



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:		DVEM/MAINE EMERGENCY MANAGEMENT AGENCY HOMELAND SECURITY GRANT PROGRAM		
Department Contract Administrator or Grant Coordinator:		TAMMY THAYER-HARDMAN/CONTRACT GRANT SPECIALIST STEPHANIE BUZZELL PROGRAM MANAGER		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 36,465.00	Advantage CT / RQS #:	20241008000000000545
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:		Wizehive INC, Conshohocken PA		
Brief Description of Goods/Services/Grant:		Software as a service		

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
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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.

Federal Grants are a critical funding source for Maine. Adequate management of grants is vital, and an effective grant Management software allows 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 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 sub recipients 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. The team is testing other grant management software to either replace or remain with selected Vendor. This is a long process to make sure the software can fit all programs and federal needs.

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

I called Insight Public Sector, SHI, and CarahSoft and was not able to speak to a sales rep to get a quote. I then tried emailing the sales teams for all 3 companies. I did get a reply from SHI but they are working on the quote and the current subscription runs out on 12/31/2024. I am going to continue with the process of getting the best quote for the next years subscription.

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 can provide a variety of vendors who can meet MEMA's grant management requirements.

**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.

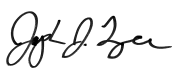
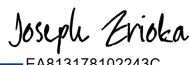
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:	Joe Legee, Deputy Director	Date:	12/12/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>EA813178102243C...</small> </div>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/12/2024

# PJF RQS 15A 20241008-545 Wizehive - 12.12.2024

Final Audit Report


2024-12-12

Created:	2024-12-12
By:	tammy thayer-hardman (tammy.thayer-hardman@maine.gov)
Status:	Signed
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## "PJF RQS 15A 20241008-545 Wizehive - 12.12.2024" History

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 Email viewed by Joe Legee (joe.legee@maine.gov)

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 Document e-signed by Joe Legee (joe.legee@maine.gov)

Signature Date: 2024-12-12 - 7:32:37 PM GMT - Time Source: server

 Agreement completed.

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