



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 \$5,000 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:		Land for Maine's Future Program, DACF		
Department Contract Administrator or Grant Coordinator:		Laura Graham, Director		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)		\$ 33,075	Advantage CT / RQS #:	CT 01A 20250109*1724
CONTRACT	Proposed Start Date:	1/1/2025	Proposed End Date:	12/31/2025
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:		Submittable Holdings, Inc Missoula, MT		
Brief Description of Goods/Services/Grant:		Continued pilot contract for Submittal's grants management software (SaaS) solution (formally Wizehive). Submittal provides a secure, cloud-based platform that can be 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 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 Submittal 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 Submittal 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 would like to continue piloting this software for our program and are keeping our options open for any future enterprise solutions for program evaluation. DACF is also working with MaineIT for a department-wide grants management solution. Research and comparison documents available upon request.

PART III: SUPPLEMENTAL INFORMATION

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

Submittal's pricing was competitive with other viable finalists, and they were able to meet our aggressive timeline. The cost has been discounted with the anticipation that the contract is approved by 12/31/25. This provides a savings of \$17,500 to our program.

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

We do not anticipate needing to duplicate this service in the future. DACF and MaineIT is in discussions of a statewide solution for our department and possibly all state agencies that will migrate existing work already completed.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

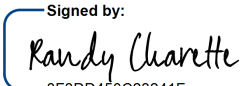
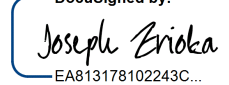
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Randy Charette, Deputy Commissioner	Date:	6/6/2025
Signature of DAFS Procurement Official:			
Typed Name:	Joseph A. Zrioka, Director	Date:	6/7/2025