

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		ME Commission for Community Service/DOE		
Department Contract Administrator or Grant Coordinator:		Maryalice Crofton		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ \$5,601.60	Advantage CT / RQS #:	20200902*0278	
CONTRACT	Proposed Start Date:	9-1-2020	Proposed End Date:	8-31-2021
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:		OnCorps Reports, Inc., 5212 Girard Ave. S, Minneapolis, MN 55419		
Brief Description of Goods/Services/Grant:		Annual subscription fee for subgrantee management database		

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
XX	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

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Maine Commission for Community Service awards and administers AmeriCorps and other National Service funding in Maine. It is responsible under federal and state statute for monitoring and reporting the fiscal, performance, and volunteer enrollment aspects of the grants funded. In all cases, the federal program is unusually detailed (through CFR, law, and policy) on compliance elements. Until 2009, the federal agency supported a web-based grants management platform used by states to accomplish tasks related to awards,

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PART III: SUPPLEMENTAL INFORMATION

monitoring, and reporting by state grantees. In 2009, the federal agency shut down the platform used by states saying it was not appropriate for it to hold that data. At that time, 27 state commissions banded together and negotiated to have a common web-based platform built that would replicate the functions of the former web tool, particularly as those functions related to allowing states to compile reports or do spot checks of compliance. OnCorps Reports was the business selected and it continues to monitor federal updates and requirements, upgrading its system annually to keep it current.

There is no other platform that does this across all areas of grantee operation. The platform was designed and built to meet audit standards particularly as it relates to electronic signatures on reports, leaving an audit trail for each record, and having a hierarchy of permissions that are matched to specific policies and functions. Data security and protection is also of the highest level with redundancy to protect operation in the event of server/equipment problems. Maine's OIT participated in the Commission's decision to be part of the coalition and OIT reviewed all the documentation related to the platform before signing off on Commission subscription.

The maintenance and ongoing cost of the platform is cost shared among the 27 state commissions. The annual subscription is based on the number of National Service volunteers each state will enroll in the system (funded programs enroll National Service volunteers who report their activities and time in the system. This is by far the greatest burden on the system which is why it is the metric for setting the usage cost.)

Since 1998, the Commission has relied on a web-based platform to efficiently and effectively manage its grant programs. Doing so has kept errors to a minimum, provided instant documentation from grantees for performance modifications, decreased processing of fiscal reporting, and significantly streamlined compilation of data that must be reported to the federal agency. It has been examined in audits and reviews of Commission performance and passed muster every time. To return to a paper system would increase staffing as well as storage costs OR to build a Maine-specific system would not be cost prohibitive.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

MCCS does not have the financial or design/coding resources to build a platform for grant management that would meet modern security, auditing, and reliability standards. The federal government determined it was not appropriate for it to hold data states were using to perform their duties. While this platform is owned by a private business, its sole customers are 27 state government service commissions who are cost-sharing the operation. The subscription is an allowable expense under the Commission federal operating funds which is the federal explanation for how they continue to support states.

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

As noted above, the cost is based on the function in the system that creates the highest demand – enrollment, management, and reporting by National Service Volunteers (e.g., AmeriCorps members or VISTAs). Basing the price on this function does not mean it is the only function covered by the cost. It is merely the basis for the scalable pricing that ensures a relationship between grant portfolios and costs across the states. For the year covered by this contract, the annual cost per volunteer is \$16.80 plus an additional fee to archive past program data for audit purposes. Given the uniqueness of the system, we are not aware of any platform that could provide a cost comparison.

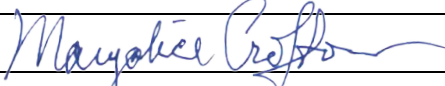
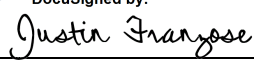
4. Describe the plan for future competition for the goods or services.

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If this coalition or another set of states determines it is necessary to reconstruct and rebid development of this tool, Maine will certainly consider the opportunity and ensure Maine companies are made aware of the opportunity to bid on the work.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Maryalice Crofton, Executive Director	Date:	9-1-2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	9/11/2020