



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Public Safety, Bureau of Highway Safety		
Department Contract Administrator or Grant Coordinator:		Kristen Morin		
(If applicable) Department Reference #:				
Agency Department Code:	16A	Advantage CT / RQS #:	CT 16A 20260724*0185	
Amount: (Contract/Amendment/Grant)		\$432,246.00		
CONTRACT	Proposed/Original Start Date:	10/1/2026	Proposed/Most Recent End Date:	9/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:	10/1/2026	Grant Start Date:	10/1/2026
	Project End Date:	9/30/2027	Grant End Date:	9/30/2027
Vendor/Provider/Grantee Name, City, State:		VC1000093502 University of Southern Maine – Muskie School of Public 34 Bedford St. PO BOX 9300 Portland, Maine 04104		
Brief Description of Goods/Services/Grant:		Seat Belt, Occupant Protection, Distracted Driving surveys		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified

☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I. The National Highway Traffic Safety Administration (NHTSA) requires State Highway Offices to conduct and publicize at least one statewide observational survey annually to measure seat belt use. This contract will fund research activities at the Catherine Cutler Institute, University of Southern Maine (USM) to conduct the Maine Bureau of Highway Safety's (MeBHS) annual observational survey and one attitudinal survey. The seat belt survey is conducted and completed within the four (4) weeks immediately following the National Click It or Ticket High Visibility campaign. USM provides an analysis of survey results and findings and provides a final report, which is certified by NHTSA. This certified usage rate allows MeBHS to apply for additional incentive grant funding to support the MeBHS Annual Grant Application (AGA) and the Traffic Highway Safety Plan (THSP). Additionally, Maine conducts surveys for purposes of determining the distracted driving problem in Maine, specifically hand-held cell phone use and for child safety seat use and misuse. Results and reports are received for each of these projects. Finally, USM conducts an annual data analysis of crash and serious injury data for the MeBHS's THSP and AGA.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable. These surveys must adhere to strict methodology and be conducted by trained research observers. The Catherine Cutler Institute, University of Southern Maine has more than 10 years of experience conducting these surveys and meeting the requirements and methodology established by NHTSA. Its' trained researchers have conducted statewide seat belt surveys in previous years and are well versed in the required methodology and procedures. USM has been named in MeBHS's THSP and the project has been approved through the AGA, both approved by NHTSA for federal funding.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. Observational seat belt surveys and distracted driving surveys were identified in the FFY2027 Maine Annual Grant Application and approved for the FFY2027 grant period. The proposed rates of pay for these services are reasonable and acceptable based on the scope of services provided and prior year costs.	
4. Describe the plan for future competition for the goods or services. If vendor fails to meet the performance requirements, the State would issue an RFP for future services.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.☒ No – If No, proceed to Part V.**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE***Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).*☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

Typed Name:

Michael J. Sauschuck

Date:

Sep 22, 2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:

DocuSigned by:

Michael McNeil

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Procurement Justification Form (PJF)

Typed Name:	Michael McNeil	Date:	9/23/2026
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NOI 0920260690 9/23-9/29

FFY27 USM PJF

Final Audit Report

2026-09-22

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"FFY27 USM PJF" History

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