



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:		Maine Emergency Management Agency	
Department Contract Administrator or Grant Coordinator:		Rachel Bethea	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 33,075.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	1/1/2023	Proposed End Date: 12/31/2023
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:		WizeHive, Inc., Conshohocken, PA	
Brief Description of Goods/Services/Grant:		Software as a Service	

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 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.

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

WizeHive grants management software has superior workflow and integration management, a portal system for subrecipients to improve communication and transparency, as well as built in risk assessment and monitoring tools that other vendors do not provide or are cost prohibitive. Additionally, the unique WizeHive customization capabilities would support the various nuances of MEMA and the State of Maine grant processes.

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

WizeHive pricing is within industry standards for software implementation and support on an annual basis.

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

MEMA will monitor the growth and evolution of the grant management software industry and will pursue a competitive bid process once the market is able to provide a variety of vendors who can meet MEMA's grant management requirements.

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):



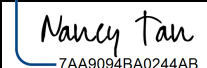
Typed Name:

Joe Legee

Date:

Jan 27, 2023

Signature of DAFS
Procurement Official:



Typed Name:

Nancy Tan
Deputy Director of IT Procurement

Date:

Feb-09-2023






2023 WizeHive PJF

Final Audit Report

2023-01-27

Created:	2023-01-25
By:	Julie Austin (Julie.Austin@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAP_vyLzf7pPxDNjaInYC2v7QBfC7gt5c

"2023 WizeHive PJF" History

-  Document created by Julie Austin (Julie.Austin@maine.gov)
2023-01-25 - 10:35:51 PM GMT
-  Document emailed to Joe Legee (joe.legee@maine.gov) for signature
2023-01-25 - 10:36:12 PM GMT
-  Email viewed by Joe Legee (joe.legee@maine.gov)
2023-01-25 - 11:26:21 PM GMT
-  Document e-signed by Joe Legee (joe.legee@maine.gov)
Signature Date: 2023-01-27 - 3:10:17 PM GMT - Time Source: server
-  Agreement completed.
2023-01-27 - 3:10:17 PM GMT

WizeHive, Inc

VC0000245856

Phone: 877.767.9493

BILLING@wizehive.com

TIN: 27-4126294

wizehive

INVOICE

DATE 12/23/2022
 INVOICE # 109239
 DUE DATE 1/22/2023

BILL TO

Maine Emergency Management Agency
 45 Commerce Drive, Suite 2
 Augusta, ME 04333
 USA

P.O. / Contract #

Net 30

DESCRIPTION	AMOUNT
Annual Zengine Enterprise Subscription Fees 2023 Renewal Service from 01/01/2023 through 12/31/2023	33,075.00

Vendor Code: VC0000245856

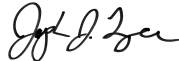
013-15A-4313-30-021430-4099 RCL 1 RAL 1

Partial - Single Payment

Program: SHSP20

Program Period: HSGP22

Activity: Admin



Jan 6, 2023



Rachel Bethea (Jan 6, 2023 18:22 EST)

Jan 6, 2023

Please direct payments in US dollars to: WizeHive, Inc.

Total	\$33,075.00
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Send check payments to:

24 N. Bryn Mawr Ave.

PMB 263

Bryn Mawr, PA 19010

Subtotal	\$33,075.00
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Banking information for electronic payments:

ABA Routing Number: 031309123

Account Number: 1390003259400

Swift Code: BRBTUS33

Truist Bank

76 E. Lancaster Ave, Ardmore, PA 19003

Payments/Credits	\$0.00
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Balance Due	\$33,075.00
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Email BILLING@wizehive.com to pay by credit card.

Thank you for your continued business.