



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW				
Department Office/Division/Program:		DACF/BRILUP/Land for Maine's Future Program		
Department Contract Administrator or Grant Coordinator:		Laura Graham		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 31,500	Advantage CT / RQS #:	CT 01A 20211215*1524
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	1/1/2022	Effective Date:	1/1/2024
	Previous End Date:	12/31/2023	New End Date:	12/31/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		WizeHive, Inc., Conshohocken, PA 19428. Vendor # VC0000245856		
Brief Description of Goods/Services/Grant:		A one-year extension of our 2-year pilot contract for WizeHive's grants management software (SaaS) solution. WizeHive provides a secure, cloud-based platform that has been tailored to our unique processes, goals, and objectives, enabling the full lifecycle management from grant intake to grant awards, statutorily required match tracking and post-closing grant reporting. Detailed financial tracking will continue to be done by our financial services center.		

## PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified

<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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 Land for Maine's Future Program (LMF) (<http://legislature.maine.gov/statutes/5/title5sec6200.html>) administers funds generated from the proceeds from the sale of bonds and other funds to acquire lands for public water access, conservation & recreation, farmland protection, and working waterfront access protection. LMF was recently allocated \$40 million dollars through the Governor's budget to fulfill its mission and requires the support of a grants management software package to efficiently discharge its duties to the citizens of Maine in accordance with its statutory directives.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

We began our search for a grants management solution in early 2021 and did extensive research and comparison testing. Out of an initial field of over 10 prospects, we narrowed the field to three potential vendors. Upon closer engagement with our three finalists, and it was clear that WizeHive offered the best product at the best price-point for our needs, neither requiring a customization of our processes that would impede adoption of another option or any future enterprise solution nor requiring us to wait for critical technological support. We also learned that WizeHive currently has an existing contract with a sister agency (MEMA) from whom we've received glowing reports. A total of \$40 million LMF funds were awarded by legislature <http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=HP0156&item=7&snum=130>, with half of this amount anticipated to be awarded by the LMF Board in FY22, this sole source is necessary to meet the aggressive schedule.

Round A (Statewide Significant Projects Only)  
November 15, 2021 - Inquiry Forms due no later than 5:00 p.m.  
December 30, 2021 – Final Proposals due no later than 5:00 p.m.

Round B  
December 6th, 2021 – Inquiry Forms due no later than 5:00 p.m.  
April 1st, 2022 – Final Proposals due no later than 5:00 p.m.

LMF has since adapted the software to its needs and is poised to deploy its online application process in early 2024. LMF would like to extend its contract with this software to enable that deployment in early 2024. LMF continues to keep its options open for any future enterprise solutions for program evaluation. Research and comparison documents available upon request.

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

WizeHive's pricing is a reasonable 5% increase over the previous contract – which had been discounted by \$17,500. Extending this contract now enables LMF to meet its timetables for publication.

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

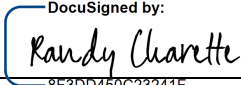
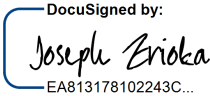
We do not anticipate needing to duplicate this service in the future. In another year we expect to have an approved Enterprise solution for all state agencies.

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

Does this request utilize ARPA/MJRP funds?

 Yes – If Yes, please attach the approved Business Case(s). No – If No, proceed to Part V.**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	1/10/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	1/9/2024