



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

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**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 justification provided in the attached Procurement Officer's Determination (POD) from the Maryland Department of Information Technology (DoIT) for NASPO Cloud Solutions with SHI International Corp (SHI) AR2488 (access to Cloud Solutions), I have conducted an independent analysis and determined that it is in the best interest of the State to continue participation in this intergovernmental cooperative purchasing agreement and 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.

A handwritten signature in blue ink, appearing to read "Alicia Tarr".

Jun 28, 2023

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Alicia Tarr, Procurement Officer, DGS OSP / Date

A handwritten signature in blue ink, appearing to read "Mike Haifley".

[Mike Haifley \(Jun 28, 2023 18:23 EDT\)](#)

Jun 28, 2023

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Mike Haifley, Acting Chief Procurement Officer / Date

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Jun 28, 2023

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Atif Chaudhry, Secretary, DGS / Date

Attachments



Wes Moore | Governor  
Aruna Miller | Lt. Governor  
Katie Savage | Secretary  
Melissa Leaman | Deputy Secretary

PROCUREMENT OFFICER'S DETERMINATION  
Intergovernmental Cooperative Purchasing  
COMAR 21.05.09.04

Department/Procurement Agency: Department of General Services

Contract Term: One year from the date of execution by the Participating Entity

Amount: NTE \$156,216.75

Category: Information Technology

Contract Type: Indefinite Quantity with Fixed Unit Prices

Contractor: SHI International

**Background/Scope:**

The State of Maryland, through the Department of Information Technology (“DoIT”), seeks to execute a participating addendum (“Participating Addendum”) with SHI International Corporation (“SHI”) under the National Association of State Procurement Officials Cloud Solutions Contract (“NASPO Contract”). Under the Participating Addendum, SHI as a distributor under the NASPO contract, will provide the State with a continuation of Apptio, including support services, hosting and user licenses, training, and limited access.

NASPO strives to make the governmental procurement process more efficient by establishing competitively priced contracts. This NASPO Contract is available to State agencies nationwide, institutions of higher education, cities, and counties. It has been awarded by a public competitive procurement process that is compliant with Maryland State statutes.

Apptio is the solution for the Department’s IT Financial Management System to track and allocate costing for the enterprise system and services provided to State agencies. Over the past four years the Department has worked with Apptio implementing, configuring, and utilizing the SaaS based system in conformance with the Department’s needs and roll-out of the system to State agencies in the enterprise system.

**Basis for Selection:**

In 2019, the Department purchased the subscription and implementation services for Apptio from SHI through the NASPO Contract. In 2020 and 2021 the subscription and services were renewed through a Purchase Order Request for Proposals (PORFP) through the COTS Master Contract. In 2022 upon receipt of the renewal notice in May of 2022, the Department realized that the COTS Master Contract did



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not allow for the purchase of a cloud-based, SaaS and when back to the use of the NASPO contract. The Office of State Procurement approved the ICPA method for the renewal in 2022.

This request for quotation was sent to SHI and Strategic Communication under the NASPO Contract. Responses were received as follows:

Strategic Communications - \$161,931.93  
SHI - \$156,216.75

As SHI was the lowest proposed price, it was determined that the award of the PA should be made to SHI. Based on the pricing over the last four years, the price was considered reasonable and justified.

Apptio is critical to the financial operations of the Department and the State. If the Department were to consider other SaaS solutions and not renew Apptio, the cost of implementation, configuration and training for a new system would be significant and the cost for the implementation and training would have been wasted. Also, Apptio has worked closely with the DoIT and has become a valuable resource in the roll-out of Apptio to the agencies.

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.

Determination By:

Susan Howells

DoIT, Procurement Officer

Date: June 21, 2023

Approved by:

Melissa Leaman

DoIT, Secretary (or designee)

Date: Jun 21, 2023

# DGS OSP ICPA POD for DoIT - Apptio

Final Audit Report


2023-06-28

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## "DGS OSP ICPA POD for DoIT - Apptio" History

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