.3.5.5-3	Final survey data files available for derived variables and other relevant subtasks.	End of data collection	\$ 31,240.77
8.3.5.5	TOTAL			\$ 312,407.74
8.3.6	8.3.6-1	Submit Draft Incentive Production Report to NCES For Review	1 month prior to the start of student data collection	\$ 355,295.44
8.3.6	8.3.6-2	Sample Release Production Report	1 day prior to start of student data collection	\$ 355,295.44
8.3.6	TOTAL			\$ 710,590.88
8.3.7	8.3.7-1	Milestone: Programming and on-going processing of administrative records	At end of student sampling	\$ 38,339.60
8.3.7	8.3.7-2	Deliverable: Full-scale administrative records dataset(s)	Within 2 months of the end of data collection.	\$ 16,431.26
8.3.7	TOTAL			\$ 54,770.86

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
8.3.8	8.3.8-1	Draft nonresponse bias analysis, weight adjustments, and imputation plans	Eight weeks before data collection is completed	\$ 52,977.55
8.3.8	8.3.8-2	Final nonresponse bias analysis, weight adjustments, and imputation plans	Six months following the close of data collection	\$ 52,977.55
8.3.8	8.3.8-3	Final analysis weights	Six months following the close of data collection	\$ 158,932.65
8.3.8	8.3.8-4	Final replicate weights and variables needed to produce Taylor series variance estimation	Six months following the close of data collection	\$ 105,955.10
8.3.8	8.3.8-5	Results of nonresponse bias analysis	Six months following the close of data collection	\$ 105,955.10
8.3.8	8.3.8-6	Milestone: Derived variable specifications - First half of batches	Halfway through data collection	\$ 158,932.65
8.3.8	8.3.8-7	Milestone: Derived variable specifications - Second half of batches	One month before close of data collection	\$ 158,932.65
8.3.8	8.3.8-8	Derived variable specifications - Final	One month after close of data collection	\$ 264,887.75
8.3.8	TOTAL			\$ 1,059,550.99
8.3.9	8.3.9-1	Draft DAP for COR review	Three months before data collection is completed	\$ 2,413.41
8.3.9	8.3.9-2	Draft DAP for DRB review	Two months before data collection is completed	\$ 1,608.94
8.3.9	8.3.9-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	\$ 10,458.11
8.3.9	8.3.9-4	Final DAP, with output and data files	Six months after data collection is completed	\$ 1,608.94
8.3.9	TOTAL			\$ 16,089.40
8.4.1	8.4.1-1	Publication plan and prospectus for the DFD	Halfway through data collection	\$ 15,373.86
8.4.1	8.4.1-2	Publication plan and prospectus for the Digest tables	Halfway through data collection	\$ 6,588.80
8.4.1	TOTAL			\$ 21,962.65
8.4.2	8.4.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	About 10 months after submission of the prospectus	\$ 53,712.37
8.4.2	8.4.2-2	Preliminary Draft Manuscript for Concept Review of Digest tables (complete table shells)	2 months after the end of data collection	\$ 23,019.59
8.4.2	TOTAL			\$ 76,731.95
8.4.3	8.4.3-1	Draft manuscript of DFD	About 3 months after draft manuscript for Concept Review feedback	\$ 63,832.28
8.4.3	8.4.3-2	Draft manuscript of Digest tables (complete tables with results)	7 months after the end of data collection	\$ 27,356.69
8.4.3	TOTAL			\$ 91,188.97

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
8.4.4	8.4.4-1	Preliminary electronic version of the formatted publication for Quality Assurance Review	About a month after draft manuscript is finalized	\$ 14,707.89
8.4.4	TOTAL			\$ 14,707.89
8.4.5	8.4.5-1	Pre-release quality control memo	About 3 weeks after the formatted publication for QA review has been submitted	\$ 17,067.57
8.4.5	8.4.5-2	Pre-release quality control memo for tables (Activate's independent review)	11 months after the end of dsata collection	\$ 7,314.67
8.4.5	TOTAL			\$ 24,382.24
8.4.6	8.4.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo	\$ 5,857.30
8.4.6	8.4.6-2	Final HTML-compliant Digest tables file for posting to NCES website	12 months after the end of data collection	\$ 2,510.27
8.4.6	TOTAL			\$ 8,367.57
8.4.7	8.4.7-1	Final 508-compliant document file for posting to NCES website	Three weeks after the publication announcement to the Secretary	\$ 15,925.72
8.4.7	TOTAL			\$ 15,925.72
8.5.1	8.5.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	\$ 21,696.08
8.5.1	TOTAL			\$ 86,784.30

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
8.5.2	8.5.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	\$ 84,235.74
8.5.2	8.5.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	\$ 56,157.16
8.5.2	TOTAL			\$ 140,392.90
8.6	8.6-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	\$ 566.71
8.6	8.6-2	Annual update year 2	annually, combined with 4th quarterly report	\$ 566.71
8.6	8.6-3	Annual update year 3	annually, combined with 4th quarterly report	\$ 566.71
8.6	8.6-4	Annual update year 4	annually, combined with 4th quarterly report	\$ 566.71
8.6	TOTAL			\$ 2,266.82
TASK 8	TOTAL			\$ 6,312,451.01

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Task 9: Project Management for Optional Studies				
9.1.1	9.1.1-1	Quarterly Progress Report and Project Schedules, quarter 21	63 months after start of contract	\$ 43,091.51
9.1.1	9.1.1-2	Quarterly Progress Report and Project Schedules, quarter 22	66 months after start of contract	\$ 43,091.51
9.1.1	9.1.1-3	Quarterly Progress Report and Project Schedules, quarter 23	69 months after start of contract	\$ 43,091.51
9.1.1	9.1.1-4	Quarterly Progress Report and Project Schedules, quarter 24	72 months after start of contract	\$ 43,091.51
9.1.1	TOTAL			\$ 172,366.04
9.1.2	9.1.2-1	Quarterly Progress Report and Project Schedules, quarter 25	75 months after start of contract	\$ 44,134.75
9.1.2	9.1.2-2	Quarterly Progress Report and Project Schedules, quarter 26	78 months after start of contract	\$ 44,134.75
9.1.2	9.1.2-3	Quarterly Progress Report and Project Schedules, quarter 27	81 months after start of contract	\$ 44,134.75
9.1.2	9.1.2-4	Quarterly Progress Report and Project Schedules, quarter 28	84 months after start of contract	\$ 44,134.75
9.1.2	TOTAL			\$ 176,539.00
9.2.1	9.2.1-1	Confidentiality reports, part 2, year 6	annually, combined with 4th quarterly report	\$ 22,454.43
9.2.1	9.2.1-2	Confidentiality reports, part 3, year 6	annually, combined with 4th quarterly report	\$ 22,454.43
9.2.1	9.2.1-3	Security Training Certificates year 6	annual due date determined by ED	\$ 44,908.86
9.2.1	TOTAL			\$ 89,817.71
9.2.2	9.2.2-1	Confidentiality reports, part 2, year 7	annually, combined with 4th quarterly report	\$ 23,551.91
9.2.2	9.2.2-2	Confidentiality reports, part 3, year 7	annually, combined with 4th quarterly report	\$ 23,551.91
9.2.2	9.2.2-3	Security Training Certificates year 7	annual due date determined by ED	\$ 47,103.83
9.2.2	TOTAL			\$ 94,207.65

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Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
9.3.1	9.3.1-1	Monthly IT reports, quarter 21	63 months after start of contract	\$ 31,517.55
9.3.1	9.3.1-2	Monthly IT reports, quarter 22	66 months after start of contract	\$ 27,015.04
9.3.1	9.3.1-3	Monthly IT reports, quarter 23	69 months after start of contract	\$ 27,015.04
9.3.1	9.3.1-4	Monthly IT reports, quarter 24	72 months after start of contract	\$ 27,015.04
9.3.1	9.3.1-5	Log of Information Requests, quater 21	63 months after start of contract	\$ 31,517.55
9.3.1	9.3.1-6	Log of Information Requests, quater 22	66 months after start of contract	\$ 27,015.04
9.3.1	9.3.1-7	Log of Information Requests, quater 23	69 months after start of contract	\$ 27,015.04
9.3.1	9.3.1-8	Log of Information Requests, quater 24	72 months after start of contract	\$ 27,015.04
9.3.1	TOTAL			\$ 225,125.34
9.3.2	9.3.2-1	Monthly IT reports, quarter 25	75 months after start of contract	\$ 32,278.31
9.3.3	9.3.2-2	Monthly IT reports, quarter 26	78 months after start of contract	\$ 27,667.13
9.3.4	9.3.2-3	Monthly IT reports, quarter 27	81 months after start of contract	\$ 27,667.13
9.3.5	9.3.2-4	Monthly IT reports, quarter 28	84 months after start of contract	\$ 27,667.13
9.3.6	9.3.2-5	Log of Information Requests, quater 25	75 months after start of contract	\$ 32,278.31
9.3.7	9.3.2-6	Log of Information Requests, quater 26	78 months after start of contract	\$ 27,667.13
9.3.8	9.3.2-7	Log of Information Requests, quater 27	81 months after start of contract	\$ 27,667.13
9.3.9	9.3.2-8	Log of Information Requests, quater 28	84 months after start of contract	\$ 27,667.13
9.3.2	TOTAL			\$ 230,559.38

Research Triangle Institute

Proposal: 38806/38050_1560

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
9.4.1	9.4.1-1	Document Repository	Combined with 4th quarterly report (72 month)	\$ 15,674.12
9.4.1	TOTAL			\$ 15,674.12
9.4.2	9.4.2-1	Document Repository	Combined with 4th quarterly report (84 month)	\$ 16,053.08
9.4.2	TOTAL			\$ 16,053.08
9.5.1	9.5.1-1	Log of information requests and requested documentation, quarter 21	63 months after start of contract	\$ 10,181.33
9.5.1	9.5.1-2	Log of information requests and requested documentation, quarter 22	66 months after start of contract	\$ 10,181.33
9.5.1	9.5.1-3	Log of information requests and requested documentation, quarter 23	69 months after start of contract	\$ 10,181.33
9.5.1	9.5.1-4	Log of information requests and requested documentation, quarter 24	72 months after start of contract	\$ 10,181.33
9.5.1	TOTAL			\$ 40,725.31
9.5.2	9.5.2-1	Log of information requests and requested documentation, quarter 25	75 months after start of contract	\$ 10,428.31
9.5.2	9.5.2-2	Log of information requests and requested documentation, quarter 26	78 months after start of contract	\$ 10,428.31
9.5.2	9.5.2-3	Log of information requests and requested documentation, quarter 27	81 months after start of contract	\$ 10,428.31
9.5.2	9.5.2-4	Log of information requests and requested documentation, quarter 28	84 months after start of contract	\$ 10,428.31
9.5.2	TOTAL			\$ 41,713.25
TASK 9	TOTAL			\$ 1,102,780.88

Attachment 4 – List of OLMs Included in the Task Order

The following is the list of OLMs included in this order and are firm fixed price. Pricing has been incorporated into the appropriate task/CLIN and included in the payment schedule. The price schedule description identifies the total dollar amount of OLMs included within that particular CLIN.

IT Services	
Software Account Bundle	Cost related to software required for IRel
IRel HVD	Cost for IRel access to RTI's Moderate Network HVD
IRel Laptop	Cost for IRel laptops for institution data collection
IRel Equipment	Cost for other IRel equipment for institution data collection
Intensive tracing database fee	Service fee to run intensive tracing through various databases
Twilio setup fee	Fee for student data collection texting application setup
Texting surcharge	Service fee to text for student data collection
IRel Software	Cost for IRel software required for institution data collection
Help Desk software	Cost for acquisition of software for help desk staff
Materials	
Fingerprint cards	Cost of 2 sets of fingerprint cards to complete security clearance application
Services General	
PTSS applicant processing	Fee for RTI's Public Trust Suitability Services (PTSS) Office to review eAPP applications
Batch tracing - NCOA	Service fee to run batch tracing through the National Change of Address (NCOA) databas
Batch tracing - Phone Append	Service fee to run batch tracing through the Phone Append database
Batch tracing - Single Best Address	Service fee to run batch tracing through the Single Best Address database
Batch tracing - Single Best Phone	Service fee to run batch tracing through the Single Best Phone database
Batch tracing - Premium Phone	Service fee to run batch tracing through the Premium Phone database
HigherEd Direct extract	Cost for HigherEd Direct data extract for institution contact information
HigherEd Direct membership	Cost for HigherEd Direct membership for institution database access
ACT	Cost for data matching to ACT for student test scores
College Board	Cost for data matching to College Board for student test scores
NSC Student Tracker	Cost for data matching to NSC Student Tracker for student enrollment information
NSC Tracker Match	Cost for data matching to NSC Tracker Match for student enrollment information
Shipping & Postage	

Postage for fingerprint cards	Postage to send fingerprint cards for eAPP applications
Telephone	
Telecommunications surcharge	Fee for telecommunications services for data collection staff
Phone number lease	Costs to establish a study-specific toll-free line for use by data collection staff
Phone number lease fee	Service fee for a study-specific toll-free line for use by data collection staff
Service Center Technology Expense	
Technology Services Expense	IT costs necessary for RTI employees to perform their research and supporting activities

EXHIBIT B

 An official website of the United States government
[The Nation's Report Card](#) [ERIC database for education research](#)



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[Home](#) > ... > **Beginning Post**

REPORT **FIRST LOOK / ED TAB**

Beginning Postsecondary Students Longitudinal Study (BPS:20/22): Persistence and Attainment of 2019-20 First-Time Postsecondary Students After 3 Years

NCES **LONGITUDINAL SURVEYS BRANCH**

Author(s):

Harper Haynes, Mihaela Henderson, Chelci Harris, Darryl Cooney

Publication date:

September 2024

Study/Program:

BPS - Beginning Postsecondary Students Longitudinal Study

Publication number:

NCES 2024401

Summary

This report describes the outcomes of first-time beginning students (FTBs) who entered postsecondary education for the first time during the 2019-2020 academic year. Outcomes include students' postsecondary enrollment patterns, persistence and attainment, social and academic experiences and activities, and employment history.

Online Availability

[Download, view and print the report as a pdf file.](#)

[Download the errata notice.](#)

Share



Tags

[Students](#)

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Author(s): [REL Central Staff](#)

[Read More →](#)



FACT SHEET/INFOGRAPHIC/FAQ

Strengthening Attendance Using Multi-Tiered Family...

Author(s): [Kirby Chow](#), [Hannah Cheever](#)

[Read More →](#)



DESCRIPTIVE STUDY

Usability and Feasibility of the Leading Early Chi...

Author(s): [Stephanie D'Souza](#), [Emily Weinberg](#), [Katie Dahlke](#)

[Read More →](#)

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[Staff directory](#)
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**Related sites
(external)**
[U.S. Department of
Education](#)

- IES Organizational Chart
- Scientific integrity statement
- Accessibility statement
- policy
- Newsflash
- Education
- USAJOBS



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EXHIBIT C

DataLab Home

Tables Library

PowerStats

Online Codebook

About DataLab

Learning Center

Close Menu



 [LOGIN / CREATE ACCOUNT](#)

WEB-BASED TOOLS THAT PROVIDE ACCESS TO DATA FROM NCES STUDIES

Use PowerStats to create custom online analyses.
Use the Online Codebook to create syntax files and download micro-level public-use datasets.
Use the Tables Library to browse through data tables published by NCES.

UNSURE WHERE TO START?

Learn more about who uses DataLab and how to use it yourself:
[About DataLab >>](#)

See examples that help you use DataLab:
[Learning Center >>](#)

GET STARTED WITH

What are you interested in?
Browse datasets below. Launch PowerStats to begin your analysis.

All Populations ▾All Topics ▾

 Trends Available ☐

 Search by Keyword

Choose a dataset below for information about the populations and topics covered. Then launch the dataset you would like to analyze in PowerStats. For studies with more than one data collection, you will need to select the collection you want to use. You can change datasets or data collections at any time.

	<u>National Household Education Survey: Adult Education Survey (AE-NHES)</u>		Launch
	<u>Baccalaureate and Beyond (B&B)</u>	B&B collection: <u>2016/2020</u> ▾	Launch
	<u>Beginning Postsecondary Students (BPS)</u>	BPS collection: <u>2020/2022</u> ▾	Launch

<https://nces.ed.gov/datalab>

Page 1 of 2

		Early Childhood Longitudinal Study: Birth Cohort (ECLS-B)		
		Education Longitudinal Study (ELS)	ELS collection: High School Seniors 2004	
		High School and Beyond (HS&B)	HS&B collection: Ninth-graders 2022	
		High School Longitudinal Study (HSLs)		

Help Desk

Institute of Education Sciences

- IES organizational chart
- Scientific integrity statement
- Accessibility statement

Our website

- Staff directory
- Privacy and security policy
- Newsflash

Related sites (external)

- U.S. Department of Education
- USAJOBS



EXHIBIT D

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

3

2. AMENDMENT/MODIFICATION NO.

P00001

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

EDOIES-26-000027

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

CAM

7. ADMINISTERED BY (If other than Item 6)

CODE

US Department of Education
400 Maryland Avenue SW
Washington DC 20202-0001

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

RESEARCH TRIANGLE INSTITUTE (00000896)
PO BOX 896945
CHARLOTTE NC 282896945

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X

10A. MODIFICATION OF CONTRACT/ORDER NO.

GS-00F-354CA

91990026F0051

10B. DATED (SEE ITEM 13)

06/18/2026

CODE JJHCMK4NT5N3

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

Net Increase:

\$5,561,522.58

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 Option to Extend Term of Contract and FAR 52.212-4(d) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

UEI: JJHCMK4NT5N3

The purposes of this modification are to 1) exercise multiple iterations of Optional Task 6 with a non-severable period of performance of 15 August 2026 - 30 June 2028 in the total amount of \$5,561,522.58; 2) remove the dollar amounts from CLIN 2005 (\$620,677.28), CLIN 3005 (\$1,064,077.60), CLIN 4005 (\$82,289.99), and CLIN 5002 (\$22,139.04), and establish CLIN 0007 in the base year for exercising optional task 6 in the total amount of \$5,561,522.58; and 3) incorporate a FFP payment schedule for optional task 6.

As a result of this modification, the total obligated amount is increased by \$5,561,522.58 from \$2,831,870.65 to \$8,393,393.23, and the total contract value is increased by \$3,772,408.78 from \$35,865,135.26 to \$39,637,544.04.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Shonta Holloway
Senior Contracting Officer

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Colin Alleyne

TEL: 202-245-6763

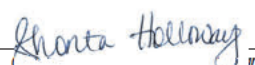
EMAIL: Colin.Alleyne@ed.gov

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

 Digitally signed by Shonta Holloway
Date: 2026.08.06 13:57:32 -04'00'

 Digitally signed by COLIN ALLEYNE
Date: 2026.08.10 09:10:26 -04'00'

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-00F-354CA/91990026F0051/P00001

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR
RESEARCH TRIANGLE INSTITUTE (00000896)

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 07/01/2026 to 06/30/2028				
	Add Item 0007 as follows:				
0007	CLIN 0007 - Optional Task 6: Iterations and pricing broken out as follows: Optional Task 6A - Admin Follow-up 1 \$417,276.81 Optional Task 6B - Admin Follow-up 2 \$503,511.98 Optional Task 6C - Admin Follow-up 3 \$501,900.20 Optional Task 6D - Admin Follow-up 4 \$498,427.57 Optional Task 6E - HSTS \$ [REDACTED] Non-Severable Services Order Level Materials = \$ [REDACTED] Product/Service Code: B542 Accounting Info: 1100M2025.B.2026.610000.ERN00000.RN2.2572A.A.Z85.8 30.N.0000.000000.000000 Funded: \$ [REDACTED] Accounting Info: 1100M2025.B.2026.610000.ERN00000.RN1.2521A.0.Z85.8 30.N.0000.000000.000000 Funded: \$ [REDACTED] Change Item 2005 to read as follows (amount shown is the total amount):				
2005	EXERCISING IN BASE YEAR AND ESTABLISHING CLIN 0007 Option Year 2 - Optional Task 6 - Admin. Follow-up OLMs = \$ [REDACTED] Amount: \$ [REDACTED] (Option Line Item) Exercised NLT Date 06/30/2028 Product/Service Code: B542 Change Item 3005 to read as follows (amount shown is the total amount):				
3005	EXERCISING IN BASE YEAR AND ESTABLISHING CLIN 0007 Option Year 3 - Optional Task 6 - Administrative Follow-Up - Anticipated to be exercised/funded during option year 3, however if needed, can be exercised/funded at any period and exercised more than one time if necessary. OLMs = \$ [REDACTED] Continue				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 GS-00F-354CA/91990026F0051/P00001

PAGE OF
 3 3

NAME OF OFFEROR OR CONTRACTOR
 RESEARCH TRIANGLE INSTITUTE (00000896)

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Amount: \$ [REDACTED] (Option Line Item) Exercised NLI Date 06/30/2029 Product/Service Code: B542 Change Item 4005 to read as follows (amount shown is the total amount): 4005 EXERCISING IN BASE YEAR AND ESTABLISHING CLIN 0007 Option Year 4 - Optional Task 6 - Admin. Follow-up OLMs = \$ [REDACTED] Amount: \$ [REDACTED] (Option Line Item) Exercised NLI Date 06/30/2030 Product/Service Code: B542 Change Item 5002 to read as follows (amount shown is the total amount): 5002 EXERCISING IN BASE YEAR AND ESTABLISHING CLIN 0007 Option Year 5 - Optional Task 6 - Admin. Follow up OLMs = \$846.32 Amount: \$0.00 (Option Line Item) Exercised NLT Date 06/30/2031 Product/Service Code: B542				[REDACTED]

Fixed Price Payment Schedule



Research Triangle Institute

Proposal: 38806/38050_2479

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6A Admin Follow-up 1				
6A.1.1	6A.1.1-1	Written confirmation of having assembled the data for sample m	One month after start of Admin Follow-up task	
6A.1.1	6A.1.1-2		Two months after start of Admin Follow-up task	
6A.1.1	6A.1.1-3	Written confirmation of having completed match to NSLDS/FPS	Three months after start of Admin Follow-up task	
6A.1.1	6A.1.1-4	Deliver final raw administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	
6A.1.1	TOTAL			
6A.1.2.1	6A.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	
6A.1.2.1	6A.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	
6A.1.2.1	6A.1.2.1-3	Deliver syntax for administrative data cleaning/processing	Three months following the end of data collection	
6A.1.2.1	6A.1.2.1-4	Deliver syntax for creating derived variables	Six months following the end of data collection	
6A.1.2.1	6A.1.2.1-5	All data files, syntax, and documentation for derived variables available for RUF	Seven months following the end of data collection	
6A.1.2.1	TOTAL			
6A.1.2.2	6A.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	
6A.1.2.2	6A.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	
6A.1.2.2	6A.1.2.2-3	Deliver output with descriptive statistics for derived variables	Six months after data collection is completed	
6A.1.2.2	6A.1.2.2-4	Results of nonresponse bias analysis	Seven months after data collection is completed	
6A.1.2.2	TOTAL			
6A.1.3	6A.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	
6A.1.3	6A.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	
6A.1.3	6A.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	
6A.1.3	6A.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	
6A.1.3	TOTAL			
6A.2.1	6A.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	
6A.2.1	6A.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	
6A.2.1	TOTAL			

Research Triangle Institute

Proposal: 38806/38050_2479

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6A.2.2	6A.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	
6A.2.2	6A.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	
6A.2.2	TOTAL			
6A.2.3	6A.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	
6A.2.3	6A.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	
6A.2.3	6A.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	
6A.2.3	6A.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	
6A.2.3	TOTAL			
6A.2.4	6A.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	
6A.2.4	6A.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	
6A.2.4	TOTAL			
6A.2.5	6A.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	
6A.2.5	6A.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	
6A.2.5	TOTAL			
6A.2.6	6A.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	
6A.2.6	6A.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	
6A.2.6	TOTAL			
6A.2.7	6A.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6A.2.7	6A.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6A.2.7	TOTAL			

Research Triangle Institute

Proposal: 38806/38050_2479

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6A.3.1	6A.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	
6A.3.1	TOTAL			
6A.3.2	6A.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	
6A.3.2	6A.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	
6A.3.2	TOTAL			
6A.4	6A.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	
6A.4	6A.4-2	Annual update year 2	annually, combined with 4th quarterly report	
6A.4	TOTAL			
TASK 6A	TOTAL			

Research Triangle Institute

Proposal: 38806/38050_2479

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6B Admin Follow-up 2				
6B.1.1	6B.1.1-1	Written confirmation of having assembled the data for sample m	One month after start of Admin Follow-up task	
6B.1.1	6B.1.1-2	Written confirmation of having completed match to NSC	Two months after start of Admin Follow-up task	
6B.1.1	6B.1.1-3	Written confirmation of having completed match to NSLDS/FPS	Three months after start of Admin Follow-up task	
6B.1.1	6B.1.1-4	Deliver final raw administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	
6B.1.1	TOTAL			
6B.1.2.1	6B.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	
6B.1.2.1	6B.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	
6B.1.2.1	6B.1.2.1-3	Deliver syntax for administrative data cleaning/processing	Three months following the end of data collection	
6B.1.2.1	6B.1.2.1-4	Deliver syntax for creating derived variables in first batch	Four months following the end of data collection	
6B.1.2.1	6B.1.2.1-5	Deliver syntax for creating derived variables in second batch	Five months following the end of data collection	
6B.1.2.1	6B.1.2.1-6	Deliver syntax for creating derived variables in final batch	Six months following the end of data collection	
6B.1.2.1	6B.1.2.1-7	All data files, syntax, and documentation for derived variables available for RUF	Seven months following the end of data collection	
6B.1.2.1	TOTAL			
6B.1.2.2	6B.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	
6B.1.2.2	6B.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	
6B.1.2.2	6B.1.2.2-3	Deliver output with descriptive statistics for derived variables	Six months after data collection is completed	
6B.1.2.2	6B.1.2.2-4	Results of nonresponse bias analysis	Seven months after data collection is completed	
6B.1.2.2	TOTAL			
6B.1.3	6B.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	
6B.1.3	6B.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	
6B.1.3	6B.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	
6B.1.3	6B.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	
6B.1.3	TOTAL			
6B.2.1	6B.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	
6B.2.1	6B.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	
6B.2.1	TOTAL			

Research Triangle Institute

Proposal: 38806/38050_2479

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6B.2.2	6B.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	
6B.2.2	6B.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	
6B.2.2	TOTAL			
6B.2.3	6B.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	
6B.2.3	6B.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	
6B.2.3	6B.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	
6B.2.3	6B.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	
6B.2.3	TOTAL			
6B.2.4	6B.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	
6B.2.4	6B.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	
6B.2.4	TOTAL			
6B.2.5	6B.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	
6B.2.5	6B.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	
6B.2.5	TOTAL			
6B.2.6	6B.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	
6B.2.6	6B.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	
6B.2.6	TOTAL			
6B.2.7	6B.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6B.2.7	6B.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6B.2.7	TOTAL			

Research Triangle Institute

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Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6B.3.1	6B.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	
6B.3.1	TOTAL			
6B.3.2	6B.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	
6B.3.2	6B.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	
6B.3.2	TOTAL			
6B.4	6B.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	
6B.4	6B.4-2	Annual update year 2	annually, combined with 4th quarterly report	
6B.4	TOTAL			
TASK 6B	TOTAL			

Research Triangle Institute

Proposal: 38806/38050_2479

Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6C Admin Follow-up 3				
6C.1.1	6C.1.1-1	Written confirmation of having assembled the data for sample m	One month after start of Admin Follow-up task	
6C.1.1	6C.1.1-2	Written confirmation of having completed match to NSC	Two months after start of Admin Follow-up task	
6C.1.1	6C.1.1-3	Written confirmation of having completed match to NSLDS/FPS	Three months after start of Admin Follow-up task	
6C.1.1	6C.1.1-4	Deliver final raw administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	
6C.1.1	TOTAL			
6C.1.2.1	6C.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	
6C.1.2.1	6C.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	
6C.1.2.1	6C.1.2.1-3	Deliver syntax for administrative data cleaning/processing	Three months following the end of data collection	
6C.1.2.1	6C.1.2.1-4	Deliver syntax for creating derived variables in first batch	Four months following the end of data collection	
6C.1.2.1	6C.1.2.1-5	Deliver syntax for creating derived variables in second batch	Five months following the end of data collection	
6C.1.2.1	6C.1.2.1-6	Deliver syntax for creating derived variables in final batch	Six months following the end of data collection	
6C.1.2.1	6C.1.2.1-7	All data files, syntax, and documentation for derived variables available for RUF	Seven months following the end of data collection	
6C.1.2.1	TOTAL			
6C.1.2.2	6C.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	
6C.1.2.2	6C.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	
6C.1.2.2	6C.1.2.2-3	Deliver output with descriptive statistics for derived variables	Six months after data collection is completed	
6C.1.2.2	6C.1.2.2-4	Results of nonresponse bias analysis	Seven months after data collection is completed	
6C.1.2.2	TOTAL			
6C.1.3	6C.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	
6C.1.3	6C.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	
6C.1.3	6C.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	
6C.1.3	6C.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	
6C.1.3	TOTAL			
6C.2.1	6C.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	
6C.2.1	6C.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	
6C.2.1	TOTAL			

Use or disclosure of any information on this page is subject to the restriction in the proprietary statement of this proposal.

Research Triangle Institute

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Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6C.2.2	6C.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	
6C.2.2	6C.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	
6C.2.2	TOTAL			
6C.2.3	6C.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	
6C.2.3	6C.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	
6C.2.3	6C.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	
6C.2.3	6C.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	
6C.2.3	TOTAL			
6C.2.4	6C.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	
6C.2.4	6C.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	
6C.2.4	TOTAL			
6C.2.5	6C.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	
6C.2.5	6C.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	
6C.2.5	TOTAL			
6C.2.6	6C.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	
6C.2.6	6C.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	
6C.2.6	TOTAL			
6C.2.7	6C.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6C.2.7	6C.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6C.2.7	TOTAL			

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Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6C.3.1	6C.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	
6C.3.1	TOTAL			
6C.3.2	6C.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	
6C.3.2	6C.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	
6C.3.2	TOTAL			
6C.4	6C.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	
6C.4	6C.4-2	Annual update year 2	annually, combined with 4th quarterly report	
6C.4	TOTAL			
TASK 6C	TOTAL			

Research Triangle Institute

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Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
Optional Task 6D Admin Follow-up 4				
6D.1.1	6D.1.1-1	Written confirmation of having assembled the data for sample m	One month after start of Admin Follow-up task	
6D.1.1	6D.1.1-2	Written confirmation of having completed match to NSC	Two months after start of Admin Follow-up task	
6D.1.1	6D.1.1-3	Written confirmation of having completed match to NSLDS/FPS	Three months after start of Admin Follow-up task	
6D.1.1	6D.1.1-4	Deliver final processed administrative records dataset (end of administrative data collection)	Four months after start of Admin Follow-up task	
6D.1.1	TOTAL			
6D.1.2.1	6D.1.2.1-1	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	
6D.1.2.1	6D.1.2.1-2	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	
6D.1.2.1	6D.1.2.1-3	Deliver syntax for administrative data cleaning/processing	Three months following the end of data collection	
6D.1.2.1	6D.1.2.1-4	Deliver syntax for creating derived variables in first batch	Four months following the end of data collection	
6D.1.2.1	6D.1.2.1-5	Deliver syntax for creating derived variables in second batch	Five months following the end of data collection	
6D.1.2.1	6D.1.2.1-6	Deliver syntax for creating derived variables in final batch	Six months following the end of data collection	
6D.1.2.1	6D.1.2.1-7	All data files, syntax, and documentation for derived variables available for PUF and RUF	Seven months following the end of data collection	
6D.1.2.1	TOTAL			
6D.1.2.2	6D.1.2.2-1	Draft nonresponse bias analysis and imputation plans	Two months after start of Admin Follow-up task	
6D.1.2.2	6D.1.2.2-2	Final nonresponse bias analysis and imputation plans	Three months after start of Admin Follow-up task	
6D.1.2.2	6D.1.2.2-3	Deliver output with descriptive statistics for derived variables	Six months after data collection is completed	
6D.1.2.2	6D.1.2.2-4	Results of nonresponse bias analysis	Seven months after data collection is completed	
6D.1.2.2	TOTAL			
6D.1.3	6D.1.3-1	Draft DAP for COR review	Two months after start of Admin Follow-up task	
6D.1.3	6D.1.3-2	Draft DAP for DRB review	Three months after start of Admin Follow-up task	
6D.1.3	6D.1.3-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	
6D.1.3	6D.1.3-4	Final DAP, with output and data files	At end of Admin Follow-up task	
6D.1.3	TOTAL			
6D.2.1	6D.2.1-1	Publication plan and prospectus for the DFD	One month after the end of administrative data collection	
6D.2.1	6D.2.1-2	Publication plan and prospectus for the analysis report	One month after the end of administrative data collection	
6D.2.1	TOTAL			

Research Triangle Institute

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Proposal Name: NPSAS:28

Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6D.2.2	6D.2.2-1	Preliminary Draft Manuscript for Concept Review for the DFD	Four months after the end of administrative data collection	
6D.2.2	6D.2.2-2	Preliminary Draft Manuscript for Concept Review of analysis report (complete table shells)	Four months after the end of administrative data collection	
6D.2.2	TOTAL			
6D.2.3	6D.2.3-1	First draft manuscript of DFD	Six months after submitting preliminary draft manuscript for concept review of DFD	
6D.2.3	6D.2.3-2	Updated draft manuscript of DFD	Three months after first draft manuscript of DFD	
6D.2.3	6D.2.3-3	First draft manuscript of analysis report (complete tables with results)	Seven months after the end of administrative data collection	
6D.2.3	6D.2.3-4	Updated draft manuscript of analysis report (complete tables with results)	Three months after first draft manuscript of analysis report	
6D.2.3	TOTAL			
6D.2.4	6D.2.4-1	Preliminary electronic version of the formatted DFD for Quality Assurance Review	One month after finalized draft manuscript of DFD	
6D.2.4	6D.2.4-2	Preliminary electronic version of the formatted analysis report for Quality Assurance Review	One month after finalized draft manuscript of analysis report	
6D.2.4	TOTAL			
6D.2.5	6D.2.5-1	Pre-release quality control memo for the DFD	Three weeks after formatted publication for QA review has been submitted	
6D.2.5	6D.2.5-2	Pre-release quality control memo for the analysis report (independent review)	11 months after the end of administrative data collection	
6D.2.5	TOTAL			
6D.2.6	6D.2.6-1	Final electronic version(s) of the formatted publication for the announcement to the Secretary	Two weeks after the pre-release quality control memo for the DFD	
6D.2.6	6D.2.6-2	Final HTML-compliant analysis report components for posting to NCES website	12 months after the end of administrative data collection	
6D.2.6	TOTAL			
6D.2.7	6D.2.7-1	Final 508-compliant DFD file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6D.2.7	6D.2.7-2	Final 508-compliant analysis report file for posting to NCES website	Three weeks after the publication announcement to the Secretary	
6D.2.7	TOTAL			

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Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6D.3.1	6D.3.1-1	DataLab input files	Within two (2) weeks following the acceptance of the derived variables data file,	
6D.3.1	TOTAL			
6D.3.2	6D.3.2-1	Draft Restricted-use data file(s) for NCES review	10 months after the end of data collection	
6D.3.2	6D.3.2-2	Modified Restricted-use data file(s) cleared for release by SSDCP/DRB	14 months after the end of data collection or at same time as DFD and PowerStats	
6D.3.2	TOTAL			
6D.4	6D.4-1	Maintenance of necessary data files - Annual update year 1	annually, combined with 4th quarterly report	
6D.4	6D.4-2	Annual update year 2	annually, combined with 4th quarterly report	
6D.4	TOTAL			
TASK 6D	TOTAL			

Research Triangle Institute

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Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6E.1	6E.1-1	Final list of data elements	One week prior to final OMB package submission	
6E.1	TOTAL			
6E.2	6E.2-1	Draft clearance package to NCES	Within 4 weeks of contract award	
6E.2	6E.2-2	Final clearance package to NCES for OMB submission	Withing 2 weeks of draft clearance package	
6E.2	TOTAL			
6E.3	6E.3-1	Final contact materials, including instructions, for BY and transfer schools	With OMB submission	
6E.3	6E.3-2	Final training materials for prompting schools	1 week prior to training	
6E.3	6E.3-3	Production report included with Quarterly Progress Report	With quarterly report 1	
6E.3	6E.3-4	Production report included with Quarterly Progress Report	With quarterly report 2	
6E.3	TOTAL			
6E.4	6E.4-1	Final contact materials: letter and PM form	With OMB submission	
6E.4	6E.4-2	Production report included with Quarterly Progress Report	With quarterly report 1	
6E.4	6E.4-3	Production report included with Quarterly Progress Report	With quarterly report 2	
6E.4	TOTAL			
6E.5	6E.5-1	Production report included with Quarterly Progress Report	With quarterly report 1	
6E.5	6E.5-2	Production report included with Quarterly Progress Report	With quarterly report 2	
6E.5	6E.5-3	Production report included with Quarterly Progress Report	With quarterly report 3	
6E.5	6E.5-4	Production report included with Quarterly Progress Report	With quarterly report 4	
6E.5	TOTAL			
6E.6	6E.6-1	Final training materials for keying courses	1 week prior to training	
6E.6	6E.6-2	Production report included with Quarterly Progress Report	With quarterly report 2	
6E.6	6E.6-3	Production report included with Quarterly Progress Report	With quarterly report 3	
6E.6	6E.6-4	Production report included with Quarterly Progress Report	With quarterly report 4	
6E.6	TOTAL			
6E.7	6E.7-1	Draft DAP for COR review	Within 5 months after the start of data collection	
6E.7	6E.7-2	Draft DAP for DRB review	Within 6 months after the start of data collection	
6E.7	6E.7-3	Revised DAP, with output, for DRB approval	Two weeks after data collection is completed	
6E.7	6E.7-3	Final DAP, with output and data files	With final RUF files	
6E.7	TOTAL			

Research Triangle Institute

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Fixed Price Payment Schedule



Subtask	Payment	Deliverable/Milestone	Estimated Due Date	Payment Amount
6E.8	6E.8-1	Final weighting and imputation plan	Two months before the end of data collection	
6E.8	6E.8-2	Specifications for derived variables submitted for NCES COR review	One month before the end of data collection	
6E.8	6E.8-3	Final specifications for derived variables submitted for NCES COR review	Within one week after the end of data collection	
6E.8	6E.8-4	Deliver output with descriptive statistics for derived variables	Six months after data collection is completed	
6E.8	6E.8-5	All data files, syntax, and documentation for derived variables available for RUF	Seven months after data collection is completed	
6E.8	TOTAL			
6E.9	6E.9-1	Final DFD outline	Within 2 months of the start of data collection	
6E.9	6E.9-2	Draft DFD	3 months after data collection is completed	
6E.9	6E.9-3	Final DFD	1 week after final approval of DFD	
6E.9	TOTAL			
6E.10	6E.10-1	Draft restricted-use data files	3 months before the end of data collection	
6E.10	6E.10-2	Final restricted-use data files	1 week after final approval of RUF	
6E.10	TOTAL			
6E.11	6E.11-1	Control and data collection systems - setup processes and data flows	Within 6 months of contract award	
6E.11	TOTAL			
TASK 6E	TOTAL			
TASK 6	TOTAL			

EXHIBIT E

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

3

2. AMENDMENT/MODIFICATION NO.

P00020

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

EDOIES-26-000160

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

CAM

7. ADMINISTERED BY (If other than Item 6)

CODE

US Department of Education
400 Maryland Avenue SW
Washington DC 20202

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

WESTAT, INC.(00001149)
Attn: No Contact Available
1600 RESEARCH BLVD
ROCKVILLE MD 208503129

(x)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x

10A. MODIFICATION OF CONTRACT/ORDER NO.
91990019C0002

10B. DATED (SEE ITEM 13)

CODE NVUWAFWQ57S5

FACILITY CODE

01/04/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$359,253.00

1100M2025.B.2026.610000.ER000000.RN1.2521A.0.Z1U.000.N.00000.000000

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

UEI: NVUWAFWQ57S5

The purpose of modification P00020 is to:

1. Reinstate this contract effective August 7, 2026;
 2. Change the contract type to Firm-Fixed Price;
 3. Add funding in the amount of \$359,253;
 4. Incorporate the revised Attachment A - Performance Work Statement and Attachment B - Payment Schedule;
 5. Update the Contracting Officer designation to Charles Fields, Charles.Fields@ed.gov;
 6. Update the Contracting Officer's Representative designation to Elise Christopher, Elise.Christopher@ed.gov; and
 7. Incorporate RFO FAR Clause 52.222-90 Addressing DEI Discrimination by Federal
- Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Rod Mohadjer, Associate Vice President

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Charles Fields

TEL:

EMAIL: charles.fields@ed.gov

DocuSigned by:

Rod Mohadjer

509521CCE431415...

authorized to sign

15C. DATE SIGNED

08/07/2026

16B. UNITED STATES OF AMERICA

CHARLES FIELDS

(Signature of Contracting Officer)

Digitally signed by CHARLES FIELDS
Date: 2026.08.07 12:29:06 -04'00'

16C. DATE SIGNED

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

CONTINUATION SHEET

NAME OF OFFEROR OR CONTRACTOR
WESTAT, INC. (00001149)

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0037	Contractors (APR 2026) (Deviation APR 2026) in accordance with Executive Order 14398. Period of Performance: 08/07/2026 to 02/06/2027 Add Item 0037 as follows: ECLS-K: 2024 Data Release Support Tasks Obligated Amount: Award Type: Firm-fixed-price Product/Service Code: B542				

Section I - Contract Clauses

Summary of Clause Changes:

Clause 52.222-90 is incorporated as follows:

52.222-90 Addressing DEI Discrimination by Federal Contractors (APR 2026) (Deviation APRIL 2026)

(a) *Definitions.* As used in this clause-

Program participation means membership or participation in, or access or admission to: training, mentoring, or leadership development programs; educational opportunities; clubs; associations; or similar opportunities that are sponsored or established by the contractor or subcontractor.

Racially discriminatory diversity, equity, and inclusion (DEI) activities means disparate treatment based on race or ethnicity in the recruitment, employment (e.g., hiring, promotions), contracting (e.g., vendor agreements), program participation, or allocation or deployment of an entity's resources.

(b) In connection with the performance of work under this contract, the Contractor agrees as follows:

- (1) The Contractor will not engage in any racially discriminatory DEI activities;
- (2) The Contractor will furnish all information and reports, including providing access to books, records, and accounts, as required by the Contracting Officer, for purposes of ascertaining compliance with this clause;
- (3) In the event of the Contractor's or a subcontractor's noncompliance with this clause, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor or subcontractor may be declared ineligible for further Government contracts;
- (4) The Contractor will report any subcontractor's known or reasonably knowable conduct that may violate this clause to the Contracting Officer and take any appropriate remedial actions directed by the Contracting Officer; and
- (5) The Contractor will inform the Contracting Officer if a subcontractor sues the Contractor and the suit puts at issue, in any way, the validity of this clause.
- (6) The Contractor recognizes that compliance with the requirements of this clause are material to the Government's payment decisions for purposes of 31 U.S.C. 3729(b)(4).

(c) The Contractor must include the substance of this clause, including this paragraph (c), in subcontracts at any tier, including those for commercial products and commercial services, except those where the place of delivery or performance is outside the United States.

(End of clause)

Purpose of Scope of Work

This requirement enables the National Center for Education Statistics (NCES) to complete the documentation and publication of the Early Childhood Longitudinal Study, Kindergarten Class of 2023–24 (ECLS-K:2024) data collected in fall 2023 and spring 2024.

Requirement Context

This requirement contributes to the mission of the Institute for Education Sciences (IES) within the U.S. Department of Education (ED) to promote evidence-building for policymakers and the education field. Publication of these data is relevant to IES's mission to provide evidence to guide education practice and policy, with a focus on improving student outcomes while meeting IES's responsibilities to protect confidential information collected for statistical purposes.

The data from the ECLS-K:2024 have already been collected; this requirement ensures the government achieves the full value of its investment in these data while protecting the personally identifiable information associated with the data providers. Further, as a cohort in a longitudinal series last collected in 2016 (the fifth-grade follow-up of the ECLS-K Class of 2010–11), these data are critical to researchers' and policymakers' understanding of the impacts of COVID-19 on topics such as kindergarten readiness.

General Information

Period of Performance

The period of performance for this requirement is 6 months.

Place of Performance

Performance will occur entirely at the contractor's place(s) of business. No access will be provided to ED facilities.

Contract Type

Firm-fixed price

Performance Work Statement

This section specifies the tasks and subtasks that the contractor shall perform under this firm fixed-price task order. The contractor shall submit all deliverables to IES Contracting Officer's Representative (COR) electronically. The scope includes optional tasks that IES may choose to exercise at initial contract award at a later date.

Task 1: Project Management

The Contractor shall manage all aspects of the project to ensure timely, high-quality deliverables, ongoing communications with IES, efficient and accurate project reporting, and compliance with all requirements needed to maintain data security and ethical conduct of research.

Attachment A - Revised Performance Work Statement (PWS)

Subtask 1.1: Kickoff Meeting

The contractor's project director shall meet with the NCES Project Lead for the work, the COR, and other appropriate ED staff to discuss task details, scheduling activities, and other issues related to the work. The meeting will be held virtually by videoconference.

The contractor shall submit an agenda for the meeting to the NCES Project Lead. The contractor shall revise the agenda to reflect the NCES Project Lead's feedback and resubmit the agenda. The contractor shall submit a memo to the NCES Project Lead summarizing the key issues and concerns raised at the meeting, and how each shall be addressed in the work.

Deliverables:

- 1.1.1: Kickoff meeting agenda
- 1.1.2: Kickoff meeting summary

Subtask 1.2: Ongoing Communication With ED

The contractor shall anticipate using email as a primary mode of communication with the NCES Project Lead and will use meetings to communicate about aspects of the study that require discussion to inform decisions, such as those involving trade-offs. Through regular communications, the contractor shall update the NCES Project Lead and other ED staff as needed on the progress of contract activities, raise any issues or anticipated problems, and propose solutions to those problems. The contractor shall meet monthly with the NCES Project Lead. The contractor shall provide email updates and be available for additional calls if requested by the NCES Project Lead.

For monthly meetings, the contractor shall submit a proposed agenda to the NCES Project Lead. The contractor shall submit to the NCES Project Lead a brief bulleted summary of the meeting, including a list of key decisions and next steps.

Deliverables:

- 1.2: Monthly meeting agendas
- 1.2.2: Monthly meeting summaries

Subtask 1.3: Monthly Reporting

The contractor shall prepare and submit a monthly progress report for NCES Project Lead review and approval by the 15th of each month. Each monthly report shall include the following information:

Summary of project activities. The summary of project activities shall report on the major activities and accomplishments for the reporting period. In addition, it shall provide information for each project task or subtask regarding significant findings and events, problems encountered, and solutions developed. The reports shall also specify the extent to which the project is on schedule, briefly describe the activities planned for the next month, identify and discuss significant deviations from the substantive and time factors in the management plan, and identify and discuss any decisions that may be needed from the NCES Project Lead.

Deliverable status. As an attachment to the monthly progress report, the contractor shall document the status of each project deliverable: not started, in progress, completed, or approved. For completed and approved deliverables, the report shall also document the invoice status: not submitted, submitted, approved, or paid.

Attachment A - Revised Performance Work Statement (PWS)

Deliverables:

1.3: Monthly progress reports

Subtask 1.4: Comply With Personnel Security and Federal Records Management Requirements

The contractor shall comply with ED cyber, privacy, and personnel (i.e., contractor vetting) security policy requirements. All established policies and requirements are referenced on ED's Security Requirements for Contractors Doing Business with the Department of Education web page.

In addition, staff members shall complete any ED-required trainings (e.g., the cybersecurity training series, records management training), including initial training and any annual or refresher training, and the contractor shall document training completion in the project personnel status report and, on request, submit appropriate documentation, such as completed training certificates, to ED.

The contractor shall include a project personnel listing as an attachment to each monthly progress report (Deliverable 1.3).

Deliverables:

1.4.1: Project personnel listing (monthly) as an attachment to the monthly progress report (Deliverable 1.3)

1.4.2: Periodic documentation demonstrating contractor compliance with federal records management requirements, as an attachment to the monthly progress report (Deliverable 1.3)

Task 2: Completion of ECLS-K:2024 Data File User's Manual

The contractor shall complete the ECLS-K:2024 data file user's manual (DFUM), including revision of the user's manual, if necessary, following IES review. This work will include the planning, conduct, and summarization of nonresponse bias analysis (NRBA) for any component (i.e., school, teacher, parent, child) with a unit response rate of less than 85 percent.

Deliverables:

2.1: Draft 1 ECLS-K:2024 DFUM

2.2: Draft 2 ECLS-K:2024 DFUM

2.3: Draft 3 and final ECLS-K:2024 DFUM

Task 3: Disclosure Avoidance Plan

The contractor shall develop a Disclosure Avoidance Plan (DAP) appropriate for the release of restricted-use data and implement the plan.

Deliverables:

3.1 Draft DAP

3.2 Final DAP

3.3 Memo documenting implementation of DAP

Task 4: Data Files

The ECLS-K:2024 Base Year (fall 2023 and spring 2024) was designed to produce the following data files:

- School level
- Teacher level
- Child level

The contractor shall revise the data files in response to IES review. In addition, the contractor shall combine the supplemental data files with the analytic weights with the appropriate main data file (e.g., the school-level analytic weights will be merged onto the school-level file).

The contractor shall complete the computation of remaining planned composites and, drawing on IES review, revise any existing composites.

Deliverables:

4.1: Draft 1 ECLS-K:2024 data files

- 4.1a: School level
- 4.1b: Teacher level
- 4.1c: Child level

4.2: Draft 2 ECLS-K:2024 data files

- 4.2a: School level
- 4.2b: Teacher level
- 4.2c: Child level

4.3: Draft 3 ECLS-K:2024 data files

- 4.3a: School level
- 4.3b: Teacher level
- 4.3c: Child level

Contract Objectives

To accomplish this performance work statement (technical objectives), the contractor shall also meet the following contract objectives:

Contract Objective 1: The provision of detailed monthly reports to assess and monitor deliverables.

Contract Objective 2: Processes and systems are developed to protect respondent information and NCES data. All work with ED data will occur in approved systems with an Authority to Operate (ATO) issued by ED. All controls and policies at the contractor site shall comply with IT and security requirements outlined in this contract and in the following:

- IES and NCES policies
- NCES Statistical Standards
- 20 U.S.C. § 1232g (referred to as the Family Educational Rights and Privacy Act)
- 20 U.S.C. § 9573 (referred to as the Education Sciences Reform Act)
- 44 U.S.C. § 3572 (referred to as the Evidence Act)
- 5 U.S.C. § 552a (referred to as the Privacy Act)
- 44 U.S.C. § 3551 et. seq. (referred to as the Federal Information Security Modernization Act of 2014)
- The federal regulations pertaining to these laws, as well as 32 C.F.R. Part 2002 (referred to as the National Archives and Records Administration [NARA] Controlled Unclassified Information [CUI] Rule)
- Any guidance, revision, or amendment to these laws and regulations that occurs after the effective date of this agreement

Contract Objective 3: All interim deliverables and clearances required for NCES and statistical agencies to release data products, including the following:

- Security screening documents and forms
- All interim documents mentioned in the NCES Statistical Standards (e.g., required documentation listed in Standards 3-3 and 3-4)
- Office of Management and Budget (OMB) Forms Clearance Package(s)

Contract Objective 4: An allowance for ad hoc requests for information related to ECLS-K in support of inquiries needed to inform the COR, the program office, or management in managing risk. This may include data queries, queries regarding disclosure methods, documentation, and expected release.

Attachment A - Revised Performance Work Statement (PWS)

Table of Deliverables

Exhibit 1. Table of deliverables	
Deliverable number	Deliverable title/description
Task 1	Project Management
1.1.1	• Kickoff meeting agenda
1.1.2	• Kickoff meeting summary
1.2.1	• Monthly meeting agendas
1.2.2	• Monthly meeting summaries
1.3	• Monthly progress reports
1.4.1	• Project personnel listing
1.4.2	• Periodic documentation demonstrating contractor compliance with federal records management requirements
Task 2	Completion of ECLS-K:2024 Data File User's Manual
2.1	• Draft 1 ECLS-K:2024 DFUM
2.2	• Draft 2 ECLS-K:2024 DFUM
2.3	• Draft 3 and final ECLS-K:2024 DFUM
Task 3	Disclosure Avoidance Plan
3.1	• Draft 1 DAP
3.2	• Final DAP
3.3	• Memo documenting implementation of DAP
Task 4	Data Files
4.1	• Draft 1 ECLS-K:2024 data files
4.1a	– School level
4.1b	– Teacher level
4.1c	– Child level
4.2	• Draft 2 ECLS-K:2024 data files
4.2a	– School level
4.2b	– Teacher level
4.2c	– Child level
4.3	• Draft 3 and final ECLS-K:2024 data files
4.3a	– School level
4.3b	– Teacher level
4.3c	– Child level

Attachment B - Payment Schedule

Deliverable number	Deliverable title	Amount
Task 1	Project Management	
	Month 1	
	Month 3	
	Month 6/final	
	<i>Total</i>	
Task 2	Completion of ECLS-K:2024 Data File User's Manual (DFUM)	
2.1	Draft 1 ECLS-K:2024 Data File User's Manual (DFUM)	
2.2	Draft 2 ECLS-K:2024 Data File User's Manual (DFUM)	
2.3	Draft 3 and final ECLS-K:2024 Data File User's Manual (DFUM)	
	<i>Total</i>	
Task 3	Disclosure Avoidance Plan	
3.1	Draft 1 DAP	
3.2	Final DAP	
3.3	Memo documenting implementation of DAP	
	<i>Total</i>	
Task 4	Data Files	
4.1	Draft 1 ECLS-K:2024 Data Files	
4.2	Draft 2 ECLS-K:2024 Data Files	
4.3	Draft 3 and final ECLS-K:2024 Data Files	
	<i>Total</i>	
Grand total		