



Project Information		Client Information	
Project Name	Humphrey-MnDOT Bus Ridership Scannable Paper Survey	Client Name	Alireza Khani
Prepared By	Noor Sheppard	Phone	
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Phone Number	612.626.1891	Department/Organization	Hubert H. Humphrey School of Public Affairs
Date	01/20/23	Other Client Contact Name	Hannah Debruin debru050@umn.edu

Billing Information *(completed by client/accountant)*

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Project & Service Summary

This estimate is for the following provided services: consulting, project management, scannable survey programming, scannable survey printing, survey distribution, distribution of associated survey-taking materials, survey editing, scanning, creation of custom reports, and the creation of raw data files.

OMS will design, print, program, scan, and provide data for two scannable surveys of public transportation ridership in greater Minnesota. The survey will be distributed by transportation drivers in 6 agencies to a convenience sample of transportation riders to be completed during their transit and returned to the driver before exiting. Respondents will be provided with acceptable pens with which to fill out the survey and clipboards as a surface to write on.

OMS will procure and send 1,000 surveys (500 Version 1, 500 Version 2). The client will specify the number of surveys to be sent to each agency.

OMS will work with a preferred vendor (Data Recognition Corporation or DRC) to design and print scannable forms. Completed survey forms will be scanned and reports will be generated at OMS.

The client may choose to forgo certain services. OMS will only bill for hours worked. The client may also choose to add additional services, such as printing more surveys and additional shipping, in which case this estimate will be amended to reflect an increase.

Cost Estimate & Assumptions

Personnel Expenses	Est. Hours
Consulting	7
Includes: <ul style="list-style-type: none">• Requirements gathering to inform project plan and methodology including recruitment strategy, questionnaire design, data collection and administration approach, and reporting.• Data analysis planning and utilization consulting• Review of two surveys provided by client before sending to DRC for printing• Proofing both surveys after DRC has it set them up as a scannable survey booklet	
Project Management	8
Assumptions: <ul style="list-style-type: none">• 2 survey versions, 1000 total surveys printed• OMS will procure and ship all materials (survey forms, return envelope, pens/pencils, and clipboards) to 6 agencies Includes: <ul style="list-style-type: none">• Coordinating, emails, and phone calls with client regarding the project• Ongoing project planning, budget management, delegation/assignment of tasks, quality control• Work with multiple people/organizations as needed• Coordinating work done by other OMS staff• Coordinating work done by DRC	
Instrument Layout and Design	4
Assumptions: <ul style="list-style-type: none">• Design and test computer scan program• Design and test optional computer edit program	
General Project Implementation	15

Assumptions: (500 surveys returned) <ul style="list-style-type: none"> • Hand edit prior to scanning (correct errors prior to scanning) • Computer edit (correct errors scanning program picks up) 	
Data Analysis	16
Assumptions: <ul style="list-style-type: none"> • Reporting - Excel file of raw data • Data cleaning • Transcribing write in answers for 2 questions 	
Total Personnel Cost (\$137/hr): \$6,850	

Supplies and Other Expenses	Total Cost
Survey Printing: One double-sided single page (1000 surveys at \$0.29/survey)	\$290
Survey Grouping: This charge is based on orienting the forms and preparing for scanning - \$16 x number of groups (6 groups – 6 agencies at 1 time points – at \$16/ group)	\$96
Survey Scanning: \$0.30/page (both sides of page scanned simultaneously) (500 completed surveys at \$0.30/double-sided sheet)	\$150
Outgoing envelopes: 6 agencies; Return envelopes: 6 agencies x 2 envelopes	\$180
Pens for respondents to use to complete survey	\$500
Clipboards for respondents to use when completing survey	\$135
Shipping cost for sending pens/pencils (Outgoing and return for 6 agencies)	\$60
Shipping cost for sending clipboards (Outgoing and return for 6 agencies)	\$200
Total Supplies & Other Expenses Cost: \$1,611	

Total Costs	Total Cost
Personnel Expenses	\$6850
Supplies & Other Expenses	\$1611
Total: \$8,461	

Data Usage & Security Statement

Data Security

The Office of Measurement Services (OMS) data is stored at the Academic Health Center's Health Sciences Technology (HST) Office. HST provides data security and privacy protection by using dedicated servers to store data, performing daily data back-ups, and through Secure Sockets Layer (SSL), the industry-standard means for safeguarding web communications. Additional security measures include data backups being encrypted at rest, the forwarding of all system logs to the University Enterprise Logging Solution, and the installation of patches in accordance with the University Patch Management Standard. HST complies with all University Information Security policies located at: <https://policy.umn.edu/it/securedata>.

As a third-party data collector, OMS can preserve confidentiality or anonymity by de-coupling identifying information from survey answers. Records created by OMS in the course of performing this agreement are the property of the client and shall not be accessed, released, transferred, or destroyed except in accordance with applicable federal law, regulations, University of Minnesota policy, and OMS policy. Access to data will be limited to the minimum necessary for performance of the contract. OMS will take the necessary steps to ensure access is limited to those employees who need access to the data to perform the contract.

Data Retention

OMS follows the University of Minnesota Data Retention recommended schedule pertaining to statistical and summary records following the recommended schedule: retain until obsolete, superseded or administrative value is lost. If data storage should become an issue in the future, data older than 5 years would be archived out of OMS production databases and provided back to the client.

Data Ownership and Usage

Records created by OMS in the course of performing this agreement are the property of the client and shall not be accessed, released, transferred, or destroyed except in accordance with applicable federal law, regulations, University of Minnesota policy, and OMS policy. Access to data will be limited to the minimum necessary for performance of the contract. OMS will take the necessary steps to ensure access is limited to those employees who need access to the data to perform the contract.

The client owns the data, reports, and other deliverables created throughout the project, will control all access to the data outside of OMS, and will be responsible for managing access rights. Use of these data and materials in publications and presentations should include a citation for the Office of Measurement Services' contribution to the work produced. OMS may publish or present a description of the project and methodology on its website or in professional publications or conferences. OMS may report aggregate results after consultation with the client.

The client will ensure that their survey and participant list(s) meet IRB requirements and are not in violation of any local, state, regional, national or international laws or regulations including but not limited to HIPAA, FERPA, GDPR, or laws or regulations related to protected health information, e-phi, etc. The client will also ensure that no one included in their participant list(s) will be taking the survey in the European Union (EU). In addition, the client will ensure that participants being asked to supply private or confidential data concerning the participant will be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.

Signature Acknowledgement

I agree to the responsibilities and work scope outlined in this agreement. I understand that if I make changes to the timeline, work scope, and/or the responsibilities the cost may increase and OMS will revise the agreement.

Client Signature

Date