

Request for Proposals

West Coast Open Access Groundfish and Salmon Cost Earnings Study

Actual issue date: June 12, 2007

Schedule/Instruction/Provisions/Clauses

DEADLINE FOR SUBMISSIONS: June 28, 2007

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SECTION 1: PROPOSED SCHEDULE

West Coast Open Access Groundfish and Salmon Cost Earnings Study

- June 7, 2007 RFP issued and distributed
- June 19, 2007 Deadline for written questions
Written questions should be sent via email to: dave_colpo@psmfc.org. All questions related to this RFP should have a subject line of “West Coast Open Access CE Survey”.
- June 21, 2007 Responses to written questions
- June 28, 2007 Deadline for submission of proposals (See page pp)
All proposals should be submitted to:
Pacific States Marine Fisheries Commission
ATTN Dave Colpo
205 SE Spokane, Suite 100
Portland, Oregon 97202
Dave_Colpo@psmfc.org
- Proposals can also be sent by e-mail to:
Dave_Colpo@psmfc.org
- All proposals to this RFP should have a subject line of “West Coast Open Access CE Survey”.
- July 6, 2007 Selection of Finalists

All deadlines are 4 PM Pacific Daylight Time on the date indicated.

SECTION 2: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

2.1 Scope of Work

The Pacific States Marine Fisheries Commission (PSMFC), in cooperation with NOAA Fisheries, is conducting a cost earnings survey of the West Coast open access groundfish and salmon fleet through this request for proposals (RFP). The PSMFC has already completed a cost earnings survey of the West Coast limited entry fleet. The Limited Entry survey attempted to conduct in-person interviews with the owners of the approximately 300 limited entry commercial fishing vessels active on the West Coast, and obtained a response rate of about 70%. The open access groundfish and salmon survey, which is the subject of this Request For Proposals, will cover the much larger open access groundfish and salmon fleet, which consists of 1,352 vessels which do not have limited entry permits and made trips during the 2005-6 period targeting groundfish and/or salmon.

Because of the relatively large size of the survey population, this survey will use a combination of mail questionnaires, telephone interviews, and in-person interviews. The survey design calls for attempting in-person interviews with 413 vessel owners, telephone interviews with 258 vessel owners, and collecting data through a mail questionnaire from 681 vessel owners. *The purpose of this RFP is to solicit proposals for conducting the 671 in-person and telephone interviews which will be attempted by this survey.* PSMFC staff will conduct the mailing portion of this survey.

The chosen contractor will review survey materials and protocols developed by PSMFC and NOAA Fisheries, and conduct in-person interviews using these materials and protocols. Development of materials and protocols for this voluntary survey has sought to maximize the survey response rate by accounting for the unique characteristics of commercial fisheries survey research. Compared with other fisheries cost earnings survey questionnaires, the current survey questionnaire is relatively short (Appendix D). Based on discussions with members of the fishing community, the survey is using a combination of mail, telephone, and in-person contact methods. Data will be collected through in-person interviews, telephone interviews, and mail questionnaires.

It is anticipated that work on this contract will begin in July 2007. However, actual fielding of the survey can not begin until NOAA Fisheries has received PRA clearance from the Office of Management and Budget (OMB) for this survey. NOAA Fisheries expects to receive PRA clearance by mid-June, but this date is not known with certainty.

Proposals submitted under this announcement should base bids only on the tasks described below. While a cost earnings survey of the limited entry fleet has recently been completed using in-person interviews, no recent cost earnings surveys have utilized telephone interviews or mail questionnaires. There is considerable uncertainty regarding the amount of time it will take to complete the work described below. As a result of this uncertainty, submitted proposals should be on a time and materials basis using the assumptions described below.

2.2 Tasks to be completed

The work covered by this RFP consists of 10 tasks:

1. The contractor will review survey-fielding protocols (Appendix C) developed by PSMFC and NOAA Fisheries. The deliverable for this task is a teleconference between the contractor, NOAA Fisheries, and PSMFC staff to discuss and questions and issues related to these protocols.
2. The contractor will provide interviewers to participate in tasks 3 through 10 (below). A PSMFC contract manager will approve the final selected interviewers. Approval will be based on (1) the likelihood that the interviewer has had no non-survey contact with the fishing community in which members of the survey population live and work, (2) experience conducting in-person and telephone interviews, and (3) any additional information relevant to the interviewer's ability to complete the tasks described in this RFP.

Because this survey will be collecting highly confidential information about the costs and earnings of fishing vessels, a strong preference will be given to proposals which provide interviewers who do not come from the coastal communities where the vast majority of open access groundfish and salmon fleet vessel owners reside (see Appendix A for information on the residential location of the survey population). Also, those staff of the selected contractor who will have access to the collected data will be required to sign a Certificate of Understanding and Statement of Non-Disclosure of Confidential Data (Appendix E).

3. The contractor will train interviewers in cooperation with PSMFC and NOAA Fisheries staff. The contractor is expected to contribute at least one trainer to work with PSMFC and NOAA Fisheries staff to train the in-person and telephone interviewers. It is anticipated that each interviewer will spend one day in training. More than one training session may be necessary if a previously trained interviewer is no longer available and additional interviewers need to be trained. Interviewers will be trained using the *Interviewer Training Manual*, which has been developed by PSMFC. This manual will be provided to the contractor upon contract award. The deliverable from this task is completed interviewer training for in-person and telephone interviewers, approved by a PSMFC contract manager.
4. The contractor will attempt to pretest the survey with the 48 members of the survey population residing in the Astoria and Newport areas. This pretest will include 24 attempted in-person interviews and 24 attempted telephone interviews. PSMFC will provide a list of pretest survey population member names, telephone numbers, and interview method (in-person or telephone). Prior to the pretest, PSMFC will mail the *Initial Mailing Package* (cover letter, written version of the questionnaire, and a description of how data will be used by NOAA Fisheries) to potential survey participants. One week after this mailing, the contractor's trained interviewers will begin to attempt telephone contact with members of the pretest population using protocols finalized in Task 1. The objective of these telephone contacts is to schedule interviews, either in-person or telephone, with members of the pretest survey population. The trained interviewers will conduct interviews as scheduled during telephone contact. Interviewers will participate in a weekly conference call with PSMFC and/or NOAA Fisheries personnel to discuss pretest progress and experience to date. The deliverables from this task are a:
 - Completed Contact Sheet/Telephone log (showing the time and outcome of each attempted call) (Please see example in Appendix C)
 - Completed interviewer questionnaires

Deliverables must be approved by the PSMFC contract manager before task 4 is considered complete.

5. Interviewers participating in task 4 will contribute feedback during a debriefing session with PSMFC and NOAA Fisheries staff. The debriefing will occur in a meeting at PSMFC headquarters in Portland. It is

anticipated that this meeting will take two to four hours. The first part of this meeting will focus on the debriefing of the pretest interviewers. The second part of this meeting will focus on making appropriate changes to survey protocols and questionnaires. PSMFC will then produce a list of revised protocols and questionnaires for use in surveying the remaining members of the survey population. The deliverable from the contractor for this task is participation in the debriefing meeting conducted at PSMFC headquarters.

6. After completion of task 5, interviewers will attempt telephone contact with pretest participants to collect any new data required as a result of questionnaire revisions made in task 5. Interviewers will attempt up to nine telephone contacts with pretest participants in order to collect data required by the revised questionnaire but not collected during the pretest interviews. The deliverables from this task include:
 - Updated Contact Sheet/Telephone Log
 - Revised and completed Interviewer Questionnaires (reflecting the data needs of the revised Interviewer Questionnaire) approved by the PSMFC contact manager.
7. Upon completion of task 6, PSMFC will mail the *Initial Mailing Package* to about 100 members of the survey population each week. One week after PSMFC sends the *Initial Mailing Package* to potential participants, the contractor will begin attempting telephone contact with those members of the survey population (about 50 members each week) scheduled for in-person or telephone interviews. The contractor will contact survey population members and schedule interviews using protocols finalized in Task 1. It is anticipated that the contractor will attempt nine contacts with each member of the survey population before classifying that member as “not able to contact”.
8. The contractor will conduct an in-person or telephone interview (with the interview method chosen by PSMFC for each survey population member) with each willing member of the survey population. In-person interviews will be conducted at a time and place agreed upon during the telephone contact, and will typically be conducted in homes and public areas in the coastal communities in which vessel owners reside and work. Telephone interviews will be conducted at a time agreed upon during the telephone contact. See Appendix A for information on the residential location of the survey population. Interviewers will not be expected to travel more than 150 miles from the coast in order to conduct in-person interviews (in the very unusual case that a vessel owner resides more than 150 miles from the coast). Interviewers will participate in telephone conferences as deemed appropriate by the PSMFC contract manager to report and discuss survey progress. It is anticipated that these conferences will be held on a weekly basis. The deliverables for this subtask are (1) completed attempts of telephone contact with all members of the population of interest, (2) updated Contact Sheet/Telephone Log (Appendix C), and (3) completed *Interviewer Questionnaires* from all in-person interviews. All deliverables must be approved by the PSMFC contract manager before this task is considered completed.
9. The contractor will build an electronic database to contain all in-person and telephone interview responses (the contractor will work with PSMFC and NOAA Fisheries to develop an appropriate format). In addition, the contractor will be responsible for all data entry. All survey data will be transferred from the completed *Interviewer Questionnaires* to the electronic database using a double entry system (where each *Interviewer Questionnaire* is entered by two different people and the resulting electronic entries are compared in order to check for data entry errors). The deliverable from this task is an electronic database approved by the PSMFC

10. PSMFC and NOAA Fisheries recognize that an experienced survey researcher may identify additional survey implementation protocols that need to be developed prior to the implementation of survey fielding. Bidders on the RFP should identify and describe additional protocols in this subtask.

SECTION 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

3.1 Basis of contract award

This contract will be awarded on a time and materials basis. The contract will be awarded based on the following criteria:

1. Cost (20%)
2. Previous experience and expertise in conducting survey research, particularly in person interviews (30%).
3. Proposed methodology (25%).
4. Previous relevant experience with the fishing community (25%).

Bidders should carefully follow the instructions below in the section “Information Requested from Contract Bidders”.

3.2 Information Requested from Contract Bidders

Each contract bidder is asked to supply the following:

1. A list of qualifications of each person who will manage or work on the project.
2. A brief statement of previous experience the firm has in conducting survey research, particularly in-person surveys or surveys of businesses. Experience in conducting in-person surveys in coastal communities or with the fishing industry should be noted.
3. A list and brief description of all other fisheries related projects the bidder has worked on during the past ten years. This list should include all fisheries related projects not involving survey research (fisheries related survey research projects should be listed under item 2).
4. A description of the contractor’s specific work experience relevant to each task.
5. A description of the proposed methodology for accomplishing each task.
6. A completed Budget Template. The three-part Budget Template is provided in Appendix B.

3.3 Budget Template

The *Budget Templates* should be completed using the following assumptions. These assumptions are for budgeting purposes only; the contract will be awarded on a time and materials basis, so actual expenditures on a given task may be higher or lower than those shown on the *Budget Template*, depending upon the accuracy of the provided assumptions.

- a. A survey population of 1,352 vessels, of which the contractor will attempt to conduct an in-person or telephone interview with 671. PSMFC will provide the contractor with a list of the 413 vessel owners with which to attempt in-person interviews and the 258 vessel owners with which to attempt telephone interviews.
- b. 48 vessels in the pretest population to be contacted/surveyed in Task 4, including 24 vessel owners with which the contractor will attempt to conduct an in-person interview and 24 vessel owners with which the contractor will attempt to conduct a telephone interview.

- c. An average of four telephone contact attempts per member of the population of interest. Nine contacts will be attempted before a trawl vessel owner is classified as “not able to contact”.
- d. A 70% survey response rate for attempted in-person interviews and a 60% survey response rate for attempted telephone interviews. As a result of these assumptions, bidders should assume they will be conducting 289 in-person interviews and 155 telephone interviews.
- e. An average of two completed surveys per day per in-field interviewer.
- f. Assume all in-person interviews will occur in the community where the vessel owner resides. Appendix A provides information on the geographic distribution of vessel owners by community of residence, which should be used for developing budget estimates. In practice, some in-person interviews may occur in other communities, such as where the vessel (and/or owner) is located while fishing.
- g. The contractor will begin conducting in-person interviews on July 1, 2007 and will have completed conducting in-person and telephone interviews by November 1, 2007. Note that the starting date of July 1, 2007 for survey fielding depends upon receiving approval from the Office of Management and Budget (OMB) for this survey prior to July 1, 2007. NOAA FISHERIES and PSMFC expect to receive OMB approval by June 15, 2007, but OMB approval and the date of OMB approval are not certain.

Other instructions for completing the Budget Template:

- a. If you do not anticipate any expenses for a particular category for a particular task, you should enter \$0 for that category/task.
- b. Provide the name, title, and hourly rate of each person working on this project in the appropriate places. If fewer than five people from your firm will work on this project, simply write “not needed” for the name of those persons who you do not propose using.
- c. Budget estimates should include all travel costs (airfare, ground transportation, hotel, meals, and other travel costs) incurred by the contractor that will be charged to PSMFC.
- d. The hourly rate provided for each person should cover all charges that will be incurred by PSMFC, including benefits and overhead.
- e. If you do not know the name of a person you propose using, write “not known” for the name.
- f. The cost for each person on each task should equal the number of proposed hours multiplied by the billing rate for that person.
- g. The number of roundtrip flights should indicate the number of trips made between the home location (presumably the home location the person will be flying from) and the work location (presumably the work location the person will be flying to).
- h. Expenses for automobile travel should be provided in the form of the number of miles driven and a charge per mile. The per mile charge should include all automobile costs which will be charged to PSMFC, such as charges for rental cars, gasoline, repairs, etc.
- i. Travel cost estimates should include all travel costs (airfare, automobile, hotel, per diem, and other) that interviewers and any other contract personnel incur while making telephone contact and conducting interviews as part of the survey pretest with the nine members of the survey pretest population. Federal funds are being used to fund this project so travel reimbursement cannot exceed the Federal Travel Regulations.
- j. Your responses to Part III of the *Budget Template* should clearly explain the assumptions behind numerical responses to Part II. For example, if you indicated hotel costs of \$2560 for task 5, you should indicate the number of hotel room nights and the average nightly charge used in developing this assumption. For example, you may indicate 10 nights in Seattle hotels at \$80 a night, 10 nights in Bellingham hotels at \$90 a night, 8 nights in Aberdeen hotels at \$70 a night, and 5 nights in Newport hotels at \$60 a night.

3.4 Submission Instructions

All information must be submitted via paper media or email. Email submissions are preferred by PSMFC. Proposals may not be submitted by fax. The bidder is responsible for confirming that PSMFC has received the proposal by the deadline.

All paper media proposals should be submitted to:
Pacific States Marine Fisheries Commission
ATTN: DAVE COLPO
205 SE Spokane, Suite 100
Portland, Oregon 97202
503-595-3100

Proposals as well as written questions should be sent via email to: dave_colpo@psmfc.org. All email correspondence related to this survey should have a subject line of “West Coast Open Access CE Survey”.

SECTION 4: APPENDICES

Appendix A. Residential Location of Open Access Groundfish and Salmon Fleet Vessel Owners

California

San Diego 4
Long Beach 3
Santa Barbara 24
San Luis Obispo 64
Monterey 38
Santa Cruz 48
Half Moon Bay 11
San Francisco 52
Bodega Bay 34
Sacramento 23
Fort Bragg 38
Eureka 39
Crescent City 20

Oregon

Brookings 25
Port Orford 20
Coos Bay 38
Eugene 4
Newport 31
Salem 6
Tillamook 34
Astoria 14
Portland 15

Washington

Vancouver 8
Ilwaco 8
Aberdeen 13
Centralia 6
Port Angeles 11
Seattle 24
Bellingham 5
Moses Lake 1

Appendix B. Budget Template

Part 1

Person 1:

Name:
Title:
Hourly Rate:
Residence (City and State):

Person 2:

Name:
Title:
Hourly Rate:
Residence (City and State)

Person 3:

Name:
Title:
Hourly Rate:
Residence (City and State):

Person 4:

Name:
Title:
Hourly Rate:
Residence (City and State):

Person 5:

Name:
Title:
Hourly Rate:
Residence (City and State):

Person 6:

Name:
Title:
Hourly Rate:
Residence (City and State):

Part 2

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Task 10
Person 1 Hours										
Person 2 Hours										
Person 3 Hours										
Person 4 Hours										
Person 5 Hours										
Person 6 Hours										
Airfare Costs (\$)										
Ground Transportation Costs (\$)										
Hotel Costs (\$)										
Meal Costs (\$)										
Other Travel Costs (\$)										
Material Costs (\$)										
Other Miscellaneous Costs (\$)										

Part 3

Please explain how each cost (listed below) was estimated, in addition to how each was calculated, clearly stating all assumptions.

1. Airfare costs
2. Ground Transportation
3. Hotel Costs
4. Meal Costs
5. Other Travel Costs
6. Material Costs and
7. Other miscellaneous costs

Appendix C Protocols

Protocol I. Establishing Telephone Contact

The first interaction you may have with a potential survey participant will be over the phone. Aside from the introductory letter the vessel owner receives in the mail, the telephone contact you make with them to schedule an interview, will be their only additional exposure to the survey. Because of this, it is critical that the recruiter:

- Answer questions the vessel owner may have about the survey,
- Reiterate to the vessel owner how **not** participating in the survey may **impact** him/her,
- Schedule an interview time (for both in-person and telephone interviews) and location (for in-person interviews) and
- Refer the vessel owner to a PSMFC/NOAA supervisor if you cannot answer additional questions.

Because vessel owners schedule fishing efforts around the weather, regulations, resource availability, and other factors, vessel owners may be difficult to get a hold of over the telephone.

Please follow the guidelines below:

- Call the vessel owner during different times of the day (i.e. non-business hours) if you continue to get a message machine during business hours.
- Do not leave more than **one** message per day.
- Spread your three voice messages over a **two-week** period. This two-week period addresses situations where fishermen might be unavailable the first week because of fishing activity and available for contact the second week.
- A vessel owner should **not** be called more than **nine** times. The nine calls include, **six** calls leaving no voice messages, and **three** calls leaving voice messages. If the vessel owner cannot be reached after leaving **three** phone messages, record them as *not able to contact* in the *Contact Sheet* table (discussed below). It is suggested that you alternate leaving voice messages with phone calls without voice messages. This will result in a broader breadth of attempted contact time over the two-week period.

Scheduling the Interview

The recruiter is responsible for scheduling all interviews with vessel owners at times when an interviewer is available. Scheduling an interview around a meal or cup of coffee can provide additional incentive to participate in the survey. Petty cash will be provided to interviewers in situations where interviews are scheduled around a meal or cup of coffee. In some cases, interviews might need to be scheduled during different hours of the day (i.e. evenings) to accommodate the participants work schedule. Additionally, all interviews must be scheduled at locations that are most accommodating to the survey participant. This might require that you meet the participant at his/her home, place of work, fishing vessel, coffee shop, etc.

Number of interviews per day

On average, approximately two in-person interviews or three telephone interviews can be completed by one interviewer in one day (eight hour).

Interview Location

Ideally a cluster of interviews will be scheduled in one location, such as Astoria/Warrenton/Hammond on the north Oregon coast. Once surveys have been completed in one fishing community/location, additional interviews will be scheduled in fishing communities in close proximity, such as Garibaldi/Nehalem. Interview clusters for the West Coast as defined by NOAA Fisheries and PSMFC include:

To Be Updated

It is strongly discouraged that one interview scheduled in Astoria be followed by one interview in Newport on the same day. Travel time should be considered when scheduling interviews with participants. If required travel time between interview locations is unclear consult *yahoo maps*, *map quest*, or ask a PSMFC/NOAA supervisor for suggestions. It is very important to arrive on time for scheduled interviews, so recruiters and interviewers should be sure to allow adequate travel time. Roads serving coastal communities typically require slower driving speeds than interstate highways.

Interview No-Shows

In some cases you might have a situation where an interviewer may not be able to meet his/her commitment of meeting with you for their scheduled interview. In this case, use the extra time to:

- Finalize previously completed interviews
- Schedule interviews over the phone
- Complete data entry
- Coordinate with PSMFC on other tasks that might be useful

Additionally, record the no-show in the *No-show* section of your *Contact Sheet/Telephone Log* (discussed below) and attempt to reschedule the interview. Use the same telephone procedures discussed above.

Telephone Schedule Documentation

In order for you to schedule interviews with harvesters, a contact list of all potential participants will be provided to you by PSMFC/NOAA. This list is called *Contact Sheet/Telephone Log* and contains both contact information and space for you to record when and where the interview will take place, etc. Below is a description of items provided in the *Contact Sheet/Telephone Log* as well as items you are responsible for completing. Please do not leave any cell (item) in the table blank.

Please note the following color codes in the *Contact Sheet/Telephone Log* (Table I):

- A. Data cells highlighted in green will be provided to you. One exception is the phone numbers, where at least one number will be listed in the table. Use this number for the initial telephone contact. If the trawler supplies additional phone numbers please record them in the space provided.
- B. Data cells highlighted in blue are to be completed by you.
- C. Data cells highlighted in yellow may or may not be provided for you (please record collected data in the space provided).

Contact Sheet/Telephone Log

1. Name	2. Adr1	3. Adr2	4. HPh	5. WPh	6. CPh	7. Email

8. Time Available	9. Phone Call 1		10. Phone Call 2		11. Phone Call 3		12. Phone Call 4		13. Phone Call 5	
	Date		Date		Date		Date		Date	
	Time		Time		Time		Time		Time	
	Message	Yes No	Message	Yes No	Message	Yes No	Message	Yes No	Message	Yes No

14. Phone Call 6		15. Phone Call 7		16. Phone Call 8		17. Phone Call 9	
Date		Date		Date		Date	
Time		Time		Time		Time	
Message	Yes No						

18. Able to Contact via Phone	19. Participating	20. Date/Time/ Location of Interview	21. No-Show	22. Completed Interview	23. Notes
Yes	Yes		Yes	Yes	
No	No		No	No	

Example Contact Sheet/Telephone Log Column Headings:

- Name –check for accuracy
- Adr1 –check for accuracy
- Adr2 –check for accuracy
- HPh – home phone may/may not be provided for you, check for accuracy
- WPh – work phone may/may not be provided for you, check for accuracy
- CPh – cell phone may/may not be provided for you, check for accuracy
- Email – may/may not be provided for you, check for accuracy
- Time Available – this is the time the trawler provided on the return post card (call them during these hours/days)
- 9-17. Phone Call – record the date and time you attempted each telephone contact. Please do not call the participant more than **nine** times (**six** calls **without** leaving a message and **three** calls **leaving** a message). Circle yes or no to record if a voice message was left.
18. Unable to Contact Via Phone –circle no if the participant could not be reached after nine phone calls. Circle yes if the participant was reached by phone.
19. Participating – circle yes or no
20. Date/Time/Location of Interview – this is the date/time/location you schedule for the interview
21. No-Show – if your scheduled interview participant does not make it to the interview, circle no

22. Completed Interview – circle yes or no to record if the interview is complete
23. Notes – record any additional notes here

Protocol II. Conducting Pretest Interviews

During the pretest, the interviewer will complete the following two tasks:

1. Attempt to conduct 24 in-person and 24 telephone interviews with 48 vessel owners, using a list of vessel owners and interview methods provided by PSMFC. Collected cost earnings data will be recorded in the *Interviewer Questionnaire* (please see the *How to Complete the Interviewer Questionnaire* section below).
2. Gather feedback from survey participants about survey ease, length, question wording, misunderstanding of questions, etc.

Interviewers participating in task 4 will contribute feedback during a debriefing session with PSMFC and NOAA FISHERIES staff. The debriefing will occur in a meeting at PSMFC headquarters in Portland.

How to Complete the *Interview Questionnaire*

The interviewer questionnaire is designed to contain all the information you may need during an interview (interview questions, directions, how to code the form/record responses, follow up questions and explanations for every question being asked). In addition, it is designed for you to record **all** responses and notes on the form itself. The interview questionnaire is composed of 16 pages (including front and back of pages). Below is a brief description of each page and their contents:

Page 1 Record your name, interview location (address), interview date, start time and end time. Please indicate why type of compensation was provided at the time of the interview (circle one).

The Interview Questionnaire Key describes the layout of the form and how to distinguish the different fonts, and texts:

1. CAPITAL TEXT = READ THIS QUESTION AND RECORD CORRESPONDING ANSWERS
2. *Italic text*= Your question instructions including how to code responses to **each** question.
3. Dashed Underlined Text = Follow up questions. Please ask the participant these follow up questions if you have time.

These questions are of secondary importance. The survey questions take first priority.

4. **-all lower case bold text starting with the dash (-) describe data uses specific to that question**

This information will be especially useful if the participant asks why a particular question is being asked of him. If the information provided on the interviewer questionnaire does not satisfy the participant, please provide him with your supervisors contact information.

Page 2 Extra space for notes if needed.

Page 3 Questions 1-5, record participant information here. If two people are participating, record harvesters name and contact information as well as contact information for the second participant. Record vessel ownership characteristics.

Page 4 Extra space for notes if needed.

Page 5 Record responses to question 7 and ask follow up questions if time allows.

Page 6 Extra space for notes if needed.

Page 7 Record responses to question 8 and ask follow up questions if time allows.

Page 8 Record responses to question 9 and ask follow up questions if time allows.

Page 9 Record responses to question 10 and ask follow up questions if time allows.

Page 10 Extra space for notes if needed.

Page 11 Record responses to question 11 and stress the information collected is **only** for the **groundfish** fishery. Ask follow up questions if time allows.

Page 12 Extra space for notes if needed.

Page 13 Record responses for questions 12 – 15. Ask follow up questions if time allows.

Please realize that every question on the survey has a specific purpose. Because of this it is critical that no blanks are left on the survey. If a specific value is not collected, the following codes should be used instead:

- Record a **-9** if the response was refused,
- Record an **-8** if the participant doesn't know the answer,
- Record a **-7** if there was no participation,
- Record a **-6** if the participant will provide the information at a later date and
- Record a **-5** if any other reason for not answering the question exists.

Specify _____

More space than the forms allow may be needed for recording both comments to related questions, answers to follow up questions, or additional notes. If this is the case, use the space provided on the back of the existing form to continue recording survey data. All survey pages should be stapled together when you turn in the completed questionnaires to your supervisor. The following is a general checklist to complete prior to turning in questionnaires:

- Check for empty cells and appropriate coding.
- Ensure handwriting is legible and readable. Rewriting is called for when the form becomes illegible.
- Put your forms in the order that the interviews were done (assignment number, date, interview number and time).
- Make sure no question is left blank.

During the interview, please repeat the values the participant provides you to each question. This will ensure that you heard the participant and that you are coding the interviewer questionnaire correctly. You are encouraged to edit and correct your forms upon completion of the interview while your memory is fresh and again prior to giving them to your supervisor. The time spent in editing is just as important as time spent interviewing. Errors found later require more time and money to fix.

Protocol III. Communicating With Your Supervisor

On a daily basis (or as needed), you will be expected to participate in a telephone conference call with a PSMFC/NOAA supervisor during both the pretest portion of the project as well as the first two weeks interviewing the remaining OR survey population. A designated time and call in number will be established to discuss progress, ease of attempted phone calls, etc.

On a weekly basis, you will be expected to complete a progress report (Figure I) for the duration of the project. This report should be emailed to your supervisor each Friday of your workweek. This communication is necessary for charting the ease of telephone communication and completed interviews for future limited entry trawl surveys in Washington and California.

In addition to the weekly progress report, attach an updated version of the *Contact Sheet/Telephone Log* to the weekly report. Feel free to contact your supervisor via email or telephone at any time with questions or concerns.

Figure 1.

Weekly Progress Report	
Interviewer Name _____	Date _____
Week _____	
Monday August _____, 2005 to Friday August _____, 2005	
Scheduled Interviews:	
Number _____	Notes _____
_____	_____
_____	_____
Completed interviews:	
Number _____	Notes _____
_____	_____
_____	_____
Refused interviews:	
Number _____	Notes _____
_____	_____
_____	_____
Unable to Contact:	
Number _____	Notes _____
_____	_____
_____	_____
Please attach Contact Sheet document to your weekly report.	

Appendix D --- Mailing Questionnaire

There are two versions of the mailing questionnaire. One version is intended for vessel owners who participate primarily in the salmon fishery, while the other version is intended for vessel owners who participate in the groundfish fishery. In the case of vessel owners who participate in both fisheries, the fishery providing the largest revenue is used to determine the questionnaire version. The first three pages of each version of the mailing questionnaire are identical --- the only differences are in the section asking about crew compensation on page 4.

Appendix D, Part 1 --- Mailing Questionnaire for Groundfish Vessel Owners

CONTACT INFORMATION FOR SURVEY RESPONDENT

1. Name: _____ 2. Email: _____
 3. Date (Month/Day/Year): _____ 4. Telephone: (____) _____
 5. Mailing Address (Street, City, State, and Zip Code):

VESSEL OWNERSHIP AND CHARACTERISTICS

6. Please verify the following information on record about your vessel's characteristics. If the information on record is correct, please place a check mark in the Corrections column. If the information on record is incorrect or there is no information on record, please provide the correct information in the Corrections column.

Item	Information on Record	Corrections
a. Owner's Name	<i>Charles Smith</i>	
b. Owner's Address	<i>333 1st Street, Waldport, OR 97005</i>	
c. USCG Vessel ID	<i>33221843</i>	
d. State Vessel ID	<i>OR33214</i>	
e. Home Port	<i>Newport, OR</i>	
f. Length (feet)	<i>75</i>	
g. Fuel Capacity	<i>300</i>	
h. Engine Make and Model	<i>No Information on Record</i>	

7. What is the approximate market value of your vessel (not including associated permits) in dollars? \$ _____

8. Please provide your vessel's fuel consumption, speed, and crew size (not including captain) when engaged in each of the following activities. If this vessel does not engage in an activity, please write "NA" in the appropriate columns.

Activity	Fuel Consumption (Gallons Per Hour)	Speed (Knots Per Hour)	Crew Size (Not Including Captain)
a. Longlining			
b. Trolling			
c. Crabbing			
d. Shrimping (while towing)			
e. Steaming (fully loaded)			Not Applicable
f. Steaming (empty)			Not Applicable

COSTS AND EARNINGS

Questions 9 through 12 collect information about this vessel's costs and earnings while operating in all fisheries (groundfish, crab, shrimp, salmon, etc.). This survey's primary objective is to collect data on costs and earnings for 2006. However, we recognize that conditions in the fishery change from year to year and that two years of data can provide a more complete picture than a one-year snapshot. If possible, we would appreciate receiving your cost and earnings data for both 2005 and 2006.

9. In what month does your vessel's fiscal year begin? _____

10. For each of the earnings (income) sources listed below, please indicate the income earned during your fiscal year 2005 and fiscal year 2006. If no income was earned from a particular source during a particular year, please write NA in the appropriate box.

Earnings (Income) Source	2005 (\$)	2006 (\$)
a. Landings in Alaska		
b. Landings in Hawaii		
c. Landings outside of the United States		
d. West Coast at-sea deliveries		
e. Sale and leasing of permits associated with this vessel		
f. Other (please specify)_____		

11. Approximately what percentage of your annual household income comes from earnings associated with this vessel?
 a. less than 20% b. 20% to 40% c. 40% to 60% d. 60 to 80% e. greater than 80%

12. For each cost category below, please provide total annual expenditures during your fiscal year 2005 and fiscal year 2006. If you do not have separate data on expenditures for captain (part a) and crew (part b), please write combined expenditures in part a and write "NA" in part b. If no expenditures were incurred in a particular category during a particular year, please write NA in the appropriate box.

For location of expenditures please indicate the location of expenditures in either dollars or percentages in the following location categories: hp=home port, hs= home state but not home port city, wc=West Coast (WA, OR, or CA) state but not home state, ak= Alaska, us=United States outside of West Coast and Alaska, ot=Outside the United States. For Crew expenditures please indicate the percent of crew that reside in each location category.

Cost (Expenditure) Category	2003 (\$)	2004 (\$)	Location of Expenditures	
a. Captain (including share payments, bonuses, other forms of compensation, and payroll taxes)			hp: hs: wc:	ak: us: ot:
b. Crew (including share payments, bonuses other forms of compensation, and payroll taxes)			hp: hs: wc:	ak: us: ot:
c. Fuel and Lube			hp: hs: wc:	ak: us: ot:
d. Food and crew provisions			hp: hs: wc:	ak: us: ot:
e. Ice			hp: hs: wc:	ak: us: ot:
f. Bait			hp: hs: wc:	ak: us: ot:
g. Repair, maintenance, and improvements for vessel, gear, and equipment			hp: hs: wc:	ak: us: ot:
h. Insurance			hp: hs: wc:	ak: us: ot:
i. Interest and Financial Services			hp: hs: wc:	ak: us: ot:
j. Purchase of permits used with this vessel			N/A	N/A
k. Leasing of permits used with this vessel			N/A	N/A

CREW COMPENSATION

Questions 13 through 17 collect information about crew payments when this vessel is participating in the West Coast (Washington, Oregon, and California) groundfish fishery.

13. Does this vessel use a crew share system to pay its crew when operating in the groundfish fishery?
- Yes (proceed to question 14).
 - No (proceed to Survey Conclusion)..

14. Which of the following expenses were deducted from total revenue before calculating the crew share when this vessel operated in the groundfish fishery?

	Deducted Before Calculating Crew Share?	
	Yes	No
a. Fuel and lube.		
b. Food and other crew provisions.	Yes	No
c. Landing taxes.	Yes	No
d. Unloading expenses	Yes	No
e. Other. Please specify _____.	Yes	No

15. On what percentage of fishing trips does the vessel owner serve as captain? _____%

16. On trips when the vessel owner serves as captain, please indicate the share of net revenue (revenue minus the deductions listed in question 13) going to the vessel, captain, and crew. If the vessel owner does not serve as captain on any trips, please circle "NA".

Vessel share _____% Captain share _____% Crew share _____% NA

17. On trips when the vessel owner does not serve as captain, please indicate the share of net revenue (revenue minus the deductions listed in question 13) going to the vessel, captain, and crew. If the vessel owner always serves as captain, please circle "NA".

Vessel share _____% Captain share _____% Crew share _____% NA

Survey Conclusion and Paperwork Reduction Act Statement

Thank you for participating in this voluntary survey which requests information on costs and earnings from vessel owners participating in the West Coast groundfish fishery. This information will be used to assess the economic effects of fishery management regulations, such as the effect of regulations on harvesting costs and regional economies. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The information you provide will remain strictly confidential. We will combine your responses with information provided by other participants, and report it in summary form so that responses for any individual vessel can not be identified. Public reporting burden for this information collection, including time for gathering data needed and completing the survey, is estimated to average one hour per respondent. Please provide comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Carl Lian
2725 Montlake Boulevard East
Seattle, WA, 98112

telephone: 206-302-2414
email: carl.lian@noaa.gov

Appendix D, Part 2 --- Mailing Questionnaire for Salmon Vessel Owners

CONTACT INFORMATION FOR SURVEY RESPONDENT

1. Name: _____ 2. Email: _____
3. Date (Month/Day/Year): _____ 4. Telephone: (____) _____
5. Mailing Address (Street, City, State, and Zip Code):

VESSEL OWNERSHIP AND CHARACTERISTICS

6. Please verify the following information on record about your vessel's characteristics. If the information on record is correct, please place a check mark in the Corrections column. If the information on record is incorrect or there is no information on record, please provide the correct information in the Corrections column.

Item	Information on Record	Corrections
a. Owner's Name	<i>Charles Smith</i>	
b. Owner's Address	<i>333 1st Street, Waldport, OR 97005</i>	
c. USCG Vessel ID	<i>33221843</i>	
d. State Vessel ID	<i>OR33214</i>	
e. Home Port	<i>Newport, OR</i>	
f. Length (feet)	<i>75</i>	
g. Fuel Capacity	<i>300</i>	
h. Engine Make and Model	<i>No Information on Record</i>	

7. What is the approximate market value of your vessel (not including associated permits) in dollars? \$ _____

8. Please provide your vessel's fuel consumption, speed, and crew size (not including captain) when engaged in each of the following activities. If this vessel does not engage in an activity, please write "NA" in the appropriate columns.

Activity	Fuel Consumption (Gallons Per Hour)	Speed (Knots Per Hour)	Crew Size (Not Including Captain)
a. Longlining			
b. Trolling			
c. Crabbing			
d. Shrimping (while towing)			
e. Steaming (fully loaded)			Not Applicable
f. Steaming (empty)			Not Applicable

COSTS AND EARNINGS

Questions 9 through 12 collect information about this vessel's costs and earnings while operating in all fisheries (groundfish, crab, shrimp, salmon, etc.). This survey's primary objective is to collect data on costs and earnings for 2006. However, we recognize that conditions in the fishery change from year to year and that two years of data can provide a more complete picture than a one-year snapshot. If possible, we would appreciate receiving your cost and earnings data for both 2005 and 2006.

9. In what month does your vessel's fiscal year begin? _____

10. For each of the earnings (income) sources listed below, please indicate the income earned during your fiscal year 2005 and fiscal year 2006. If no income was earned from a particular source during a particular year, please write NA in the appropriate box.

Earnings (Income) Source	2005 (\$)	2006 (\$)
a. Landings in Alaska		
b. Landings in Hawaii		
c. Landings outside of the United States		
d. West Coast at-sea deliveries		
e. Sale and leasing of permits associated with this vessel		
f. Other (please specify)_____		

11. Approximately what percentage of your annual household income comes from earnings associated with this vessel?
 a. less than 20% b. 20% to 40% c. 40% to 60% d. 60 to 80% e. greater than 80%

12. For each cost category below, please provide total annual expenditures during your fiscal year 2005 and fiscal year 2006. If you do not have separate data on expenditures for captain (part a) and crew (part b), please write combined expenditures in part a and write "NA" in part b. If no expenditures were incurred in a particular category during a particular year, please write NA in the appropriate box.

For location of expenditures please indicate the location of expenditures in either dollars or percentages in the following location categories: hp=home port, hs= home state but not home port city, wc=West Coast (WA, OR, or CA) state but not home state, ak= Alaska, us=United States outside of West Coast and Alaska, ot=Outside the United States. For Crew expenditures please indicate the percent of crew that reside in each location category.

Cost (Expenditure) Category	2003 (\$)	2004 (\$)	Location of Expenditures	
a. Captain (including share payments, bonuses, other forms of compensation, and payroll taxes)			hp: hs: wc:	ak: us: ot:
b. Crew (including share payments, bonuses other forms of compensation, and payroll taxes)			hp: hs: wc:	ak: us: ot:
c. Fuel and Lube			hp: hs: wc:	ak: us: ot:
d. Food and crew provisions			hp: hs: wc:	ak: us: ot:
e. Ice			hp: hs: wc:	ak: us: ot:
f. Bait			hp: hs: wc:	ak: us: ot:
g. Repair, maintenance, and improvements for vessel, gear, and equipment			hp: hs: wc:	ak: us: ot:
h. Insurance			hp: hs: wc:	ak: us: ot:
i. Interest and Financial Services			hp: hs: wc:	ak: us: ot:
j. Purchase of permits used with this vessel			N/A	N/A
k. Leasing of permits used with this vessel			N/A	N/A

CREW COMPENSATION

Questions 13 through 17 collect information about crew payments when this vessel is participating in the West Coast (Washington, Oregon, and California) **salmon fishery**.

13. Does this vessel use a crew share system to pay its crew when operating in the **groundfish fishery**?

- a. Yes (proceed to question 14).
- b. No (proceed to Survey Conclusion)..

14. Which of the following expenses were deducted from total revenue before calculating the crew share when this vessel operated in the **salmon fishery**?

	Deducted Before Calculating Crew Share?	
a. Fuel and lube.	Yes	No
b. Food and other crew provisions.	Yes	No
c. Landing taxes.	Yes	No
d. Unloading expenses	Yes	No
e. Other. Please specify _____.	Yes	No

15. On what percentage of fishing trips does the vessel owner serve as captain? _____%

16. On trips when the vessel owner serves as captain, please indicate the share of net revenue (revenue minus the deductions listed in question 13) going to the vessel, captain, and crew. If the vessel owner does not serve as captain on any trips, please circle "NA".

Vessel share _____% Captain share _____% Crew share _____% NA

17. On trips when the vessel owner does not serve as captain, please indicate the share of net revenue (revenue minus the deductions listed in question 13) going to the vessel, captain, and crew. If the vessel owner always serves as captain, please circle "NA".

Vessel share _____% Captain share _____% Crew share _____% NA

Survey Conclusion and Paperwork Reduction Act Statement

Thank you for participating in this voluntary survey which requests information on costs and earnings from vessel owners participating in the West Coast groundfish fishery. This information will be used to assess the economic effects of fishery management regulations, such as the effect of regulations on harvesting costs and regional economies. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The information you provide will remain strictly confidential. We will combine your responses with information provided by other participants, and report it in summary form so that responses for any individual vessel can not be identified. Public reporting burden for this information collection, including time for gathering data needed and completing the survey, is estimated to average one hour per respondent. Please provide comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

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