



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 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.

In accordance with State Procurement Regulations, COMAR 21.05.09.05, THE Maryland Department of Human Services (DHS or Department) would like to contract with GSA's Technology Contract # 47QSWA18DOO8F for the renewal of Smartsheet Software Licenses for the term of September 1, 2024, through August 31, 2025. The Smartsheet Software will be powered by cloud-based software.

According to COMAR 21.05.09.04, DHS has chosen this cooperative purchasing agreement because the State no longer has a contract supporting Software-as-a-Service (SaaS) Solutions. The U.S. General Service Administration (GSA) has various contracts that support Cloud-based Technology solutions inclusive of SAAs. The GSA Technology program allows agencies to make services more accessible, efficient, and effective.

DHS compared the pricing provided from the GSA schedule and found it comparable with the pricing offered directly by Smartsheet and other ICPA's. In the use of this Intergovernmental Cooperative Purchasing Agreement will provide a viable and competitive process for the State to acquire goods and services, promote administrative efficiencies, and promote intergovernmental cooperation. These ICPA Agreements are in the best interest of the State and are not intended to evade the purposes set forth under COMAR 27.07.07.03 or State Finance and Procurement Section 73-770.

Therefore, it is in the best interest of the State, and not intended as a means to evade the purposes set forth under COMAR 21.01.01.03 to have GSA's Technology Contract # 47QSWA18DOO8F for the renewal of the Smartsheet licenses ICPA which provides the State of Maryland with a favorable pre-determined price structure that is fiscally advantageous for DHS.

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.

Approved By:

*Luz Morales*

Luz Morales  
Procurement Officer, DGS OSP

Aug 5, 2024

Date:

*Yasin Mohammed*

Yasin Mohammed  
Director, Office of State Procurement (OSP)

Aug 15, 2024

Date:

*Atif Chaudhry*

Atif Chaudhry  
Secretary, DGS

Aug 16, 2024

Date:



**DEPARTMENT OF HUMAN SERVICES**

*Wes Moore, Governor · Aruna Miller, Lt. Governor · Rafael López, Secretary*

Department/Agency: Department of Human Services, Office of Technology for Human Services

Contract Term: 09/01/2024 - 08/31/2025

Amount: Estimating \$200,000

Category: Information Technology

Contract Type: Fixed Price

Name and Address of Selected Contractor: To be determined by issuing a Request for Quote (RFQ) on the U.S. General Services Administration (GSA) Portal for a Software-as-a-Service (SaaS) Solution for Smartsheet.

File or ID No: Smartsheet; OTHS/OTHS-25-020-C

**Background:** The Department of Human Services (“DHS”) seeks to participate in an Intergovernmental Cooperative Purchasing Agreement (ICPA) utilizing the GSA’s Technology Contract # 47QSWA18D008F for the renewal of Smartsheet Software Licenses for the term beginning September 1, 2024, through August 31, 2025.

Smartsheet offers a range of collaborative features that allows managers to track, manage, and schedule tasks for multiple projects. The Department of Human Services (DHS) uses Smartsheet to manage and track invoices and new hires in Social Services Administration (SSA), as well as assign and automate tasks across various departments. Additionally, DHS uses the robust reporting tool which aids our executives in making informed decisions and generating reports for presentations and projects.

**Basis for Selection:** DHS has chosen this cooperative purchasing agreement because the State no longer has a contract that supports Software-as-a-Service (SaaS) Solutions. The U.S. General Services Administration (GSA) has various contracts that support Cloud-based

Technology solutions inclusive of SaaS. The GSA Technology program allows agencies make services more accessible, efficient and effective.

DHS compared the pricing provided from the GSA schedule and found it to comparable with the pricing offered directly by Smartsheet and other ICPAs. In accordance with COMAR 21.05.09.04, the Procurement Officer, has determined that the use of this Intergovernmental Cooperative Purchasing Agreement will provide a viable and competitive process for the State to acquire goods and services, promote administrative efficiencies and promote intergovernmental cooperation. These ICPA Agreements are in the best interest of the State and are not intended to evade the purposes set forth under COMAR 21.01.01.03 or State Finance and Procurement Section 13-110.

Determination By:   
Procurement Officer

Date: 7/24/2024

Approval By:   
Rafael López, Secretary

Date: July 24, 2024, 07.2024 Decisions