



**City of Houston  
Finance-Strategic Procurement Division**

**Sole Source Justification**

<b>General Information</b>	Date: May 18, 2015
Unit/Department: IT/Health	Phone No. 832-393-4964
Contact Name: Adria Jackson	Email <a href="mailto:Adria.jackson@houstontx.gov">Adria.jackson@houstontx.gov</a>

<b>Vendor Information</b>	Requisition No.
Name: ClientTrack, Inc	Purchase Order No.
Address: 545 East 4500 South Suite E-260 Salt Lake City, UT 84107	Contract No.

**Description.** Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

ClientTrack will provide the expansion of the case management system already implemented in HDHHS as well as maintenance for both the existing and the expanded systems. The services will be delivered to HDHHS and will be provided for a 5 year term.

**Type.** Please select one of the options and explain below.

Single Source     
  Proprietary/Copyright Restrictions     
  Equipment Compatibility  
 Patented Product     
  Exclusive or Unique Capability     
  Only economically feasible source  
 Other: \_\_\_\_\_

**Explanation:** Why is this product or service the only one that would satisfy the requirement(s)?

HDHHS would like to expand its core application of ClientTrack to more programs throughout the department because any new implementation would be cost prohibitive since HDHHS already has the system in place.

In 2013 HDHHS received \$1,000,000 spend authority to engage Unicom (through the City's cooperative agreement) for the implementation of the ClientTrack system.

HDHHS would like to engage ClientTrack directly as the only economically feasible source. Any other provider of ClientTrack would be a reseller of the system have to subcontract with ClientTrack to perform the actual implementation and maintenance of the system; no other vendor has access to the ClientTrack system. This would result in the a high mark-up that HDHHS experienced in the initial implementation.

**Due Diligence.** Describe the due diligence performed that led to the conclusion that this is a sole source.

In order to ensure appropriate stewardship of City resources it was determined that contracting with ClientTrack is the only economically feasible source to enhance and add on to the existing ClientTrack system because they are the sole manufacturer of the system which would require any reseller to obtain a quote from them in order to submit a bid to the City if the product with competitively bid. A reseller would add a fee without adding value or service to the contract. Therefore, HDHHS concluded it would not be feasible to consider another potential contractor.

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Competitively bidding this service would be impracticable. HDHHS simply desires to contract directly with Clienttrack for additional components of the existing ClientTrack system.

Compatibility is the overriding consideration for selecting ClientTrack to provide enhancements for an existing system.

The requested service is essential in maintaining continuity and compliance with established health record data set standards.

**Department Recommendation**

Requestor: <i>Adria</i>	Date: <i>5-18-2015</i>
Department Director: <i>Stephen Williams</i>	Date: <i>5/19/15</i>

**Chief Procurement Officer's Approval**

Signature: <i>David</i>	Date: <i>7/21/15</i>
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