

# National Transportation Safety Board

Office of the Chief Financial Officer

Washington, DC 20594



Transportation Research Board (TRB) Annual Membership Renewal.

April 24, 2024

THIS IS NOT A REQUEST FOR PROPOSALS, AN INVITATION FOR BIDS, OR A REQUEST FOR QUOTATIONS. FURTHER, IT DOES NOT REPRESENT A COMMITMENT BY THE GOVERNMENT TO PAY FOR COSTS INCURRED IN PREPARATION AND SUBMISSION OF DATA OR ANY OTHER COSTS INCURRED IN RESPONSE TO THIS ANNOUNCEMENT.

The NTSB intends to award a sole source contract to the National Academy of Sciences (NAS), Transportation Research Board (TRB) based on the uniqueness of TRB's publications and services. TRB's publications and services cannot be found elsewhere in the market and with the memberships the NTSB receives multiple services which include use of the TRB Library, Complimentary Annual Meeting Registrations, One day Registrations and Additional Full Registrations. The TRB will serve the NTSB as an asset for accident investigation, safety studies and technical support, quick access to transportation researchers, state and local transportation leaders, and private sector system operators, as well as a means to promote the NTSB's safety recommendations. The Transportation Research Board (TRB) 104th Annual Meeting will be held January 5 - 9, 2025, at the Walter E. Washington Convention Center, in Washington, D.C. The information-packed program is expected to attract more than 13,000 transportation professionals from around the world.

The meeting program will cover all transportation modes, with more than 5,000 presentations in nearly 800 sessions and workshops, addressing topics of interest to policy makers, administrators, practitioners, researchers, and representatives of government, industry, and academic institutions. A number of sessions and workshops will focus on the spotlight theme for the 2024 meeting.

The intended sole source contract will be awarded in accordance with FAR 13.106-1(b)(1), Soliciting from a single source. Contracting officers may solicit from one source if the contracting officer determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization).

## Background

The National Transportation Safety Board (NTSB) is an independent Federal agency with the primary missions of investigating civil aviation accidents in the United States and significant accidents in the other modes of transportation -- railroad, highway,

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marine, and pipeline -- and issuing safety recommendations aimed at preventing future accidents.

In support of this mission, NTSB has a requirement to renew its membership to the Transportation Research Board (TRB). The TRB is a division of the National Research Council (NRC), which serves as an independent advisor to the federal government on scientific and technical questions of national importance. The NRC is jointly administered by the NAS, the National Academy of Engineering, and the Institute of Medicine. The TRB will serve the NTSB as an asset for accident investigation, safety studies and technical support, quick access to transportation research, state and local transportation leaders, and private sector system operators, as well as promote the NTSB's safety recommendations.

## Required Capabilities

The TRB Sustaining Affiliate Membership provides the largest technical community of transportation researchers representing key NTSB stakeholders from state, metropolitan and local transportation organizations as well as their counterparts from around the world. The membership provides NTSB opportunities to maintain and strengthen links between the NTSB and the transportation research community through:

- The work of TRB's standing technical committees and task forces addressing all modes and aspects of transportation.
- TRB publications and dissemination of reports and peer-reviewed technical papers on research findings.
- TRB conduct of special studies on transportation research issues at NTSB's request.
- Operation of an on-line computerized file of transportation research information.
- Participation in TRB's annual meeting.

Sources capable of fully satisfying the above requirement are invited to submit a capability statement. At a minimum, this information, which must be prepared specifically in response to this notice must include: (1) identification of company or organization; (2) an assertion of existing, full capability to meet proposed requirements; (3) business/contracts/marketing office point(s) of contact; (4) notification of business size and /or special status; and (5) any additional information that may be useful to the successful procurement of the requirements, if solicited. The capability statement shall adhere to a five (5)-page submission limit plus web links and any specialized product descriptions. The statement of capabilities should include only

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information that clearly demonstrates the respondent's capabilities, expertise, and experience to provide the requirements described in this notice. General marketing material should not be included. The NTSB prefers that companies do not submit proprietary material. However, the Government recognizes that proprietary data may be a part of your submittal. If so, clearly mark such restricted or proprietary data and present it as an addendum to the non-restricted/non-proprietary information. Information received will be considered solely for the purpose of determining whether to conduct a competitive procurement. A determination by the Government not to compete the proposed contract based upon responses to this notice is solely within the discretion of the Government. All responsible sources may submit a capability statement, which shall be considered by NTSB. Parties must submit information within ten (10) days of publication of this notice. NTSB will not return capability statements and the supporting documentation submitted in response to this notice. Telephone responses and inquiries will not be accepted.

You may email questions regarding this notice to the issuing office to Ciara Bond via email at: [Ciara.Bond@ntsb.gov](mailto:Ciara.Bond@ntsb.gov) no later than 4:00pm EST on May 1, 2024. A contract is anticipated to be issued no later than May 15, 2024.