

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DECD/Office of Outdoor Recreation			
Department Contract Administrator or Grant Coordinator:		Carolann Ouellette			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)	\$ 13,077.00	Advantage CT / RQS #: CT 19A	20210729000000000218		
CONTRACT	Proposed Start Date:	July 1, 2021	Proposed End Date:	December 31, 2021	
AMENDMENT	Original Start Date:		Effective Date:		
	Previous End Date:		New End Date:		
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		University of Maine System acting through the University of Maine, 5717 Corbett Hall, Orono, ME, 04469-5717			
Brief Description of Goods/Services/Grant:		<p>The Provider shall: Explore the use of Streetlight's pedestrian and cycling metrics to identify trail usage and establish a data set that correlates to usage to set a baseline and highlight year over year changes in visitor trips to trailheads and parks.</p> <ul style="list-style-type: none"> Show and map volume of visitors to locations, and gather demographics and home locations, year over year trends. Examine the impacts of COVID on outdoor recreation numbers across trail types and regions. 			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
XX	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

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PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

This project will use Streetlight data to analyze visitor trips to key trailhead and park locations in its data catchment area across the state. With limited use of trail counters in Maine, we feel that establishing a data set around visitor trips to an identified set of trailhead and park locations is necessary to set a baseline for quantifying/evaluating demand.

We know that activity on trails and in parks has increased dramatically as a result of the pandemic, but we don't know details about how that plays out on a more granular basis. Gathering this data and establishing a baseline will also help with planning and investment decisions.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Margaret Chase Smith Policy Center at the University of Maine is the single location where staff has permission to access the Streetlight data for these types of projects that extend beyond the scope of traffic planning. Traffic planning is primarily how the Streetlight platform is used at Maine Department of Transportation and Maine Turnpike Authority, the two entities with the subscription to Streetlight.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This agreement leverages the existing subscription fee and minimizes the need to train new staff on how to use the Streetlight tool to be able to gather this type of data. The University also has the capacity and expertise to analyze the data and to produce a report detailing the findings, outlining implications and more. The fees are based on a budget justification prepared by the University. See Page 3.

4. Describe the plan for future competition for the goods or services.

We may look internally to train someone who can do this type of data gathering and analysis. The findings of this pilot project may indicate the need for a more comprehensive research project which would go through a competitive bidding process.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Printed Name:

Denise Garland

Date:

7-27-21

**Signature of DAFS
Procurement Official:**

DocuSigned by:

Debbie Jacques

Printed Name:

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Debbie Jacques

Date:

7/30/2021

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BUDGET JUSTIFICATION

SALARIES AND WAGES \$8,851

SENIOR PROJECT PERSONNEL SALARIES AND WAGES \$4,640

1. Kathryn Ballingall (PI). The PI requests 2.4 weeks of salary in Y1 to develop the research objectives with the Maine Office of Outdoor Recreation, collect data, analyze results, supervise work by staff and an undergraduate student, write and review the final report, attend meetings to present formative and final results of the project. Salary includes a 2% annual increase.

2. Dr. Kathleen Bell (Co-PI). The Co-PI requests half a week of summer salary in Y1 to guide the research objectives, supervise work by an undergraduate student, review the final report, attend meetings to present formative and final results of the project. Salary includes a 2% annual increase.

OTHER PERSONNEL \$4,211

1. *Undergraduate student*- will support the project with data collection, data analysis and presentation of results. Y1: 131 hours of work (\$13.00/hour).
2. *Temporary Staff, Research Assistant* - Funds are requested for a 132 hours of work in Y1 (\$19.00/hour) for data collection, data analysis and writing final report and presentation of results.

FRINGE BENEFITS \$1,781

Fringe benefits are charged in accordance with the UMaine negotiated rate agreement. The temporary staff and faculty summer salary fringe benefit rate is 7.9% in year one. Regularly salary fringe rates are charged at 53.6%. Fringe benefits are not charged on student salaries.

INDIRECT COSTS (F&A) \$2,445

Indirect costs are charged at the University of Maine's negotiated rate with the State of Maine of 23% of modified total direct cost for on-campus research for a total indirect cost of \$2,445. The DHHS rate agreement (date: 5/28/2018) is available at <https://www.maine.edu/finance/wp-content/uploads/sites/39/2020/05/UM-RA-FY19-signed-Accessible.pdf>.