

on behalf of the State of Washington Department of Enterprise Services
DES SOLE SOURCE FILING JUSTIFICATION
Purchase Requests/Purchase Orders

[NOTE: Every question must be answered or the Sole Source Contract Database \(SSCD\) will reject the filing.](#)

Please refer to the [CPU SharePoint page](#) for Sole Source filing information.

For information on sole source contracts, please review the following Department of Enterprise Services (DES) policy: [Policy #DES-140-00, Sole Source Contracts \(RCW 39.26.140\)](#)

After electronically completing this form, please send to the Central Purchasing Unit.

SECTION 1 – Purchase Request/Purchase Order Information

1. **Administration/Program and Contact Person: ESA/ITS Barcode - Raymond Jones**

2. **Proposed Purchase Date: April 2024**

3. **Proposed Delivery Date: April 2024**

4. **Vendor Name & Address: Accusoft - 4001 N. Riverside Drive, Tampa FL. 33603**

5. **Vendor's TIN or SSN: SWV018644900**

6. **Purchase Request (PR) Number: and/or Purchase Order (PO) Number (if known):**

7. **Purpose of Purchase: Annual Software Maintenance/Support**

8. **Funding Source:**

Federal:	\$
State:	\$
Other:	\$40,814.71
Total:	\$40,814.71

SECTION 2 – Ethics Questions

1. **Are any of the Vendor's staff CURRENT state employees?**

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YES NO

If YES, please provide the following information for EACH current state employee (use a separate sheet of paper, if necessary):

<p>Employee's Name:</p> <p>State Agency Where Employed:</p> <p>Position Title:</p> <p>Has employee received Ethics Board approval? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Board approval NOT granted, explain why:</p>

2. Are any of the Vendor's staff FORMER state employees within two (2) years of the purchase date?

YES NO

If YES, please provide the following information for EACH former state employee (use a separate sheet of paper, if necessary):

<p>Employee's Name:</p> <p>State Agency Where Last Employed:</p> <p>Position Title:</p> <p>Termination Date:</p>
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SECTION 3 - Purchase Order Justification Questions

1. What is the business need or problem that requires this purchase?

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Since May 2015 the ESA/ITS/Barcode Team has licensed Accusoft software. Accusoft ImageGear.NET software is used for critical Barcode functionality in the DMS Imaging Center (HIU), and we plan to use the PrizmDoc software as we modernize the DMS ECR. This purchase allows us to continue using fully licensed and supported versions of these products.

2. Describe the unique features, qualifications, abilities or expertise of the vendor proposed for this sole source purchase.

Accusoft is the creator of the software we purchased, and as such, is uniquely qualified to provide support for their own products.

3. What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable? Provide a narrative description of the

agency's due diligence in determining the basis for the sole source contract, including methods used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing statewide pricing trends and/or agreements. Include a list of businesses contacted (if you state that no other businesses were contacted, explain why not), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

There are no other cost-neutral alternatives on the market. No other third party company that we are aware of provides software updates and support for the Accusoft products we currently own and license. The work involved in trying to license and integrate software from another vendor into our system at this point would be cost prohibitive.

4. Provide a detailed and compelling description of the costs and risks mitigated by purchasing from this vendor (i.e. learning curve, follow-up nature).

We currently utilize Accusoft ImageGear.NET as a component in our viewing solution for Hub Imaging Unit Staff (HIU), and plan to use PrizmDoc for Barcode ECR Viewing. If we do not purchase annual licensing/support from this vendor, the DMS Imaging Centers will no longer be able to function and index client documents starting May 8th 2024 when our current licensing expires. This would affect the timely issuance of benefits to thousands of clients and be a major incident for the agency.

5. Is the agency proposing this sole source vendor because of special circumstances, such as confidential investigations, copyright restrictions, etc.? Yes No

If YES, please describe:

6. Is the agency proposing this sole source vendor because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? Yes No

If YES, please describe. (For example, if time constraints are applicable, identify when the agency was on notice of the need for the goods and/or service, the entity that imposed the

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constraints, explain the authority of that entity to impose them, and provide the timelines which work must be accomplished.)

7. Is the agency proposing this sole source vendor because of a geographic limitation?

Yes No

If YES, state the basis for this conclusion and the rationale for limiting the size of the geographical area selected.

8. What are the consequences of not having this sole source filing approved? (Describe in detail the impact to the agency and to services it provides if this sole source filing is not approved.)

Barcode DMS HIU Indexers will no longer be able to view and index DSHS/DCYF/HCA client and provider documents starting May 8th when our ImageGear.NET licensing expires. Also, we will not be able to continue Barcode DMS ECR modernization efforts without being able to use the PrizmDoc viewer.

9. What considerations were given to providing opportunities to this vendor or other small business (e.g., unbundling the goods and/or services acquired)?

Prior to initially purchasing/licensing the Accusoft software in 2015, we performed an exhaustive internet search for any company that could provide the services we need. At the time, Accusoft was the clear choice when it came to functionality and cost. Since their software is now integrated into Barcode, it would be extremely difficult to replace it without major work. We do not have other alternatives for getting updates and support for the Accusoft products we use.

10. Since competition was not used as the means for procurement, how did the agency conclude that the costs, fees, or rates negotiated are fair and reasonable? (Please make comparison with comparable vendors, use the results of a market survey, or employ other appropriate means calculated to make such a determination.)

We already own Accusoft software. We do not have any cost neutral alternatives.

SECTION 4 – Processing (to be completed by the Central Purchasing Unit)

1. Is this purchase exempt from Sole Source Filing?

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Central Purchasing Unit

Yes

The following exemption applies: _____

This purchase order does not need to be filed as a sole source.

Completed by: _____

Date: _____

No

This purchase order must be filed as a sole source purchase.

Completed by: _____

Date: _____

WEBS Notice: Posted on _____

DSHS CCLS Website: Posted on _____

SSCD Filing: Filed on _____