

**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 (MSDE) for Contract #FY24-OIT-006 Smartsheet Licenses - Carahsoft Technology for Smartsheet Subscription. 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

Oct 13, 2023

Tyler Russell, Procurement Officer, DGS OSP / Date

Mike Haifley

[Mike Haifley \(Oct 13, 2023 15:15 EDT\)](#)

Oct 13, 2023

Mike Haifley, Acting Chief Procurement Officer / Date

Atif Chaudhry

Oct 13, 2023

Atif Chaudhry, Secretary, DGS / Date

Attachment



Mohammed Choudhury
State Superintendent of Schools

TO: Michael Haifley, Chief Procurement Officer, Office of State Procurement, DGS

FROM: Yesenia Jarrett, Business Services Coordinator

DATE: July 25, 2023

SUBJECT: Procurement Officer’s Determination for Use of Intergovernmental Cooperative Purchasing Agreement Per COMAR 21.05.09.04 – Contract # FY24-OIT-006 Smartsheet Licenses – Carahsoft Technology for Smartsheet Subscription

The Maryland State Department of Education (“MSDE”) through the Department of General Services (DGS), seeks to execute a Participating Addendum (“Participating Addendum”) under the National Association of State Procurement Official’s Cloud Solutions 2016-2026 Contract # AR2472 (“NASPO Valuepoint Contract”). NASPO Valuepoint strives to make governmental procurement more efficient by establishing competitively priced contracts. This NASPO Valuepoint Contract is available to State agencies nationwide, higher education institutions, cities, and counties. It was awarded by a public competitive procurement process compliant to Maryland State Procurement statutes.

Under the Participating Addendum, Carahsoft Technologies (“Reseller”) would provide the State with implementation and support services, cloud hosting, and user licenses for Smartsheet Inc. Though DGS will act as the preliminary participant in this initiative for the Smartsheet Subscription.

Name and Address of Selected Contractor: Carahsoft Technology
11493 Sunset Hills Road
Reston, VA 20190

Contract Term: Subscription Renewal – One (1) Year
October 22, 2023 – October 21, 2024

Amount: NTE \$171,910.00

Category: Information Technology Services

Contract Type: Firm Fixed Price

Background and Purpose

MSDE is developing a multi-year Strategic Plan that will be released in three phases, and will anchor the vision, mission, values, priorities, enablers, goals, and flagship programs, initiatives, and strategies to the Blueprint for Maryland's Future's promise of an excellent and equitable education for every student. Ultimately, the Strategic Plan will anchor and reinforce the Blueprint legislation into the organizational fabric of our everyday work and will embody the aspirations that the people of Maryland have for our students. The MSDE Office of Strategic Planning and Continuous Improvement seeks to procure research, insights, data collection, and data analysis solution to facilitate mission critical projects for MSDE.

Smartsheet is a cloud-based platform that allows organizations and teams to collaborate, manage projects, and track work processes in real-time. It provides a range of features and tools that facilitate efficient communication, data organization, and workflow automation. Smartsheet can be employed to enhance transparency, accountability, and decision-making in projects and initiatives.

- **Document Sharing and Collaboration:** Smartsheet enables work collaboratively on shared documents, spreadsheets, and presentations. It facilitates real-time editing and commenting, ensuring that all parties can contribute to the justification process and provide input.
- **Resource Management:** The platform allows you to track and manage resources, such as budgets, personnel, and equipment, for projects. You can create sheets to outline the allocation and utilization of resources, which helps in justifying the need for collaboration and how each entity contributes to the shared effort.
- **Timeline and Gantt Charts:** Smartsheet provides Gantt chart functionality to visualize project timelines, milestones, and dependencies. This feature is valuable for illustrating the sequence of activities and how collaboration enhances efficiency and effectiveness in meeting project goals.
- **Data Collection and Analysis:** Smartsheet's forms and survey capabilities enable data collection from multiple stakeholders. It can be used to gather information and feedback related to the justification process, ensuring that the decision-making is informed by diverse perspectives and relevant data.
- **Automated Workflows:** Smartsheet's automation features streamline processes by setting up triggers, alerts, and notifications. This helps in keeping all stakeholders informed about updates, deadlines, and changes in the justification process.

Status Reports and Dashboards: Smartsheet allows you to create customizable dashboards and reports, providing a comprehensive overview of the intergovernmental justification progress. These reports can be shared with decision-makers and stakeholders to ensure transparency and accountability.

Security and Permissions: Smartsheet offers robust security features to control access to sensitive information, allowing you to grant appropriate permissions to different stakeholders based on their roles and responsibilities.

By leveraging Smartsheet's collaborative and project management capabilities, internal processes can become more streamlined, transparent, and data-driven. It enhances the ability of state government entities to work together effectively towards common goals while providing a clear rationale for the collaborative effort.

Basis for Selection:

Carahsoft was selected as they are the only public sector distributor on the NASPO Valuepoint Contract for this software. The NASPO Valuepoint award to Carahsoft was the result of a competitive process, conducted by the State of Utah, which selected Carahsoft as the provider of cloud-based software products to eligible using entities. 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 citizens 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 administrative efficiencies, and promote intergovernmental cooperation.

Pricing Justification

MSDE compared the pricing offered by Carahsoft Technology and found it to be congruent with the pricing offered directly by the vendor Smartsheet Inc. The use of this ICPA procurement method is determined to be in the best interest of the State. It will facilitate a more efficient and effective delivery of goods, services and/or solutions, greatly reduce the time period between the purchase and delivery of the solution to MSDE, provide cost saving to the State, reduce the administrative burden on the State, and promote Intergovernmental Cooperation by using the NASPO Valuepoint contract. The use of the Intergovernmental Cooperative Procurement method is not intended as a means to evade the purposes set forth under COMAR21.01.01.03 or State Finance and Procurement, Section 13-110. This ICPA is in the best interest of the State and is not intended to evade the purposes set forth under COMAR 21.01.01.03 or State Finance and Procurement, Section 13.110.



[Yesenia Jarrett \(Aug 15, 2023 15:38 EDT\)](#)

Yesenia Jarrett
Business Services Coordinator, OPCM

Aug 15, 2023

Date



Jenna Meini
Director, OPCM

Aug 15, 2023

Date



[Brett Sander \(Aug 18, 2023 17:29 EDT\)](#)

Brett Sander
Attorney General

Aug 18, 2023

Date



Krishnanda Tallur
Deputy State Superintendent

Aug 18, 2023

Date



[Mohammed Choudhury \(Aug 18, 2023 19:57 EDT\)](#)

Mohammed Choudhury
State Superintendent of Schools

Aug 18, 2023

Date

DGS OSP ICPA POD for MSDE Smartsheets Licenses 10.2023

Final Audit Report


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