



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 Department of General Services (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.

In accordance with State Procurement Regulations COMAR 21.05.09.04, the DGS OSP Procurement Officer, on behalf of the Department of Public Safety and Correctional Services (DPSCS) has determined that it is in the best interest of the State to procure a new contract with Carahsoft for the integration of the software, Smartsheet utilizing NASPO ValuePoint Cloud Solutions contract through the ICPA procurement method.

The NASPO ValuePoint Cloud Solutions contract is a multiple award contract that provides a variety of cloud solutions, including, Platform as a Service (PaaS), Infrastructure as a Service (IaaS) and Software as a Service (SaaS). It was awarded to thirty-three contractors after a public competitive procurement process that is compliant with Maryland statutes. Market research shows that SmartSheet is available for state government purchase under the SaaS category of the NASPO ValuePoint Cloud Solutions contract through Carahsoft Technology Corp.

Since Carahsoft's prices were obtained through a competitive procurement conducted by NASPO, and the DGS OSP Procurement Officer has determined the price reasonableness of the contract rates, the reduction in administrative burdens on the State by not having to conduct a stand-alone competitive procurement is realized by this ICPA procurement. Additionally, this ICPA procurement will reduce the length of time for delivery of the solution to further reduce the administrative burden and will ensure transparency to the citizens of Maryland. The use of the ICPA method is not intended to evade the purposes set forth under COMAR 21.01.01.03 or State Finance and Procurement (SFP) § 13-110.

Based upon the analysis and market research conducted noted above for Smartsheet, I have 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.

Signatures on next page.

Amanda Longacre

09/04/2024

Amanda Longacre, Procurement Officer, DGS OSP / Date

Linda Dangerfield

[Linda Dangerfield \(Sep 4, 2024 16:29 EDT\)](#)

09/04/2024

Linda Dangerfield, Deputy Chief Procurement Officer / Date

Atif Chaudhry

09/09/2024

Atif Chaudhry, Secretary, DGS / Date



Department of Public Safety and Correctional Services

Office of the Secretary

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PROCUREMENT OFFICER'S DETERMINATION

ICPA Procurement

COMAR 21.05.09.04

STATE OF MARYLAND

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ASSISTANT SECRETARY
DATA, POLICY AND GRANTS

RENARD E. BROOKS
ASSISTANT SECRETARY
PROGRAMS, TREATMENT &
RE-ENTRY SERVICES

Contract Title: Smartsheet Advance Platinum Pilot Program

Contract No.: ITFY250015

Contractor Name: Carahsoft Technology Corporation

Contract Amount: \$180,725.60

Date: August 14, 2024

I. BACKGROUND

The Maryland State Department of Public Safety and Correctional Services (DPSCS or the "Department") through the Department of General Services (DGS), seeks to execute a Participating Addendum under the National Association of State Procurement Official's Cloud Solutions 2016-2026 Contract #AR2472 (NASPO Valuepoint). 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 with Maryland State Procurement statutes.

Under the Participating Addendum, Carahsoft Technology Corporation (Carahsoft) would provide DPSCS with implementation and support services, cloud hosting, and user licenses for Smartsheet Inc. DGS will act as the preliminary participant in this initiative for the Smartsheet subscription.

After thorough research and consideration and in an effort to reduce individual Smartsheet account costs and significantly enhance our operational efficiencies, the Office of Procurement Services (Procurement), Human Resources Services Division (HRSD), and Division of Capital Construction and Facility Maintenance (DCCFM) is requesting funding for the implementation of a consolidated Smartsheet Advance Platinum/Enterprise plan.

This nine-month pilot plan, commencing September 2024, will combine the Procurement, HRSD, and DCCFM Smartsheet accounts with the added benefit of the Smartsheet Advance Platinum plan while maintaining our current Enterprise plans for continuity of operations. This will essentially provide all three Divisions with eight (8) months to pilot the new platform and its features.

Included in the plan is Dynamic View which provides a secure way to share sheets with individuals inside and outside DPSCS. It allows control and access list to specific data contained on one sheet, ensuring confidentiality and compliance with privacy regulations. Data Mesh, currently being used by Procurement, is also included, which provides lookup functionality between sheets and reports maintaining the consistency of data. Data Shuttle allows uploading and offloading of data between Smartsheet and other enterprise systems such as Workday.

HRSD intends to use SmartSheet to streamline management of its 9,000 positions department wide. SmartSheet will act as a database management tool for HRSD and streamline their work.

DCCFM intends to use SmartSheet for multiple purposes. DCCFM's Program Management Office will use SmartSheet to track and manage all of their maintenance and capital projects. DCCFM will also use SmartSheet as an electronic Purchasing Requisition system that will track requisitions (similar to Procurement) and act as a project management hub for requisitions as work commences based off of items that have been procured.

Procurement currently utilizes Smartsheet to coordinate and track the status of requisitions, solicitations and purchases. This system is advantageous and efficient as detailed project information is available to management and end users within a few keystrokes.

The Department also seeks to add on the SmartSheet feature Safeguard. This tailored solution will significantly bolster the Department's data management capabilities, ensuring comprehensive governance, visibility, and control over sensitive information. This comprehensive security module is designed to support DPSCS's needs for stringent security protocols and regulatory compliance, especially crucial for protecting personally identifiable information (PII) within HRSD's systems and sensitive financial data.

II. FINDING OF FACTS

Carahsoft was selected as it is 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 DPSCS. In accordance with COMAR 21.05.09.04, it is determined that this Participating Addendum will provide cost benefits to the State, and will promote administrative efficiencies.

III. PRICE ANALYSIS

DPSCS compared the pricing offered by Carahsoft and found it to be comparable 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 this product, reduce the time period between the purchase and delivery of the solution to DPSCS, provide cost saving to the State, and reduce the administrative burden on the State.

IV. RECOMMENDATION

Based on the analysis and market research conducted, I have determined 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 and provide opportunity to use this pilot to determine the value of this software. The use of the ICPA is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03 or State Finance and Procurement Section 13-110.

Determination:

John Simpson
Procurement Officer

08/14/2024
Date

Approve:

Amanda Hendrix
Executive Director of Procurement

8/14/2024
Date

Joh Sedtal
Secretary, or Designee

8.15.24
Date

DGS OSP ICPA POD for DPSCS Smartsheets

Final Audit Report

2024-09-09

Created:	2024-09-04
By:	JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAABgiaeU__gLaqxrRVQ-sODa59qHATIY4j

"DGS OSP ICPA POD for DPSCS Smartsheets" History

 Document created by JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
2024-09-04 - 8:05:44 PM GMT

 Document emailed to Amanda Longacre (amanda.longacre1@maryland.gov) for signature
2024-09-04 - 8:05:50 PM GMT

 Email viewed by Amanda Longacre (amanda.longacre1@maryland.gov)
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 Document e-signed by Amanda Longacre (amanda.longacre1@maryland.gov)
Signature Date: 2024-09-04 - 8:22:04 PM GMT - Time Source: server

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2024-09-04 - 8:22:06 PM GMT

 Email viewed by Linda Dangerfield (linda.dangerfield@maryland.gov)
2024-09-04 - 8:25:27 PM GMT

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 Document emailed to Atif Chaudhry (atif.chaudhry@maryland.gov) for signature
2024-09-04 - 8:29:18 PM GMT

 Email viewed by Atif Chaudhry (atif.chaudhry@maryland.gov)
2024-09-09 - 9:51:16 PM GMT

 Document e-signed by Atif Chaudhry (atif.chaudhry@maryland.gov)
Signature Date: 2024-09-09 - 9:53:15 PM GMT - Time Source: server

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2024-09-09 - 9:53:15 PM GMT