



DEPARTMENT OF GENERAL SERVICES

Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

Intergovernmental Cooperative Purchasing Agreement
Procurement Officer Determination
COMAR 21.05.09.04

Per COMAR 21.05.09.02, as a Primary Procurement Unit, the DGS Office of State Procurement (OSP) may initially sponsor or participate in, renew, modify, or administer an Intergovernmental Cooperative Purchasing Agreement (ICPA) on its own behalf or on behalf of another agency when a determination is made under SFP §13-110 and COMAR 21.05.09.04.

Based upon the analysis and market research conducted as identified in the attached Procurement Officer's Determination from Maryland State Department of Education for the purchase of a cloud-based scholarship application for families to apply for their child(ren) to receive a BOOST Scholarship award through an ICPA. I have conducted an independent analysis and determined that it is in the best interest of the State to participate in this intergovernmental cooperative purchasing agreement, that doing so will provide cost benefits to the State, promote administrative efficiencies or promote intergovernmental cooperation, and is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.

Tyler Russell 5/8/2023

Procurement Officer, DGS OSP / Date

Mike Hanley

Mike Hanley (May 8, 2023 13:29 EDT)

Chief Procurement Officer / Date

Atif Chaudhry

Secretary, DGS / Date

Attachment



**Mohammed Choudhury**  
State Superintendent of Schools

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**TO:** Office of State Procurement, Department of General Services  
**FROM:** Frank M. Conaway III, Business Services Partner, MSDE  
**DATE:** March 30, 2023  
**SUBJECT:** Procurement Officer's Determination for the Use of Intergovernmental Cooperative Purchasing Agreement Per COMAR 21.05.09.04 - Submittable - Contract# R00B3600123

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### **Introduction**

The Maryland State Department of Education (MSDE) requests approval to use the contract signed between the Tennessee Board of Regents and Submittable, to purchase a cloud-based scholarship application for families to apply for their child(ren) to receive a BOOST Scholarship award through an Intergovernmental Cooperative Purchasing Agreement (ICPA).

Submittable creates cloud-based application tools that would allow the creation of a more user-friendly online application portal for families to apply for scholarships. This portal is used by nonpublic schools to submit reporting requirements including confirming enrollment of students who are offered a BOOST award. As the users on the account, MSDE personnel would have the ability to easily download reports on application data, send reminders to schools to complete required reporting tasks and send automated messages to parents.

### **Background and Purpose**

MSDE administers the BOOST (Broadening Options and Opportunities for Students Today) Scholarship Program annually. This \$10 million program provides scholarships for students who are eligible for the free or reduced-price school meals program (FARMS) to attend eligible nonpublic schools. Nonpublic schools must apply to participate, and parents must also complete an application for their child(ren) to receive an award. Awards are granted based on household income, with the lowest income served first. To demonstrate household income, parents upload their federal 1040 tax documents, and those documents must be reviewed for two purposes: to determine eligibility and to rank students by family income. As funds become available, awards are offered to students who are on a waitlist, ranked by family income and other important priorities (previous participation in the program, transfer from a public school to a nonpublic school, etc.).

Currently, MSDE contracts with Wizehive to host the online scholarship application. It has been thoroughly noted that the current online application is built using their template and it leaves no room for MSDE to customize the questions and flow of the application questions, as well as the data that is downloaded. To ensure that the program is administered according to schedule, it is necessary to send reminders to schools to complete reporting requirements as well as reminders to families to accept or decline awards. This feature in Wizehive is not user-friendly and often results in many hours spent attempting to categorize school and family applications in batches. Submittable offers an online application that allows for the real-time revision of the application with minimal delays and disruptions to the administration of the program. Submittable’s online application also allows MSDE to schedule periodic automated reminders to schools that have not yet completed reporting requirements, as well as to parents who have not yet accepted or declined a scholarship award.

MSDE asserts that the use of this procurement method will reduce the time-period between need determination and delivery of the solution; will ensure expeditious transparency to the parents and schools of Maryland and reduce the administrative burden on MSDE. In accordance with COMAR 21.05.09.04, it is determined that this Participating Addendum will provide cost benefits to the State, will promote administration efficiencies, and promote intergovernmental cooperation. The Participation Addendum is in the best interest of the State and is not intended to evade the purpose of Division II of the State Finance Procurement Article.

**Procurement Overview**

The Maryland State Department of Education communicated with the Tennessee Board of Regents (TBR) to obtain the procurement file for a grant management software program (RFP # 23-0016) that was released on September 15, 2022. A virtual pre-proposal conference was held on October 4, 2022, to discuss the scope of services and clarify the requirements. The submission deadline was October 28, 2022. TBR received seven (7) responses to the solicitation. Two (2) responses were No Bid, and three (3) responses were rejected due to mandatory requirements. Two (2) responses were evaluated by the review committee. Those responses were submitted by eTranservices and Submittable. Both companies participated in oral presentations.

During their review process, TBR considered qualifications and experience, technical approach, and cost. They awarded points in each of the categories below to both proposals:

Category	Maximum Points Possible
Qualifications and Experience	150
Technical Requirements	350
Finalist Presentation	100

Cost Proposal	400
TOTAL POSSIBLE	1,000

A Proposal Evaluation Team consisting of seven (7) members evaluated each proposal. Their individual scores were captured, and an average score for each proposal was calculated within each scoring category. Their average scores are below:

Category	eTranservices	Submittable
Qualifications and Experience	141	136
Technical Requirements	346	336
Finalist Presentation	91	89
Cost Proposal	209	400
Total	787	961

Cost Proposal for eTranservices:

COST PROPOSAL SCHEDULE					
The proposed cost, detailed below, shall indicate the proposed price for providing the entire scope of service including all services as defined in the RFP Attachment 6.2. <i>Pro Forma</i> Contract, Scope of Services for the total contract period. The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the Institution. All monetary amounts are United States currency.					
D.1 Proposer shall provide pricing per user for the following:	Proposed Cost for Grant Management Software				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Annual software license fee per user, for <u>Up to 500 users</u>	\$123.84	\$126.56	\$129.34	\$132.19	\$135.10
2. Annual software license fee per user, <u>between 501 and 1,000 users</u>	\$120.24	\$122.89	\$125.59	\$128.35	\$131.17
3. Annual software license fee per user, for <u>1,001 or more users</u>	\$108.96	\$111.36	\$113.81	\$116.31	\$118.87
4. Annual maintenance fee	\$30,013.25	\$73,618.56	\$75,237.60	\$76,890.24	\$78,583.32
5. Flat rate for Implementation and Support Costs	\$122,999.76				
6. Flat rate for Initial training	\$13,418.00				
7. Hourly rate for additional training as needed	\$130.19				
8. Other costs (if any) Subscriptions Internal Users (High & Low Volume) Annual Price Per User	\$1,741.31	\$1,779.62	\$1,818.77	\$1,858.78	\$1,899.67
The RFP Coordinator shall use the evaluation cost amount derived from the proposed cost amounts above and the following formula to calculate the COST PROPOSAL SCORE. Calculations shall result in numbers rounded to two decimal places.				Evaluation Cost Amount: (sum of all weighted cost amounts above)	

## Cost Proposal for Submittable:

<b>COST PROPOSAL SCHEDULE</b>					
<b>The proposed cost, detailed below, shall indicate the proposed price for providing the entire scope of service including all services as defined in the RFP Attachment 6.2. Pro Forma Contract, Scope of Services for the total contract period. The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the Institution. All monetary amounts are United States currency.</b>					
D.1 Proposer shall provide pricing per user for the following:	Proposed Cost for Grant Management Software				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Annual software license fee per user, for <u>Up to 500 users</u>	\$88.50	\$88.50	\$88.50	\$88.50	\$88.50
2. Annual software license fee per user, <u>between 501 and 1,000 users</u>	\$79.65	\$79.65	\$79.65	\$79.65	\$79.65
3. Annual software license fee per user, for <u>1,001 or more users</u>	\$71.68	\$71.68	\$71.68	\$71.68	\$71.68
4. Annual maintenance fee	0	0	0	0	0
5. Flat rate for Implementation and Support Costs	\$27,750.00				
6. Flat rate for initial training	\$9,500.00				
7. Hourly rate for additional training as needed	\$79.00				
8. Other costs (if any)	0	0	0	0	0
<i>The RFP Coordinator shall use the evaluation cost amount derived from the proposed cost amounts above and the following formula to calculate the COST PROPOSAL SCORE. Calculations shall result in numbers rounded to two decimal places.</i>				<b>Evaluation Cost Amount:</b> <i>(sum of all weighted cost amounts above)</i>	

TBR awarded the bid to Submittable and ratified a contract with them on February 15, 2023.

### Endorsement of Recommendation

As the Procurement Officer for the Office of Grants Administration and Compliance, I concur with the award recommendation of the Program to recommend Submittable as the proposed awardee. The use of this ICPA will provide MSDE the ability to purchase a customizable online application program that nonpublic schools can easily utilize to participate in the BOOST Scholarship Program. It will facilitate more efficient and effective grant awarding and enhance communication while at the same time providing cost saving to MSDE. The proposed total contract award is \$ \$79,650.00 and is considered fair and reasonable based on the submitted pricing in response to the solicitation.

*Frank Conaway III*

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Frank M. Conaway III  
Business Services Partner

Mar 31, 2023

Date

*Brett Sander*

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Brett Sander (Mar 31, 2023 14:56 EDT)

Brett Sander  
Office of the Attorney General

Mar 31, 2023

Date

*Krishnanda Tallur*

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Krishnanda Tallur (Mar 31, 2023 15:11 EDT)

Krishnanda Tallur  
Deputy Superintendent of Operations

Mar 31, 2023

Date

*Mohammed Choudhury*

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Mohammed Choudhury (Apr 5, 2023 15:41 EDT)

Mohammed Choudhury  
State Superintendent of Schools

Apr 5, 2023









# Grant Scholarship Award ICPA - signed 4-20-2023 (3)

Final Audit Report

2023-05-08

Created:	2023-05-08
By:	Tyler Russell (Tyler.Russell@maryland.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQk3CJbuCrBBrkWy-ok7D2BAnrmbmPdTF

## "Grant Scholarship Award ICPA - signed 4-20-2023 (3)" History

-  Document created by Tyler Russell (Tyler.Russell@maryland.gov)  
2023-05-08 - 1:42:53 PM GMT
-  Document emailed to Mike Haifley (mike.haifley@maryland.gov) for signature  
2023-05-08 - 1:44:40 PM GMT
-  Email viewed by Mike Haifley (mike.haifley@maryland.gov)  
2023-05-08 - 5:28:50 PM GMT
-  Document e-signed by Mike Haifley (mike.haifley@maryland.gov)  
Signature Date: 2023-05-08 - 5:29:13 PM GMT - Time Source: server
-  Document emailed to Atif Chaudhry (atif.chaudhry@maryland.gov) for signature  
2023-05-08 - 5:29:15 PM GMT
-  Email viewed by Atif Chaudhry (atif.chaudhry@maryland.gov)  
2023-05-08 - 5:58:29 PM GMT
-  Document e-signed by Atif Chaudhry (atif.chaudhry@maryland.gov)  
Signature Date: 2023-05-08 - 5:59:17 PM GMT - Time Source: server
-  Agreement completed.  
2023-05-08 - 5:59:17 PM GMT