



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:		DACF/BRILUP/Land for Maine's Future Program & BPL			
Department Contract Administrator or Grant Coordinator:		Sarah Demers & Doug Beck			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 90,000	Advantage CT / RQS #:		CT 01A 20211215*1524
CONTRACT	Proposed Start Date:	1/1/22	Proposed End Date:	12/31/23	
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 19428. Vendor # VC0000245856			
Brief Description of Goods/Services/Grant:		A 2-year pilot contract for WizeHive's grants management software (SaaS) solution. WizeHive 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

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.

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. In addition, two other programs (LWCF & RTP) from our Bureau of Parks & Lands will be piloting.

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 WizeHive 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 WizeHive 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 & BPL would like to pilot this software for our program and are keeping our options open for any future enterprise solutions for program evaluation. Research and comparison documents available upon request.

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

WizeHive'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 12/31/21. 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.

### 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.		
	<small>DocuSigned by:</small> <i>Randy Charette</i>		
Printed Name:	Randy Charette, Deputy Commissioner	Date:	12/20/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i>		
Printed Name:	Joseph zrioka	Date:	12/20/2021