



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: | | DACF, Land for Maine's Future Program | |
| Department Contract Administrator or Grant Coordinator: | | Laura Graham, Director | |
| (If applicable) Department Reference #: | | n/a | |
| Agency Department Code: | 01A | Advantage CT / RQS #: | CT 01A 20250109*1724 |
| Amount: (Contract/Amendment/Grant) | | \$34,728.75 | |
| CONTRACT | Proposed/Original Start Date: | 1/1/2025 | Proposed/Most Recent End Date: 12/31/2025 |
| AMENDMENT | New Effective Date: | 1/1/2026 | New End Date (if Applicable): 12/31/2026 |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | Submittable, Missoula, MT | |
| Brief Description of Goods/Services/Grant: | | A one-year extension of our Submittable grants management software (SaaS) solution. | |

| 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. Higher Education 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. In 2021, LMF was allocated \$40 million dollars through the Governor's budget to fulfill its mission. From January 2022 (with the first Request for Proposals issued after these new funds were awarded) through the present, LMF has committed funds to 93 projects; the pace has been relentless. LMF 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 solicitation (RFP/RFA/RFQ) 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, it was clear that WizeHive, Inc. offered the best product at the best price-point for our needs, providing an exceptional level of flexibility for our complex and perpetual funding processes and relationships, all while neither requiring a customization of our processes that would degrade the delivery of our services nor requiring us to wait for critical technological support. We also learned that WizeHive had an existing contract with a sister agency (MEMA) from which we received glowing reports. We obtained authorization for this single source contract with WizeHive late in 2021 and began building our application portals.

Upon the expiration of our two-year pilot, we sought (and were granted) a one-year extension of the contract to finish building our application portal while keeping our options open for the delivery of a statewide grants application and management solution.

In August, 2024, WizeHive was acquired by Submittable Holdings, Inc. ("Submittable") and we entered into a new contract to continue our existing services. Our contract with Submittable will end on 12/31/25.

Submittable 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.

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

Submittable's pricing is the same 5% increase we understood would be in place when we extended the contract with WizeHive – and the original WizeHive contract provided us with a \$17,500 discount. While there are multi-year subscription options offering a stable price for up to three

PART III: SUPPLEMENTAL INFORMATION

years, we understand that we need to remain flexible so as to move to the preferred SOM (or Department-wide) solution when it's identified. There are NO other vendors who could put us into the position we are today within a competitive time frame. Extending this contract now enables LMF to continue to move forward with this important tool. The costs listed on this PJF are for the additional one-year extension only, making the total contract (over 2 years), \$ 67,803.75.

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

When the Department issues a request for proposals for a Department-wide solution, we expect to subscribe to that service. Until that time, we would be better served by continuing to work with this vendor.

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):

DocuSigned by:
Amanda E. Beal
20AE3A2882BB4AA

Typed Name:

Amanda E. Beal, Commissioner

Date:

1/14/2026

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.

Procurement Justification Form (PJF)

| | | | |
|--|--|-------|--|
| Signature of requesting Department's Commissioner (or designee): | | | |
| Typed Name: | | Date: | |

****OSPS Section Only****

| | | | |
|--|--|-------|-----------|
| Signature of DAFS Procurement Official: | Signed by: <i>Katie Boynton</i> AE2C1DD1C5434E9... | | |
| Typed Name: | Katie Boynton, Systems Analyst | Date: | 1/22/2026 |