Submittable Sole Source Recommendations

Submittable Business Information:

Headquarters	**Mailing**	**Washington Office**
Submittable	Submittable	Submittable
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Federal TIN and Washington UBI number

FEIN: 47-5485414
WA UBI Number: 604-503-679

Brief Description of Acquisition: Secure application management software to launch, manage and measure our programs.

THE ACQUISITION REQUESTED IS RESTRICTED TO ONE SUPPLIER FOR THE REASONS STATED BELOW:

Describe the requested acquisition and why it is restricted to this good/service/supplier.

Our agency needs a system for managing grants. Currently, our funds are managed on many separate applications, such as spreadsheets and email, without a central repository for documentation, transparency, collaboration, or the ability to award quickly.

We have determined that it is not in our best interest to build an in-house grant management system. We do not have the resources from a staffing or a cost perspective to build a Grant Management system from scratch. Building an inhouse system introduces significant risks and is not the best practice. We have a critical need for an enterprise-wide Grant Management System.

We identified Submittable as having the most efficient deployment platform for our grant management needs, requiring the least amount of customization, implementation support, and product training. This will allow us to launch our program faster and more efficiently as it is mapped to our program requirements. Submittable provides secure, scalable, and cost-efficient solutions to support our program's unique requirements and missions.

From our research, we found Submittable to be the most intuitive platform for administrative users and applicants. Submittable provides our administrative users with dedicated program management and support services to advise on the unique requirements specific to our needs. Submittable also provides applicants with dedicated support for any issues encountered during

the application process, including support in multiple languages and email responses within 24 hours. This outsourced help desk service is a significant and unburdening resource for us and all subcontracted affiliates.

Within a single platform, we will have the ability to:
● Have complete flexibility to create and deploy our application forms
● Review, accept and award recipients
● Detect and prevent fraud
● Automate scoring and multi-phase review
● Have extensive tools to reduce bias in the decision-making process
● Accessible to a wide range of applicants with disabilities (VPACT certified and WCAG 2.0 certified)
● Quickly distribute money and track funding
● Post-award reporting, audit readiness, and compliance

No other platform provides as many available capabilities inclusive in their offering and, most importantly, can meet our timelines to impact our constituents.

Submittable Key Differentiators

Differentiator No. 1: Time to Value
- Submittable offers the fastest time to value compared with any competitors. The average Submittable government entity launches a new program in weeks compared to months.
- Submittable's intuitive interface eliminates time often wasted learning difficult new software. This saves time in our initial launch and throughout the review and decision-making process.

Differentiator No. 2: Applicant Experience
- Submittable's ease of use relative to other options also creates a positive applicant experience for our constituents. This reflects well on us within the community.
- Further capabilities which create a positive applicant experience include automatic draft saving, the ability to request to edit, and in-app communication.
- Submittable is inclusive for applicants. It is accessible to applicants with varying ranges of abilities. It can be localized into several different languages. It is also mobile friendly, a crucial component for those without reliable access to the internet.
- Submittable offers technical support to applicants.

Differentiator No. 3: Seamless Fraud Mitigation
- Submittable offers built-in fraud screening tools, including generating a Knowledge Based Authentication quiz and/or verifying an applicant's government-issued photo ID and matching it to a selfie taken in real-time.
- Each of these capabilities can be utilized with a minimal investment of time for our team in terms of setup (a drag-and-drop option in the form builder) and for applicants upon completion (minutes at most).

Differentiator No. 4: Capacity/Scale
- Submittable has a proven track record of running high-volume programs, including individual programs intaking over one million applications.

Differentiator No. 5: Full-service Funds Disbursement
- Submittable has a proven track record of distributing hundreds of millions in funding to awardees across the United States.
- Awards can be easily triggered in Submittable and delivered to constituent awardees electronically in as little as 48 hours.
- Submittable can also distribute payments via check and/or prepaid debit card.

Differentiator No 6: Advanced Automations
- Submittable can automate many pieces of our review process, including applying scores to our custom rubric and using AI models to read documents and confirm eligibility.

Differentiator No 7: End-to-End Reporting and Compliance
- Submittable offers a single platform's post-award reporting, audit readiness, and compliance capabilities.
- Submittable offers data import and robust integrations that meet our data needs.

Differentiator No. 8: Self Service
- With Submittable, we'll be able to readily edit and manage programs in a self-service manner across respective grant cycles. Many other vendors require vendor or IT personnel involvement to handle such edits. This will further enable us to be responsive throughout our campaign.

What are the consequences of not purchasing the good/service or contracting with the proposed supplier?

Our research found that other grant management software exists, but the range of onboarding, customization, complexity, and proof of success greatly differs. We fear that the time it would take to scale for our needs would hinder our ability to deliver funds quickly to qualified recipients. We could face the consequences, including a slow setup time, delays in funds delivery, and loss of confidence in our program among stakeholders. Additional consequences could include pressure on our IT staff should a less intuitive solution prove challenging for the non-technical personnel responsible for managing the grant program.

Although we want to shorten the time to launch, we know that we must keep compliance and security a priority. Submittable screens for program eligibility and built-in fraud protection will not slow down our project.

What criteria were used in the market research to substantiate no competition, including evaluating other goods/services?

When looking for a provider, we want to ensure that the vendor has a proven track record and high expertise in working with government agencies, managing high volumes of submissions, and safely distributing funds.

For this, we looked for providers with over 500,000 submissions on a single project and over 100 million dollars funded and launched the campaign within 30-days. Submittable has many successful campaigns with other similar size agencies within these parameters. Submittable has run over 100,000 programs and processed over 25 million applications. They shared that they recently managed the Minnesota Frontline Workers Grant program, with 1,200,000+ applications and awarded $500,000,000 of funding.

Competition is inadequate after soliciting several sources, as they do not possess the unique qualifications or market expertise we seek. For the competitors that we researched, the time to launch is six weeks at best, and many were several months.

Submittable has a Capterra score of 4.8, a 5/5 score on GetApp, and was voted the Most Recommended provider by Software Advice in 2021. Submittable is a proven leader in the application management and grants management segment and has a long history of success.

PRICE ANALYSIS:
How was the price determined to be fair and reasonable?

Submittable rates are reasonable compared to their competitors.

Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier

We have determined the following areas to be cost savings or costs avoided by using Submittable.
- Launching a program in less time than we could do previously or with another supplier. This will reduce from an average of 2-3 months to approximately 14-days.
- Non-technical personnel can manage this software without aid from our IT professionals.
- Reduced staff can run this software because it will not be as manual as a process.
- Automate the application process to reduce manual work.
- Submittable's help desk will field applicants' questions or issues, taking the burden off of our agency.
- Reduce the risk of individuals with disabilities being unable to access applications.