

U.S. DOT ITS Professional Capacity Building Program/
Institute of Transportation Engineers/
ITS America

REQUEST FOR PROPOSALS (RFP)

Issue Date: August 8, 2012

Proposal Due: Electronic proposals will be received until **August 24, 2012 at 2 PM EDT** for furnishing the services described herein. In order to be considered for selection, offerors must submit a complete response to this RFP. **ITE will accept only e-mail responses. There should be one copy in Microsoft Word and one copy in PDF format.**

Title: ITS PCB/ITE/ITSA-2012-02: ITS ePrimer Module Authors

**Submit
Proposals to:** Ms. Natalia Vlasov at: nvlasov@ite.org

**Issuing
Organizations:** U.S. DOT ITS Professional Capacity Building Program/Institute of Transportation Engineers/ITS America

**Period of
Contract:** September 15, 2012 through November 30, 2013

All inquiries for information should be directed to:

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Institute of Transportation Engineers
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lfontana@ite.org**

Place this signature sheet after the cover page in the proposal.

In compliance with this request for proposal and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

ITS PCB/ITE/ITSA-2012-02: ITS ePrimer Module Authors

Name/Organizational Information:

Organization/Firm Name/Individual
Address
By (Authorized Person to Contract for Firm/Organization)
Title
Signature
Phone
E-mail
Fax

**U.S. DOT ITS Professional Capacity Building Program/
Institute of Transportation Engineers/
ITS America**

Request for Proposals

ITE/ITSA-2012-02: ITS ePrimer Module Authors

Issue Date: **August 8, 2012**
Proposals Due: **August 24, 2012 at 2 PM EDT**

I. PURPOSE AND BACKGROUND

The U.S. Department of Transportation (DOT) ITS/JPO (RITA), Institute of Transportation Engineers (ITE), and ITS America (ITSA) are requesting proposals from individuals to serve as module authors for the development of thirteen of the fourteen modules that will comprise a new ITS ePrimer.

The primary purpose of the ITS ePrimer will be to present a comprehensive source of fundamental concepts and practices related to ITS technologies, commensurate with the state of the art. The ITS ePrimer is intended to be a series of up-to-date, web-based modules that provide basic introduction to key ITS topics, with a multimodal perspective.

This new resource will expand upon information published in existing ITS JPO, ITE, and ITSA resources. In particular, this resource is intended to serve as an update to the *Intelligent Transportation Primer*, first published in 2000 in collaboration with ITE and ITSA. The *Primer* has been widely used by public and private agencies and educational institutions to provide information to practicing professionals and students on the planning, design, deployment, and operations of technology to transportation systems. However, significant technological advances have occurred since the development and publication of the 2000 *Primer*.

In addition, there have been major innovations in the way that learning materials are delivered digitally including the ability to collaboratively edit on the web, provide interactive content via video and web links, and support platforms beyond the personal computer. This effort is intended to provide ITS and other transportation professionals with the most up-to-date information about ITS technologies, in an engaging manner, using the most effective delivery mechanism.

The ITS ePrimer is intended to serve as a stand-alone practitioner reference document as well as a text for education and training programs.

This work will be carried out in close coordination with the American Public Transportation Association (APTA) to ensure multimodal domain expertise in ITS.

The expected target audience for this resource includes public and private sector ITS and transportation practitioners, academicians, students, vendors, decision makers, and public officials.

II. PROJECT MANAGEMENT

ITS JPO, ITE, and ITSA have created a joint project management team (PMT) to assist in the review of this new resource. The PMT is comprised of representatives of each of the partner organizations and a contractor selected to serve as the overall technical editor. The module authors will work closely with the technical editor and other members of the PMT throughout the production and development of the ePrimer modules. The selected module authors will participate in a minimum of one conference call with the technical editor and PMT to discuss the content, format, and style of the draft and final deliverables. In addition, volunteer subject matter experts from the public and private sectors, representing a broad range of expertise and geographic diversity, will be appointed to assist in a detailed review of the draft modules.

III. SPECIAL SKILLS AND QUALIFICATIONS

It is expected that the module authors will have both a broad understanding and familiarity with ITS technology and transportation engineering practices and detailed subject matter expertise specific to module topic/s for potential authorship.

The desired skills/requirements are as follows:

- Detailed knowledge and significant practical experience with multimodal ITS technology and application.
- Demonstrated ability to understand the current industry and new technologies and apply them to modern day practice.
- Strong technical writing skills and ability to communicate in lay person terms.
- Evidence of past writing accomplishments, such as peer reviewed papers, handbook chapters, or textbooks.
- Experience or understanding of the application of multi-media learning.
- Ability to take a systematic approach to ensuring a quality project.
- Flexibility and ability to work within a consensus building process.
- Significant familiarity with a broad range of stakeholders including public and private sector practitioners and academicians.
- Demonstrated previous success in working with the ITS JPO/ITE/ITSA/APTA on other similar projects.

IV. STATEMENT OF NEEDS

The module authors will be expected to (1) review and, if necessary, modify the draft annotated outline for the electronic module content (draft annotated outline is included in Appendix A of this RFP); (2) participate in a kickoff meeting to discuss the objectives of the project, describe the editorial process, and walk through the prototype module; (3) assist in identifying module reviewers; (4) develop draft module content in accordance with module format outline (included in Appendix B) and prototype module "Introduction to ITS" (to be provided). This task also includes review and written responses to comments provided by the volunteer reviewers and

the technical editor; (5) facilitate the development and integration of two multimedia examples per module; (6) provide illustrations, figures, and/or tables in accordance with established publication guidelines (including tagging of charts, graphs and graphics for 508 compliance); (7) identify all copyrighted material and compile permission request forms; and (8) prepare final draft report including consideration and response to comments provided by the PMT. This task also includes performing the steps necessary to assist in finalizing the development of the professionally edited and compliant modules.

For each of the tasks, module authors will work under the guidance of the technical editor. All final deliverables are subject to PMT approval. ITE will administer and oversee the contracts with the module authors.

It is anticipated that the selected module authors will use the task list below as a starting point to develop a scope of how the work shall be performed in accordance with the schedule provided. At a minimum, the scope should consist of:

- name of tasks and description of approach for completion;
- deliverables per task; and
- verification of schedule for draft and final products.

Module authors may apply for and be selected for authorship of one or more modules.

The following tasks represent the general scope of work:

Task 1: Review, Modify, and Finalize Annotated Outline

Each of the modules contained in the ePrimer should be comprehensive in addressing all aspects of ITS technologies. A draft list of module content for each of 14 proposed modules in the ITS ePrimer (shown in Appendix A) has been prepared to provide suggestions for potential content. The module author shall review and update the draft module content for approval by the PMT. The updated outline may include revisions to the content specified for each of the modules listed. It is assumed for the purpose of this scope that 13 modules will be developed by module authors and module 1 "Introduction to ITS" will be prepared by the ePrimer technical editor.

Task 1 Deliverables:

1. Updated Draft Annotated Module Outline
2. Final Draft Annotated Module Outline

Task 2: Participate in Kickoff Meeting

The technical editor will schedule a kickoff conference call with the PMT, APTA, and all identified authors to discuss the objectives of the project, describe the editorial process, and walk through the prototype module. The desired outcome is that the authors understand their roles and responsibilities as well as the editorial guidelines and format of the final deliverables. The kickoff meeting will be conducted via a web conference or conference call.

Task 2 Deliverable:

1. Participation in a kickoff conference call

Task 3: Provide Input to Selection of Module Reviewers

The module authors along with the PMT and APTA will provide input to the identification of three to five subject matter experts to serve as volunteer reviewers for the content of draft modules that they are selected to author. ITE will be responsible for communicating with module reviewers regarding their role and responsibilities, deadlines for review, and the compiling of comments.

Task 3 Deliverable:

1. Input to the selection of module reviewers

Task 4: Develop Draft Module Text

The module author will be responsible for developing draft module content in accordance with module format outline (included in Appendix B) and prototype module “Introduction to ITS.” The format outline provides guidance for overall structure and layout including examples and incorporation of multimedia examples. The prototype module, “Introduction to ITS,” will demonstrate the tone or “voice” and writing style for the entire resource. The prototype module will be provided to module authors at the onset of their work activity.

As part of the module development, it is expected that the module author will include a detailed bibliography or module resource listing.

The module author will also be responsible for providing responses to comments on the draft module. This process will include a two-stage review process including (1) review and response to comments provided by volunteer reviewers and technical editor (task 4) and (2) review and response to comments provided by the PMT (task 8). ITE will be responsible for synthesizing the comments received from the volunteer reviewers and the PMT. Comments that are not addressed should be documented by the module author in written form with a discussion as to why comments were not addressed.

The technical editor will be responsible for providing direction to the module authors. ITE will coordinate with the module authors the development and delivery of each module including management of the review process. ITE has developed a schedule for completing outlines, drafts, reviews, edits, and final reviews of each module as shown in Appendix C.

Task 4 Deliverables:

1. First draft of module content
2. Written responses to comments provided by volunteer reviewers and technical editor
3. Revised second draft module for review by the PMT

Task 5: Facilitate Development and Integration of Interactive Multimedia Examples

ITSA is responsible for leading this task. The module author is responsible for working with the ITSA staff and the technical editor to ensure that multimedia examples of ITS technologies portrayed in simulations, video presentations, and other interactive formats are accurately and appropriately integrated into module development. For the purposes of this scope, it is assumed that two multimedia examples will be included in each of the 14 modules.

ITSA will work with ITE and APTA to query their joint memberships for appropriate existing interactive multimedia examples including case studies of current ITS technologies that are suitable for inclusion in the modules.

ITSA will be responsible for obtaining permissions for examples that are included in the final ePrimer modules. ITE will work with a subcontractor to ensure that multimedia components are compliant in their final form.

Task 5 Deliverable:

1. Input toward selection of multimedia examples and integration of multimedia examples within assigned module

Task 6: Delivery of Final Modules and Section 508 Compliance for Modules

The module author will review and respond in writing to comments provided by the PMT. The module author will then submit the final text and graphics in a digital format agreed upon at the project initiation. The module author will also be responsible for reviewing and providing comment on the final/laid out modules and responding to technical inquiries that arise from the editorial finalization of the report including the compliance efforts.

The module author must also obtain written approval from the originator/owner for the use of any non-original text, figures, and photos that he/she adds to the modules. Module authors will be required to obtain permissions for the materials they have included in the modules. A standard form to facilitate this requirement will be provided.

Task 6 Deliverables:

1. Written response to comments provided by the PMT
2. Final draft module with all final illustrations, figures, and graphics
3. Input as necessary on final edited/laid out/compliant modules
4. Completed permission request forms and all copyrighted material identified
5. Copyright/permissions for all applicable text, figures, and tables

Task 7: Development of Detailed PowerPoint Slides with Module Content

This task includes the development of a full set of detailed PowerPoint slides with instructor notes to accompany the ePrimer module developed in the previous tasks. The PowerPoint slides developed in this task are intended for use by academicians as teaching material at the university level. For each of the 14 modules contained in the ePrimer, 35 to 45 slides will be developed to summarize the contents of the completed modules. At the completion of this project, this resource will be posted on the ITS JPO's Web resource.

ITE will coordinate the development and delivery of the presentations including management of the review process. ITE will also develop a template and presentation outline to assist in standardizing the presentations.

ITE, ITS America, APTA and ITS JPO will be responsible for reviewing and commenting on the draft PowerPoint presentation. After comments are received, analyzed and compiled by ITE staff, the module author will be required to incorporate final comments received from this review group and prior to final production.

ITE will edit and format each of the 15 presentations. The final files will then be converted to 508 compliant format for posting on the JPO Web resource. The module author will also be responsible for reviewing and responding to technical inquiries that arise from the final edit of the PowerPoint presentation including the compliance efforts.

Task 7 Deliverables:

1. Draft Module PowerPoint presentation
2. Final Module PowerPoint presentation
3. Input provided as necessary toward development of final 508 compliant HTML PowerPoint presentation

V. SCHEDULE

See Appendix C for tentative schedule.

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS: GENERAL INSTRUCTIONS

RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. **ITE will accept only e-mail responses. There should be one copy in Microsoft Word and one copy in PDF format. Preparers should not lock any of the documents.** Submitters must also meet the criteria defined below:

1. An authorized representative of the offeror shall sign the proposal. The signature page should be located immediately after the RFP cover.
2. All information requested should be submitted. Failure to submit all information requested may result in the rejection of the proposal from further consideration.
3. Proposals should be organized in the order in which the requirements are presented in the RFP.
4. Ownership of all data, materials, and documentation originated and prepared for this project shall belong exclusively to the U.S. DOT.
5. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
6. The maximum length of the proposal is limited to **12 pages** for one module or 2,500 words in a minimum of a 10-point font. An additional 2 pages per module may be added if you wish to be considered as an author of multiple modules.
7. There are five narrative statement requirements below, each with its own maximum page limitation. The objective of this limitation is two-fold: first, for the contractor to demonstrate their ability for conciseness and brevity without sacrificing content; and secondly to limit the burden of proposal preparation.

VII. SPECIFIC INSTRUCTIONS

Please provide narrative statements as answers to the following questions:

- Please describe the background and experience of the individual that will complete this assignment, specifically with regard to understanding ITS technologies. Please also provide targeted resume with relevant qualifications. (Maximum length: two pages for background and two pages for resume).
- Describe three representative projects that you have completed, including preparation of reports for ITE, ITSA, APTA, U.S. DOT, Transportation Research Board (including NCHRP and TCRP reports), and/or other organizations. The description of each representative project should include:
 1. project title;
 2. client organization;
 3. month and year completed;
 4. the extent to which the project was completed within the timeframe established for the project;
 5. lead project manager/deputy project manager for the project;
 6. client project manager and their current telephone and fax numbers and e-mail address;
 7. the extent to which this project is similar to the project included in this RFP; and
 8. how the project has been used or implemented by practitioners.

Note: Each reference that you provide above may be contacted. Please ensure that the contact information is correct and up to date. (Maximum length: two pages).

- Please provide a statement to attest to the fact that the person who is being proposed for the project has adequate capacity/time to conduct the work in the timeframe required by this RFP. Please note any current projects that the individuals proposed for this project are working on, and the completion dates of each project. Please note the extent to which the proposed project staff is committed to other projects. (Maximum length: half-page).
- Provide your understanding of the work to be performed and the product to be developed including a technical work plan. Your schedule should approximately conform to the schedule dates provided in Appendix C. (Maximum length: two pages).
- Proposal budget and level of effort. The budget for this proposal has been established **not-to-exceed \$7,000 per module including all direct costs**. The evaluation of this proposal will not be based on cost. This RFP requires that the offeror provide tabular data in the following format. The objective is to understand the number of hours that specific persons (and classifications of persons) will be used to perform the proposed project. It is also requested that this submittal include a rough estimate for the number of

pages that are anticipated to be included in the proposed module. (Maximum length: one page).

Task	Technical Editor Level of Effort (Hours)
Task 1 ()	16
Task 2 ()	XX
Task 3 ()	XX
Task 4 ()	XX
Task 5 ()	XX
Task 6 ()	XX
Task 7 ()	XX

VIII. CONFLICT OF INTEREST

In the proposal or cover letter, the proponent must disclose to any potential conflict of interest that might compromise the performance of the work.

IX. PROPOSAL EVALUATION

The offeror will be evaluated on the basis of the proposal and the selection criteria, all of which will be subject to a weighting that has not been established at this time. The PMT shall review, analyze, and rate the proposals in accordance with the following proposal evaluation.

Evaluation Criteria	Available Points to be Awarded	Offeror Points
Understanding of the work	25	
Module author expertise and experience with (see also III. SPECIAL SKILLS AND QUALIFICATIONS)	30	
Similarity of Representative Projects	25	
Level of effort and classification of personnel proposed appear to be consistent with the project requirements. Higher scores will be awarded to proposals that exceed what appear to be minimal level of effort standards and which appear to provide "value added benefit" to the publication and to the transportation industry.	15	
Schedule and adherence assurances	5	
Total	100	

APPENDIX A

ITS ePrimer Annotated Outline

1. Introduction to ITS

Intelligent Transportation Systems (ITS) apply a variety of technologies to monitor, evaluate, and manage transportation systems to enhance efficiency and safety. This module provides an overview and history of ITS from early initiatives through the evolution of technology, systems engineering, and institutional structures; describes the role of ITS in changing travel and commuter patterns and travel demand management; and introduces the business case for operational improvements. This module will introduce the content and structure of the Primer and the dynamic nature of document.

- Definition
- Purpose, Role, and Benefits (Business case for operational improvements)
- History and Developmental Stages
- National and Regional Architecture
 - o Systems, Applications, and Programs
 - o Institutional Framework
 - o Integration/Interoperability Needs and Issues
 - o Standards
- Future Vision for ITS
- Primer Overview

2. Systems Engineering

Systems engineering is used to develop ITS projects in an interdisciplinary, structured process that meets the needs of the users, providers, and other stakeholders while maintaining schedule and budget. This module provides an overview of systems engineering and its application to ITS planning and deployment.

- Overview of Process (V-diagram)
- ITS Standards Implementation
- Deployment
- Information Management
- ITS and the Planning Process

3. Transportation Management Systems

Transportation management systems provide a framework for managing systems of roadways. This module addresses a systems approach for roadway management that incorporates ITS technology in the planning, programming, and evaluation of transportation facilities. It focuses on a systems approach to the application of technology to recurring transportation demand and congestion.

- Arterial Management
- Corridor Management/Integrated Corridor Management
- Freeway Management
- Highway System Management Data
- Data Needs/Data Collection/Data Quality

- Performance Measures/ITS Evaluation/Cost/Benefits for the Transportation System and Major System Investments
- Travel Reliability
- Cooperative Vehicle and Highway Systems
- Transportation Management Centers
- Traffic Monitoring
- Ramp Metering
- Managed Lanes (HOV, HOT, etc.)
- Active Transportation and Demand Management (ATDM)
 - o ATM Strategies (speed harmonization and lane control, hard shoulder running, junction control, queue warning)
 - o Travel Demand Management strategies (travel time signing and dynamic rerouting)

4. Traffic Operations

Roadway applications of ITS have roots in highway safety and efficiency initiatives dating back 50 years. Today's traffic operations are generally focused on transportation management centers (TMC) that integrate ITS applications on highways and major arterials. This module examines how TMCs incorporate, integrate and manage an array of ITS applications to address traffic safety and reliability focused non-recurring and human factor operations.

- TMC Operations Overview
- System Monitoring
- Congestion Management
- Advanced Traveler Information/511
- Road Weather Management Information/Clarus
- Emergency Service Operations/Emergency Response/Responder Safety
- Incident Management/Non-recurring Congestion
- Special Events/Planned Events/Evacuation/Security
- Roadway Operations/Signals/Maintenance
- Work Zones
- Operational Evaluation (performance measures)

5. Personal Transportation

ITS technologies offer an array of applications and enhancements for personal transportation, from real time information to safety applications and driver conveniences. This module explores current and emerging applications that enhance driver experience and safety.

- Vehicle Communication Systems
- Real Time Travel Information (highway and transit)
- Parking Information
- Driver Assistance Systems
 - o Crash avoidance
 - o Injury prevention
 - o Collision notification/Emergency response
- Driver Comfort and Convenience
- Electrified Vehicles
- Telematics
- Vehicles, Internet, Phone, and the Future

6. Commercial Vehicles/Freight/Intermodal

ITS applications in commercial fleets and intermodal and freight movement address safety, security, efficiency, and driver services. This module highlights various ITS applications used in commercial vehicles and freight management.

- Commercial Vehicle Operations and Safety
- Homeland Security
- Commercial Vehicle Information Systems and Networks
- Intermodal Freight
- Electronic Freight Management
- Smart Roadside Initiative
- Electronic Weigh Stations
- Connected Commercial Vehicle Safety Applications

7. Public Transportation/Transit Management

ITS offers a broad range of applications to enhance efficiency, convenience, safety and security in public transportation and transit systems management. This module discusses system and fleet management, advanced traveler information, and safety and security applications in transit and public transportation. It identifies ways in which ITS can be integral to both achieving multi-modalism and facilitating roundtrips from origin to destination.

- Electronic Fare Collection
- Fleet Operation and Management
- Traveler Information
- Safety and Security
- MSAA/Mobility Service
- Priority Treatment
- Signal Priority
- Human Services Transportation
- Incident Management/Transit Management
- Maintenance

8. Electronic Toll Collection and Pricing

ITS technologies play a significant role in facility pricing and collection applications, including multi-modal, highway and transit applications. Pricing and collection systems provide the technological foundation for user fees and managed facilities. This module considers both the application and integration challenges and technologies available.

- Electronic Payment
- Congestion Pricing
- Multi-Modal Integrated Payment Systems
- Contactless Payment Systems
- Parking
- Cordon Pricing
- VMT-based Pricing (mileage based user fees)

9. Supporting ITS Technologies

Data collection, weather and traffic monitoring, communication, and in-vehicle systems are all essential supporting technologies for effective ITS. Advances in technology and integration provide opportunities for system enhancement. This module provides an overview of various support technologies and considers opportunities for deployment and integration.

- Traffic Monitoring and Detection
- RWIS
- DSRC
- Vehicle Monitoring and Tracking Systems
- Vehicle Infrastructure Integration
- Communications

10. ITS Applications in Different Contexts

The application of ITS in different geographic, jurisdictional, and land use contexts creates unique challenges and opportunities to ITS professionals. This module considers varying contexts, from rural applications to large, multi-state, multi-modal programs.

- Statewide Systems
- Regional Systems
- Multi-modal
- Rural
- Suburban
- Urban

11. Sustainable Transportation

ITS technologies can support a number of sustainable transportation initiatives, including monitoring, evaluating, and enhancing system efficiency and sustainable transportation programs. This module explores opportunities to integrate ITS technologies in support of sustainable transportation.

- Definition (Economic, Environment, Equity) and Role of ITS
- Reduction in VMT
- System Efficiency
- Vehicles/Fuels/Air Quality
- Sustainable Transportation Policy
- Mode Choice Support and Information
- Inventorying/Managing Carbon Footprint
- Environmental Performance Measures
- Livable Communities

12. Institutional Issues

Institutional issues with ITS are as complex and challenging as technological issues. Public concerns with personal privacy and political and organizational challenges with funding and legal requirements need to be addressed effectively to deploy ITS on a consistent and systematic basis. This module looks at several of these issues and provides guidance on addressing institutional concerns and opportunities.

- Privacy
- Legal
- Standards and Open Source
- The Business Case for Operations
- Funding/Financing ITS
- Maintenance
- Federal Aid Program
- Professional Capacity Building and Workforce Development
- Workforce Issues/Outsourcing

13. Emerging Issues

ITS, like other technology fields, is changing and evolving at an unprecedented pace, opening new fields and applications in transportation systems management. This module explores some of the emerging applications and technologies, as well as anticipated changes to current practices and infrastructure requirements.

- Human Interface with ITS Technology
- Platforms for Cooperative Vehicle and Highway Systems
- Autonomous Vehicles
- Connected Vehicles
- Remote Monitoring
- Smart Sensors
- Distracted Driving

14. Connected Vehicles

Connected vehicles offer a fundamental change in systems management and ITS infrastructure by focusing on vehicle-to-vehicle and vehicle-to-roadway communication. This module looks at the current and emerging technology and the institutional, policy and funding challenges of connected vehicle applications.

- Definition and Programmatic Overview
- Connected Vehicle Technology
- Connected Vehicle Applications (Safety, Mobility, Environmental, Intermodal)
- Integrated Vehicle-based/Infrastructure-based Safety Systems
- Connected Vehicle Policy and Institutional Issues/Challenges
- Emerging Applications

APPENDIX B

ITS ePrimer

Module Author Template

Purpose

Briefly state the overall purpose or intent of the module. Consider the description provided in the annotated outline.

Objectives

Provide a list of specific learning objectives.

Introduction

Introduce the topic and provide a general overview of the module.

Topical Sections – Title each section

Following the annotated outline provided to each module author, develop content for each of the topics in your module. The focus of the ITS ePrimer is to provide an introduction to each of the topics at a level appropriate for university level courses and transportation professionals.

Sample Techniques/Multimedia Examples

Multimedia examples and other examples of current ITS applications and techniques should be incorporated in the topic sections of each module as appropriate. Additional examples can be provided in this optional section, if appropriate.

Summary

This should summarize the key concepts of the module and provide additional information on new or emerging ITS technology or applications and any additional research needs that arise from this module topic.

Work Cited

Provide a list of all work cited directly in the module.

Additional Resources

Provide a list of additional references not cited directly in the module that are pertinent to the topic.

ITE Style Guidelines

All module authors are required to follow the Government Printing Office Guidelines at: <http://www.its.dot.gov/pubsguidance.htm>. Please note that the link to the GPO style manual is broken. The manual can be found here:

<http://www.gpo.gov/fdsys/search/pagedetails.action?granuleId=&packageId=GPO-STYLEMANUAL-2008&fromBrowse=true>

APPENDIX C

Tentative Schedule

Task	Approximate Duration	Approximate Start Date	Approximate End Date
Task 0: Execute Contract	2 weeks	9/17/12	10/1/12
Task 1: Review, Modify, and Finalize Annotated Outline	6 weeks	10/2/12	11/15/12
Task 2: Participate in Kickoff Meeting (1 day between 10/15 and 10/31)	1 day	10/15/12	10/31/12
Task 3: Provide Input to Selection of Module Reviewers	1 week	11/1/12	11/8/12
Task 4: Develop Module Text:			
1st Draft	11 weeks	11/15/12	2/1/13
2nd Draft	3 weeks	4/1/13	4/22/13
Task 5: Facilitate Development and Integration of Interactive Multimedia Examples	6 weeks	12/15/12	2/1/13
Task 6: Delivery of Final Modules: Final Revisions	2 weeks	5/15/13	5/30/13
Section 508 Compliance Input	2 weeks	10/25/13	11/7/13
Task 7: Development of Detailed PowerPoint Slides with Module Content	12 weeks	5/1/13	7/22/13