FORM BC-505a
(8-14-67)
PRES. BY A.M. CH. D 1
AND CH. D 5

U. S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

OFFICIAL COST ESTIMATE AND ACCEPTANCE
(REIMBURSABLE WORK OR SERVICES)

1. File Reference	2. Approp. code	2a. Project No.
67-72-209	419	9014

3. Date of Estimate	4. Sponsoring Division
May 5, 1972	Foreign Trade

5. Requested by

Mr. Donald R. Pogue
Monsanto Industrial Chemicals Co.
800 N. Lindbergh Boulevard
St. Louis, Missouri 63166

6. Conditions of Acceptance. In response to your inquiry, there is described in item 7 certain work and the estimated cost thereof. The Bureau of the Census is willing to undertake this work subject to the conditions stated on the reverse of this form which are incorporated in this agreement, unless modified in item 7. If you wish to proceed with the work, please sign the original and green copy and return them with your check or money order made payable to Census, Department of Commerce, unless other financial arrangements are provided in item 7.

7. Description of work, estimate of cost, time for completion, special conditions, and reference to incoming communication

This is in further reference to your letter of April 11, 1972 concerning a special report on imports of Chlorinated Biphenyls (included under TSUSA Number 403.6000).

The information that you have requested is not shown separately or summarized in the form you desire in our regular statistics. However, it might be possible to obtain or summarize the information from the basic records on file at this office and furnish it to you on a cost basis. In order to determine whether the information can be compiled from our basic records, it will be necessary for us to conduct a preliminary investigation which will cost $125. From this investigation we will be able to determine (1) whether the information can be furnished, and (2) what the cost will be to provide the special information you need (this may generally range from $200 to several thousand dollars for data covering a twelve month period). We shall advise you of our findings and furnish you with an official estimate of the cost of preparing the special report, assuming it can be compiled.

If you wish us to proceed with the preliminary investigation, please sign the original and green copies of this agreement and return them with your check or money order in the amount of $125 made payable to Census, Department of Commerce. Upon receipt of your check for $125, we shall proceed with the investigation which we estimate will be completed within 6 to 8 weeks. The general conditions under which special reports are prepared, and the reasons why preliminary investigations are necessary in some cases, are described in the enclosed reprint of an article describing the Bureau's policy on cost reports.

Enclosures

Please note: The estimated annual cost of the report (if it can be prepared) will be approximately $10,000.

☒ The amount stated above will be the final charge for the work described, provided agreement is concluded within 90 days of the date of estimate (Block 3).

☐ The final charge will be determined by the actual costs incurred.

8. Approved for the Bureau of the Census by

Name Leonard R. Jackson

Title LEONARD R. JACKSON, Chief
Foreign Trade Division

9. Accepted on behalf of the party stated in item 5, by

Name W B Papageorge
W. B. Papageorge

Title Manager, Environmental Protection

(2) THIS IS YOUR FILE COPY. Return one White and one Green Copy.

DSW 434704

STLCOPCB4087763

CONDITIONS OF AGREEMENT

1. The authority to perform special work or services on a cost basis is contained in Title 31 U.S.C. 686 (47 Stat. 417), relating to services for Federal agencies, and in Title 13 U.S.C. 8 and Title 15 U.S.C. 189a (49 Stat. 292), relating to services for other organizations and persons. The performance of the work or services involved is authorized only to the extent that they are consistent with the proper performance of the basic public duties and obligations of the Bureau of the Census (hereinafter referred to as the Bureau) and the relative importance of this request to others. The right is reserved, therefore, to reject or terminate all or any part of the agreement and return the unused balance of funds advanced if the exigencies of the public interest should require such action.

2. Although every reasonable effort is made to avoid delays, failures and errors in the performance of its work, it is understood that the Bureau is not to be held responsible for delays, failures or errors in the services performed. The cost of recompilations, corrections, or accelerations must be paid for by the requesting party.

3. Under certain conditions, the Bureau is permitted to fix in advance the final charge to be made for the work described. If such conditions prevail, the left box at the bottom of item 7 on the face of this form will be checked. In all other circumstances, the final charge for the work will be based on the actual costs incurred. In such circumstances, if advance payment is made and actual costs are less than the estimate, the difference will be refunded. Occasionally, in such circumstances the actual costs may exceed the estimate and it is understood that the requesing party will be billed for and will pay the total cost incurred, including the excess over the estimate.

4. The information is furnished subject to the limitations and qualifications, if any, transmitted with the information and the requesting party will respect such limitations in any public use of the information. The Bureau reserves the right to specify that the material is for use of the purchaser only and may not be published, or to require clearance of any proposed publication of the information. If all of the basic data involved were collected under Government supervision or received by the Government in the regular course of business, the right is reserved to publish the same information and make it generally available without charge or at cost of publication if the Bureau regards the information to be of general public interest. If not generally published, subsequent requests for the same information by other commercial groups or private individuals received within prescribed time limits, will be charged for at a cost not less than that paid by the first requesting party, or the total cost of all parties prorated in an equitable manner as determined by the Bureau. In all cases, the Bureau reserves the right to keep a copy of the information in its files, to use such information for its own purpose, and, in case of any dispute or question involving the use of the information, to make such use of it as will best serve the public interest.

5. Ordinarily, the information, files and records are retained for a period of five years from date of origin. It is understood, however, that the Bureau is not obligated in any way to retain such files and records for any specific period and may dispose of them at such times and in such manner as it may determine appropriate, subject to the regulations of the General Services Administration.

FORM BC-505a
(8-14-67)
PRES. BY A.M. CH. D 1
AND CH. D 5

DSW 434705

STLCOPCB4087764

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233

September 1, 1971

SPECIAL ANNOUNCEMENTS

Availability of Special Services

The Census Bureau provides a special service whereby users of the statistics may obtain information at an earlier date than the release of published reports or may obtain data in greater detail or in different arrangement than that available in the statistics which are regularly released. The entire cost of the special work required to compile or duplicate the information from the basic data is charged to the subscriber. Special reports contracted for on a cost-to-subscriber basis are listed in current publications so that all users of foreign trade statistics may be informed of the type of reports being prepared and the cost involved. Additional subscribers may purchase any special reports listed in the publications.

The preparation of these reports on a cost basis is carried out in accordance with the Bureau of the Census "Policy Governing Special Services" set forth in current issues of the Bureau of the Census catalog. This reads in part as follows:

"It is the policy of the Department of Commerce and the Bureau of the Census to relieve the general public from bearing the cost of special services to private groups and individuals, who will be charged at cost for such services. It is also part of the program of the Bureau of the Census to furnish specialized service to other government agencies at cost.

"Special services, including compiling special tabulations, are furnished at cost, that is, the actual cost of the project to the Census Bureau, including the cost of planning for special work and the appropriate charges for overhead expenses. The cost of special services does not include the cost of collecting the data unless special questions have been added to the questionnaire at the buyer's request or an entire survey is undertaken for the sponsoring organization.

"There is a wide range in the costs for Census Bureau data made available to users, depending on the methods used and other factors.

"The cost of special services is determined on the basis of such factors as the quantity of data requested, the amount of work required to obtain the data, the complexity of data specifications requested by the user, processing costs for personnel and equipment, and the format (photocopies, punchcards, computer tapes, etc.) in which the data are made available to the users, as well as planning costs and appropriate charges for overhead expenses.

"A. Special tabulations or transcriptions of data.--Special tabulations or transcriptions of data in the files of the Bureau of the Census will be undertaken on a cost basis, insofar as Bureau facilities are available. Those requesting special tabulations should understand that the data are based on surveys paid for by public funds and are therefore public property. The purpose for which such tabulations are obtained must not be contrary to the public interest nor be used to give unfair commercial or other advantage to any person or group.

"All unpublished data furnished by the Bureau will be accompanied, so far as feasible, by appropriate statements relative to the limitations of the data. When the condition of the data warrants it, the Bureau may specify that the material is for the information of the purchaser only and may not be published, or that any proposed publication of such material must be approved by the Bureau before publication.

"Special tabulations paid for by nongovernmental groups will be undertaken with the understanding that:

1. The material may be published subsequently by the Bureau and made generally available either without charge or at cost of publication, if the Bureau regards the material to be of general interest. If such action is taken within the time period provided in the agreement, or within 6 months if no time period is provided in the agreement, the Bureau will notify all purchasers of its decision to publish the tabulation.

2. If not published, it may be made available to other Government agencies or to appropriate nonprofit research groups without charge or at cost of duplication.

3. A request by other than a Government agency for a tabulation already prepared for another buyer will generally be handled in the following manner, if the information has not already been published by the Bureau:

   a. If a job has not been completed, the costs will be appropriately divided and results will be furnished to both parties.

   b. When, within the time period provided in the original agreement, information furnished to commercial groups or private individuals is requested by other commercial groups or individuals, the subsequent party or parties will be charged not less than the amount paid by the first party obtaining the information. Specified time periods will generally not exceed 18 months. If no time period is provided in the agreement, this provision will apply for 6 months from the date of delivery to the initial purchaser. If the cost to the Bureau for furnishing the information to the subsequent party is significantly less than that charged for the original information and the information is furnished within the agreed-upon time period referred to above, the total cost will be prorated among the various parties in an equitable manner as determined by the Bureau and refunds made as necessary, provided that the amount for refund exceeds 10 percent of the cost of the original job, or $25, whichever is larger. After the specified period, subsequent requests for the same tabulation will be filled at only the additional cost to the Bureau if any, and no refunds to prior purchasers will be considered.

STLCOPCB4087765

c. If, for any reason, the Bureau feels that the purchaser of a special tabulation is making unfair or improper use of the information furnished, it may take such action as is deemed appropriate to protect the public interest.

"In order to keep the public informed of special tabulations that have been furnished, the Bureau will list them, except for small projects, in this Catalog."

Certain specific points in regard to the application of these policies to the various types of foreign trade reports are described below:

Type A. Advance reports containing final monthly figures not yet available in duplicated report form.

Advance reports present postings from machine tabulation sheets at the time the sheets are made publicly available. These sheets are made available several weeks prior to the date on which reports containing the information are distributed in duplicated form. Since the information in advance reports is already publicly available at the time the advance reports are released, the data have to all intents and purposes been published by the Bureau of the Census and the Census "Policy Governing Special Services" is therefore largely inapplicable. Anyone wishing the same type of report can obtain it only on paying the full price of the report, the price in all cases representing the actual clerical cost of posting information from the unduplicated machine tabulation sheets already made available for public reference.

Type B. Reports presenting recompilations of information already published or already made available for public reference in the form of machine tabulation sheets.

These reports may be very simple and may, for example, merely represent recompilations of information from machine sheets available for public reference. For example, a report of this type may present information on how much of a particular commodity was exported from the United States through a particular customs district. This information is available for public reference in different form in copies of machine tabulation sheets showing exports in a commodity by country of destination by customs district arrangement. The report in this example would essentially consist of combining the figures of the movement to each country through the particular customs district into a total of the amounts shipped to all countries through that customs district.

Some Type B reports are considerably more complicated rearrangements of information already publicly available. For example, SM 705, presents data on waterborne exports classified by type of vessel service, by U.S. customs district and port of lading, by foreign port of unlading, by commodity, and by country of destination. The subscriber to a report to be prepared on a cost basis may wish all of this information rearranged into commodity by U.S. port arrangement with no segregation by foreign port of unlading. Some such reports can be prepared by manually rearranging the information in the SM 705 in the form requested. In other cases it is substantially more efficient to retabulate the Bureau of the Census source material which was used to prepare the SM 705 into the form requested. The person requesting and paying for such a report pays for the cost of compiling the information either manually or by electronic equipment, whichever is more efficient.

The subscriber to Type B reports appears to be entitled to some assurance that other private organizations and individuals will not under ordinary circumstances obtain access to the information at the same time at no cost or at a substantially reduced cost. Therefore, Type B reports will ordinarily not be made available to the public without charge or at a substantially reduced cost until 6 months after the reports have been transmitted to the person or organization paying for them. However, the Bureau of the Census reserves the right to publish the data at an earlier date under circumstances such as those described in the extract from the Bureau's "Policy Governing Special Services" quoted above.

Where the Bureau receives requests from private organizations or individuals for the information in Type B reports before the expiration of the 6-month or other interval described above, a policy will be followed of requesting the inquirer to pay the same amount as the person who originally subscribed to the report.

If the cost to the Bureau for furnishing the information to the subsequent party (parties) is significantly less than that charged for the original information, the total cost will be prorated among the various parties in an equitable manner as determined by the Bureau and refunds will not be made for amounts under $25.

Although information in such reports is being made available on request to Government agencies for their own use during the period the report is not to be released, such agencies are not permitted to release the information publicly without permission having been first obtained from the Bureau. Such permission is granted only under circumstances falling within the Bureau policy quoted above.

STLCOPCB4087766

Type C. Reports which present information not publicly available in any form.

Included are reports showing separate statistics on exports or imports of individual products included, without segregation, in a Schedule B or a TSUSA commodity classification regularly shown in the published statistics, and other information not available in published reports or in machine tabulations available for public reference. Information in Type C reports can, therefore, only be obtained from information on punchcards, electronic computer tape, Shipper's Export Declarations, or import entry forms not publicly available.

The policy followed in making Type C reports publicly available is similar to the policy followed by Type B, described above. Since in contrast to Type B, Type C reports represent newly-compiled information not otherwise publicly available, there is a greater likelihood that the Bureau may find it necessary to release the information in Type C reports at a date earlier than 6 months after transmittal to the subscriber.

Preliminary Investigations

In addition to the actual work involved in preparing Type B and Type C reports, there are, in some cases, considerable amounts of work required in preliminary investigations of basic records even before estimates of the cost of preparing the reports can be made. These preliminary investigations of basic records, depending on the information to be obtained for the report, include such determinations as the following:

1. Whether the desired information is available.
2. Whether the release of desired information would tend to reveal the transactions of individual firms, in which case the information would not be released.
3. The best procedure under which the information would be obtained. This determination would include the comparison of costs under alternate procedures and the selection of the procedure with the lowest cost.

Preliminary investigations along the lines outlined above are not required for all reports. However, if a preliminary investigation is required before the cost of some reports can be estimated, persons requesting such reports will be charged the cost of the investigation. Wherever it is necessary to make a charge for preliminary investigation, the charge will usually be $125.

Request for additional information in regard to the preparation and release of foreign trade special reports prepared on a cost basis should be addressed to the Foreign Trade Division, Bureau of the Census, Washington, D.C. 20233.

STLCOPCB4087767

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233

OFFICIAL BUSINESS

POSTAGE AND FEES PAID
U.S. DEPARTMENT OF COMMERCE



DSW 434709