

## 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:		Maine Emergency Management Agency		
Department Contract Administrator or Grant Coordinator:		Jessica Routhier		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	20201102*1363	
CONTRACT	Proposed Start Date:	<b>01/01/2021</b>	Proposed End Date:	12/31/2021
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:		WizeHive, Inc, Bryn Mawr, PA 19010		
Brief Description of Goods/Services/Grant:		Grant Management Software – Implementation and Support		

### 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
<b>X</b>	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.**

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

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

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.

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.

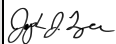
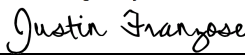
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

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: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Joe Legee	<b>Date:</b>	Nov 24, 2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	AEEED9C7B3A8044E... Justin Franzose	<b>Date:</b>	11/25/2020