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| Text  Description automatically generated  CENTRAL PURCHASING UNIT (CPU)  **Sole Source Filing Justification** | | PURCHASING COORDINATOR: | | |
| PR NUMBER  **PR2433226** | | TODAY’S DATE  **12/3/2024** |
| SELECT SERVICE/PRODUCT DESCRIPTION / SUB-OBJECT CODE  **Articulate 360** | | |
| **Vendor Information** | | | | |
| VENDOR’S LEGAL NAME  **Articulate** | | | TAX IDENTIFICATION (TIN) OR UNIFORM BUSINESS IDENTIFICATION (UBI) NUMBER  **01-0742391** | |
| ADDRESS  **244 5th Avenue, Suite 2960** | | | | |
| **Purpose of Purchase** | | | | |
| Renew annual subscription for Articulate 360 licenses for 22 CSD staff. | | | | |
| **Funding Source(s)** | | | | |
| FEDERAL FUNDING  **$0** | STATE FUNDING  **$31,329.10** | | CONTRACT TOTAL  **$31,329.10** | |
| **Proposed Purchase Dates \* Start Date must be more than 20 business days from date of request to CPU.** | | | | |
| \*START DATE  **February 6, 2025** | | END DATE  **February 5, 2026** | | |
| AMENDMENT OPTIONS  **N/A** | | | | |
| **Sole Source Definition and Guidelines**  What is a sole source filing?  “Sole source” means a vendor providing goods or services of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable source to provide the goods or services.  (RCW 39.26.0101)  Unique qualifications or services are those which are highly specialized or one-of-a-kind.  Other factors which may be considered include past performance, cost-effectiveness (learning curve), and/or follow-up nature of the required goods and/or services. Past performance alone does not provide adequate justification for a sole source filing. Time constraints may be considered as a contributing factor in a sole source justification however will not be on its own sufficient justification.  Why is a sole source justification required?  The State of Washington, by law and policy, believes competition is the best strategy to obtain the best value for the goods and services it purchases, and to ensure that all interested vendors have a fair and transparent opportunity to sell goods and services to the state.  A sole source filing does not benefit from competition. Thus, the state, through RCW 39.26.010, has determined it is important to evaluate whether the conditions, costs and risks related to the proposal of a sole source filing truly outweigh the benefits of a competitive procurement. | | | | |
| **Sole Source Justification** | | | | |
| To expedite CPU and DES review of this sole source filing, please provide **clear and compelling** answers to the following justification questions. | | | | |
| 1. What is the business need or problem that requires this procurement?   CSD staff use this software to create trainings. We have been using it for approximately five years. We have previously purchased annual renewals through direct buy. However, due to cost increases, the renewal is no longer eligible for a direct buy purchase as it exceeds the direct buy limit. As a result, a sole-source purchase is now required to continue using this service. | | | | |
| 1. Describe the unique features, qualifications, abilities or expertise of the vendor proposed for this sole source filing.   Articulate is the Owner of this software platform platform and provides full and direct product support | | | | |
| 1. 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 filing, 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, fulfill the procurement; or an explanation of why the agency has determined that no businesses other than the prospective vendor can provide or perform the goods and/or services needed.   Solicitation was done to see if another vendor could be used to purchase. The vendor regarding this request informed us that this Articulate account is a direct-Articualte customer and will have to be purchased through Articulate directly and not a reseller, unfortunately we are unable to assist with providing this quote | | | | |
| 1. What considerations were given to unbundling the goods and/or services in this procurement, which would provide opportunities for Washington small, diverse, and/or veteran-owned businesses. Provide a summary of your agency’s unbundling analysis for this procurement.   **N/A** | | | | |
| 1. As part of the market research requirements, include a list of statewide contracts reviewed and/or businesses contacted, 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, fulfill the procurement; or an explanation of why the agency has determined that no businesses other than the prospective vendor can perform or provide the goods and/or services needed.   Solicitation was done through SHI and CDW to see if another vendor could be used to purchase. The vendor regarding this request informed us that this Articulate account is a direct-Articualte customer and will have to be purchased through Articulate directly and not a reseller, unfortunately we are unable to assist with providing this quote | | | | |
| 1. Per the Supplier Diversity Policy, DES-090-06 and A.P. 13.27: Was this procurement included in the agency’s forecasted needs report?   **N/A** | | | | |
| 1. Describe what targeted industry outreach was completed to locate small and/or veteran-owned business to meet the agency’s need?   **Solicitation was requested through SHI and CDW. Purchase must be direct. We cannot use a secondary vendor for purchase** | | | | |
| 1. Provide a detailed and compelling description that includes qualification of the costs and risks mitigated by purchasing with this vendor (i.e., learning curve, follow-up natures).   **Purchase must be direct through Articulate. There is no reseller for this company.** | | | | |
| 1. Is the agency proposing this sole source filing because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.   **Not applicable.**  No | | | | |
| 1. Is the agency proposing this sole source filing because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? If so, 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 constraints, explain the authority of that entity to impose them, and provide the timelines which work must be accomplished.   **Not applicable.**  No | | | | |
| 1. 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.   Not having a sole source approved would remove this tool from the Instructional design team and prohibit any ongoing or future instructional design trainings, thereby putting a stop to needed training and support of existing trainings for the administration. | | | | |
| 1. 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 a comparison with comparable procurements, use the results or a market survey, or employ other appropriate means calculated to make such a determination.   Articulate is the sole provider and owner of this product and does not have any re-seller of this product therefore there is no secondary market for this software to compare against. | | | | |
| If filing is considered late, obtain your Division Director and Fiscal Approvals.  **If the filing is “late” (where the purchase start date is less than 20 business days from date sent to CPU for review, approval, and submission to DES), you must also complete and attach the Late Filing Justification form.** | | | | |

This purchase is exempt from Sole Source filing.

The following exemption applies: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_