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| Text  Description automatically generatedCENTRAL PURCHASING UNIT (CPU)**Sole Source Filing Justification** | PURCHASING COORDINATOR: |
| PR NUMBERPR2515372 | TODAY’S DATE7/15/25 |
| SELECT SERVICE/PRODUCT DESCRIPTION / SUB-OBJECT CODEAlhambra/Imecom |
| **Vendor Information** |
| VENDOR’S LEGAL NAME**Alhambra** | TAX IDENTIFICATION (TIN) OR UNIFORM BUSINESS IDENTIFICATION (UBI) NUMBER**SWV006015001** |
| ADDRESS**PO Box 1374, Wolfeboro, NH 03894** |
| **Purpose of Purchase** |
| **Annual Software Maintenance/Support** |
| **Funding Source(s)** |
| FEDERAL FUNDING**$** | STATE FUNDING**$30605** | CONTRACT TOTAL**$30605** |
| **Proposed Purchase Dates \* Start Date must be more than 20 business days from date of request to CPU.** |
| \*START DATE**8/15/2025** | END DATE**10/5/2026** |
| AMENDMENT OPTIONS |
| **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?

We currently have three fax servers established with Alhambra. Faxes are sent in to the Department by customers, vendors, and partners related to public assistance benefits including food, cash, medical, and child care subsidy. Customers use fax to submit verification to the Department either to obtain or maintain eligibility for vital services. The healthcare field relies heavily on fax for security purposes and HIPAA Compliance, healthcare providers often fax very large document files for customer verification of medical information. |
| 1. Describe the unique features, qualifications, abilities or expertise of the vendor proposed for this sole source filing.

The software has the unique feature of being able to write fax data directly to the Barcode database via an ODBC driver. |
| 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.

When Alhambra was originally selected for this software, they were able to offer a feature others could not: the ability to write data about the fax directly into the Barcode database using an ODBC driver.Another service, eFAX, was evaluated but was cost prohibitive due the large quantity of faxes that DSHS/ESA sends and receives (one single month of eFAX would be more expensive than this renewal). eFAX is also not able to write faxes directly to the Barcode database and would require an unknown level of effort to find a solution for this need. |
| 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.

We’re not aware of any other businesses that can provide this support or maintenance for these fax servers, unbundling the services isn’t feasible. |
| 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.

No other third party company that we are aware of provides software updates and support for these fax servers.Another service, eFAX, was evaluated but was cost prohibitive due the large quantity of faxes that DSHS/ESA sends and receives (one single month of eFAX would be more expensive than this renewal). eFAX is also not able to write faxes directly to the Barcode database and would require an unknown level of effort to find a solution for this need. |
| 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?

Yes, this is a renewal and has been renewed every year since it’s original procurement in 2009. |
| 1. Describe what targeted industry outreach was completed to locate small and/or veteran-owned business to meet the agency’s need?

Prior to initially purchasing/licensing the fax servers in 2009, we performed an exhaustive internet search for any company that could provide the services we need. Since Alhambra’s software is now integrated into Barcode, it would be extremely difficult to replace it without major work. |
| 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).

The work involved in trying to integrate fax services from another vendor into our system at this point would be time and cost prohibitive. We would not have sufficient time to find comparable replacement software and implement the new software before this license expires. We are mitigating significant impacts to customer service for DSHS.  |
| 1. Is the agency proposing this sole source filing because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.

[x]  **Not applicable.**      |
| 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.

[x]  **Not applicable.** |
| 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.

Faxes from customers often contain information/documents necessary for eligiblity determination of public assistance benefits. Being unable to fax documents in to the department can cause delays to eligibility for vital services. We would limit the way that customers can provide their documents to the department, and remove the primary source of how medical providers send medical documentation in to the Department for verification and eligibility determination. |
| 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.

The fax servers are already integrated within our system environment. We do not have any cost neutral alternatives. The work involved in trying to license and integrate software from another vendor into our system at this point would be time and cost prohibitive, in addition to adding significant risks to a tool that works seamlessly in our existing environment. We would not have sufficient time to find comparable replacement software and implement the new software before this license expires.This original software and maintenance was purchased for the fax servers after features were compared to other products. At the time, this was the only product that had the ability to write fax data directly to our Barcode database using an ODBC driver. The cost of work effort of a IT Architect- Senior and an IT Application Developer- Senior, to research and replace the existing product would be greater than the cost of renewing this license.Another service, eFAX, was evaluated but was cost prohibitive due the large quantity of faxes that DSHS/ESA sends and receives (one single month of eFAX would be more expensive than this renewal). eFAX is also not able to write faxes directly to the Barcode database and would require an unknown level of effort to find a solution for this need. |
| [ ]  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_