



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:		DVEM/MAINE EMERGENCY MANAGEMENT		
Department Contract Administrator or Grant Coordinator:		CONTRACT GRANTS SPECIALIST TAMMY THAYER-HARDMAN		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$32,985.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date:	12/31/2022
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 24 NORTH BRYN MAWR PMB263 BRYN MAWR PA 19010		
Brief Description of Goods/Services/Grant:		Grant Management Software as a Service		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University 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.

Grants are a critical funding source for Maine. Adequate management of grants is vital and an effective grant management software would allow MEMA to manage the entire lifecycle of grant processes: performance and outcomes measurement, document management, reporting, application tracking, collaboration, grant discovery, compliance management, and others (i.e. proposal creation). A recent federal audit of MEMA revealed serious deficiencies in the area of compliance and risk management, reporting, and document management. Grant management software would allow MEMA to implement immediate corrective action and would provide MEMA the tools in which to meet all federal grant policies and procedures in a fiscally responsible and efficient manner.

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: VENDOR STATUS

Is the vendor currently working?

Yes

No

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

Does this request utilize ARPA/MJRP funds?

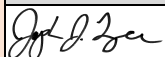
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS

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

By signing below, I signify that I approve of this procurement request.



Printed Name: JOE LEGEE, DEPUTY DIRECTOR

Date: Mar 3, 2022

Signature of DAFS Procurement
Official:



Printed Name: Joseph Zrioka

Date: 4/7/2022