

*Office of Technology for Human Services*

**Intergovernmental Cooperative Purchasing Agreement  
Procurement Officer's Determination COMAR 21.05.09.04**

The Department of Human Services ("DHS") seeks to enter into an agreement with Carahsoft Technology Corporation ("Carahsoft") utilizing the General Services Administration (GSA) Schedule 70, **Contract # GS-35F-0119Y**. GSA strives to make the governmental procurement process more efficient by establishing competitively priced contracts. This GSA Contract is available to all governmental entities 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. Carahsoft will provide DHS with access to Smartsheet, a software-as-a-service ("SaaS"). Smartsheet is project management software. Users are able to setup reminders when deadlines are approaching and can attach related documents. Our Agency is using it for our strategic planning initiatives. Access to this software empowers agency staff by organizing the selected data into easy-to-use visual formats to drive efficiency thus allowing for better decision making.

DHS currently uses the Enterprise (Legacy) Plan. We have 340 staff that uses the software for project management and task tracking. Users are able to setup reminders when deadlines are approaching and attach related documents. DHS' Office of the Secretary, MDTHINK, and Strategy & Planning uses Smartsheet for Strategic Planning. The majority of the users are at DHS Central and we also have statewide users at our 24 Local Departments of Social Services. Carahsoft's quote consists of a Team Enterprise Software Licenses (Legacy) Plan for 500 licenses which includes maintenance and support for a one year term not to exceed \$ [REDACTED]. The pricing offered is fair and reasonable given it is similar to other comparable contracts with government entities. Below is a list of some of the reasons that preference is given to the use of Smartsheet:

- Hierarchy- Smartsheet enables you to add hierarchy to rows with a simple click even allows you to expand and collapse all the related information;
- Column Types-Smartsheet provides different column type properties that are easy to use for our staff;
- Image Handling- When we insert visuals, Smartsheet automatically resizes them to fit into the specific cells;
- Collaboration- Allows you to notify people when you need their updates and what the specific cells that need to be updated.

Under the present ICPA, the licenses costs were compared to the incumbent vendor's pricing, Winvale a Smarthseet GSA reseller, that no longer provides the plan the agency uses would be \$ [REDACTED]. Carahsoft is the only registered Smartsheet reseller that is authorized to provide quotes on the Team level licenses via the GSA Schedule 70. 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 DHS.



In accordance with COMAR 21.05.09.04, as the Procurement Officer, I determined that this Participating Addendum will provide cost benefits to the State, will promote administrative efficiencies and promote intergovernmental cooperation. The Participating Addendum is in the best interest of the State and is not intended to evade the purposes of Division II of the State Finance and Procurement Article.

Determination By:



Leah Hinson, Procurement Officer

Approval By:



Secretary Michael Leahy