

# SOURCE JUSTIFICATION FORM

## Bureau of Procurement

The objective of this form is to capture all relevant documentation an Agency may have to assist the Department of General Services ("DGS"), Bureau of Procurement, in expediting the source justification review process. This form must be completed electronically, signed, and submitted with all relevant documentation to DGS. If a question is neither mandatory nor applicable, please indicate "N/A". Please use standard terminology and define acronyms.

## SECTION A

## 1. Agency Name:

Department of Drug and Alcohol

## 2. Procurement Description:

This description will appear on the eMarketplace website for public viewing

Hosting and support of STAR, a web-based application used to execute and manage the business processes as they pertain to managing clients data and tracking clients through all levels of care in regards to addiction treatment. STAR captures data related to provider performance measures and client outcomes as required by the PA budget process and the federal National Outcomes Measures Systems (NOMs). STAR also captures client data as required by the federal Treatment Episode Data Set (TEDS) and the federal Substance Abuse Prevention and Treatment Block Grant.

Materials Description:

Services Description:

## 3. Materials Shopping Cart # or Services SPR#

Paper-Based

Estimated Cost:

\$1,000,001 - \$5M

Initial Contract Term:

\$1,975,802.40

Renewals:

None

## 4. Supplier - Name:

Core Solutions, Inc.

Full Address:

620 Freedom Business Center Drive #115

Contact Name:

Joe Gariano

Telephone:

610-687-6080

FAX:

215-893-1783

E-mail:

jgariano@coresolutionsinc.com

SRM Supplier #:

315457

## 5. Delivery or service location:

02 Kline Village, Harrisburg PA 17104

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## SECTION B

- ☒ **1. Sole Source:** Only known source - Not available from another supplier.
- ☐ **2. Material/Repair/Maintenance:** Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
- ☐ **3. Used Equipment:** Value set by 2 independent 3rd party appraisals.
- ☐ **4. Professional Expert:** Describe in detail in Section C.
- ☐ **5. Exempt (Law):** A federal or state statute or regulation exempts the procurement from the competitive procedure. Any applicable information precluding the procurement from competitive procedures must be attached.
- ☐ **6. Feasibility:** Clearly not feasible to award the contract on a competitive basis.

## SECTION C

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**1. Describe the unique features of this procurement that prohibit a competitive environment. If applicable, attach a Statement of Work ("SOW").**

The Department of Drug and Alcohol Programs (DDAP) is seeking for CORE to continue providing and hosting our STAR (Strengthening Treatment and Recovery) application. The STAR application is based on CORE's Care Enterprise Product suite, which is modifiable off-the-shelf (MOTS) software previously hosted and maintained under contract #4400005466. Contract #4400005466 was issued based on a competitive RFP process.

The Department has the primary responsibility for providing the development, oversight and management of substance abuse treatment services throughout Pennsylvania, and is also responsible for distributing the federal Substance Abuse Prevention and Treatment Block Grant (SAPTB) funds and state appropriations to the Single County Authorities (SCA). The SCAs, in turn, are responsible for coordinating these funds at the local level.

This application provides the ability to execute and manage the business processes as they pertain to managing client data and tracking clients through all levels of care. STAR captures data related to provider performance measures and client outcomes as required by the Pennsylvania budget process and the federal National Outcomes Measures Systems (NOMs). STAR also captures client data as required by the federal Treatment Episode Data Set (TEDS) and the federal SAPTB grant.

The original customization of Core's CX360 application was a very complex endeavor due to the number of end users, the various business workflows requirements need by treatment provider type and SCA type, and the scope of the federal reporting requirements. As such, the first 3-years of contract #4400005466 were spent customizing Core's Care Enterprise Product's CX360 application to meet Pennsylvania's requirements and training individuals from about 650 organizations across the state. STAR was first implemented for full use by all SCAs and treatment providers in July 2012. Since the system has only been live and in use for two years, it is not feasible at this time to potentially migrate to a new solution.

Since this application is based on Core's CX360 application, it is not practical to transition this application to another service provider's application without disruption to the Commonwealth, SCAs and treatment providers. Several of our treatment providers have invested significant dollars over the last year to have their data systems interface with the STAR system. Switching to another service provider would cause compatibility issues related to these interface investments, causing unnecessary administrative burden to our treatment providers.

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**2. Document and attach the research that has been conducted to date to verify the supplier is the only known source.**

**3. Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes," please identify.**

**4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.**

**5. How has the material or service been procured in the past? Please provide previous source justifications, contracts, & PO's for this material or service.**

**6. If procured through the IT ITQ process, please provide original \$ amount and contract period of order. Is this the final phase of the project?**

**7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.**

**8. What are the consequences of not approving this procurement?**

**9. If timing is a factor, what is the time factor and why?**

**10. List any other information relevant to the acquisition of this procurement here or as an attachment.**

**11. For requests > \$100,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached?**

We are, therefore, requesting approval to proceed with a one-year sole source contract with 4 one-year renewal options.

See attached sole source for additional information.

Contract #4400005466 was awarded as the result of a RFP. The award was based on the customization required by PA in order to effectively track publicly funded clients and report various results to the federal government and within PA state government.

While other tracking system exist, there is no other system immediately available to meet PA's specific workflow and reporting requirements.

No

No

STAR was originally awarded as part of an RFP under contract #4400005466. The following PO#s were issued against this original contract: PO # 4300351759, PO # 4300331236, PO # 4300196410, and PO # 4300422597.

N/A

This request is to continue the base hosting and support of the STAR application, while also allowing for additional enhancements based on required business needs.

Pennsylvania would be unable to meet its federal reporting requirements. The consequences of not approving this sole source would be the loss of federal grant money.

PO # 4300422597 was used to extend the contract by 3 months and will expire on 9/30/2013.

N/A

Yes

[illegible]