



**State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division**

Type 4

3rd of 5 yrs

**Sole Source or Sole Brand
Acquisition Certification**
74 O.S. § 8 Signature on file

Acquisition Type (check one): Sole Source Sole Brand

State Agency: DEPARTMENT OF CORRECTIONS

Supplier Name: DIVERSION SERVICES, INC.

Supplier Address: 4435 O ST #96; LINCOLN, NE 68510-1864

Supplier Telephone: _____ Supplier E-mail: _____

RECEIVED
APR 10 2015
ADMINISTRATION
Business Manager

I hereby affirm that pursuant to the provisions of the attached requisition or contract that (name of supplier) DIVERSION SERVICES, INC. is the only person or business entity singularly qualified to provide the acquisition, and if a product is the only brand or product which is unique, for the following reasons:

The electronic version of the Adult Substance Use Survey (ASUS) is the sole intellectual property of Diversion Services, Inc. This screening instrument has become an essential tool for the agency as it provides a psychometric measure of the self-reported substance abuse history of offenders sentenced to prison and/or probation. The data collected from these assessments is used to facilitate evidence based decisions regarding treatment referrals, placement, and outcome measurements.

Year 3 of 5 — and option to renew of 5 year contract

The following is a brief description of all efforts which were made to verify that the services or products to be purchased pursuant to the provisions of the attached requisition or contract qualify as a sole source or sole brand acquisition:

The Department of Corrections and Diversion Services, Inc., have developed an on-going working relationship, conducted numerous evaluations, and built an extensive data base of assessment results, data points, and demographics. This data base is being used to determine the efficacy of the ASUS and the effectiveness of the education and training programs used to prepare offenders to return to their communities upon their discharge from prison. Because Diversion Services, Inc., is the sole provider of the electronic version of the ASUS, no other product was evaluated. Because of the extensive data base and man hours necessary to develop an in-house replacement product, it would be too cost prohibitive for DOC to develop a replacement system. There is no alternative product available to purchase.

I understand that the signing of this certification knowing such information to be false may subject me to punishment for perjury. **Signature on file**

Chief Administrative Officer Signature

ROBERT PATTON

Chief Administrative Officer Name (PRINT)

6-3-15

Date

Additional Signatures for Requisitioning Agency, if necessary:

Signature on file

Donna Valadez, Business Manager

Signature & Date

4-7-15

Signature & Date



Purchase Order

Department of Corrections
 DEPARTMENT OF CORRECTIONS
 3400 MARTIN LUTHER KING AVE
 OKLAHOMA CITY OK 731360400

Supplier: 0000047471
 DIVERSION SERVICES INC
 4435 O ST #96
 LINCOLN NE 68510-1864

CHANGE ORDER

Dispatch via Print

Purchase Order 1319056324	Date 07/01/2013	Revision 2 - 06/08/2015	Page 1
Payment Terms 0 Days	Freight Terms Free on board at Destination	Ship Via Common	
Buyer David Williams	Phone 405/425-2636	Currency USD	

Ship To: DEPARTMENT OF CORRECTIONS
 COMMUNITY SENTENCING DIV/BUSINESS MANAGER
 3700 N. CLASSEN BLVD, STE 110
 OKLAHOMA CITY OK 73118-2801

Bill To: DEPARTMENT OF CORRECTIONS
 COMMUNITY SENTENCING DIV/BUSINESS MANAGER
 3700 N. CLASSEN BLVD, STE 110
 OKLAHOMA CITY OK 73118-2801

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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1-	1	81112200 /					
		SERVICE-SOFTWARE MAINTENACE/SUPPORT	12.0000	MO	500.0000	6,000.00	07/01/2013

ASUS License Fee for 07/01/13-6/30/14
 08-51C018 531250

FUND AND ACCOUNT 19130-8807884

2-	1	81112200 /					
		Service Software Maintenance/support	1.0000	SUM	6,000.0000	6,000.00	05/30/2014

Contract Period: 07/01/14-6/30/15
 08-51C018 531250

FUND AND ACCOUNT 19530-8807884

3-	1	81112200 /					
		Service Software Maintenance/support	12.0000	MO	500.0000	6,000.00	06/08/2015

ASUS LICENSE FEE

CHANGE ORDER TO ADD LINE #3 IN ORDER TO EXERCISE SECOND RENEWAL OPTION OF A FIVE-YEAR CONTRACT

CONTRACT PERIOD: 07-01-15 THRU 06-30-16
 AGREEMENT PERIOD: 07-01-13 THRU 06-30-18

Total PO Amount 18,000.00

COMMENTS:
 *****Sole Source*****

Initial Contract Period: 07-01-13 thru 06-30-2014 with option to renew for four additional one year periods
 Agreement Period: 07-01-13 thru 06-30-2018

VENDOR INFORMATION: DIVERSION SERVICES
 I.D. #: 47471
 LOCATION: 3

Authorized Signature
 Signature on file



Purchase Order

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ADDRESS: 819 S. Denver Ave. Tulsa, Ok. 74119
CONTACT: ERIC McMASTERS

ACCOUNTING CONTACT: DONNA VALADEZ
PHONE NUMBER: 405-523-3077
FAX: 405-525-4527

JUSTIFICATION:

1. THIS ACQUISITION IS FOR ASUS SCREENING INSTRUMENT LICENSE.
2. ASUS SCREENING INSTRUMENT LICENSE IS NOT AVAILABLE ELSEWHERE IN THE AGENCY
3. ASUS SCREENING INSTRUMENT LICENSE IS ESSENTIAL FOR CONTINUED OPERATION OF THE UNIT.
4. ASUS SCREENING INSTRUMENT LICENSE IS NOT AVAILABLE FROM STATE CONTRACT.
5. N/A
6. N/A
7. N/A
8. N/A

The State Official signing this requisition affirms any contract resulting from this request shall comply with the following:

- A. No employee of the state agency is able and available to perform the services to be provided pursuant to the contract.
- B. The state agency shall receive, review and accept a detailed work plan from the supplier for performance pursuant to the contract if requested by the State Purchasing Director.
- C. The state agency has developed, and fully intends to implement, a written plan providing for the assignment of specific state agency personnel to:
 - 1) Monitoring and auditing supplier performance,
 - 2) The periodic review of interim reports, or other indications of performance, and
 - 3) If requested by the State Purchasing Director, the ultimate utilization of the final product of the nonprofessional or professional services.
- D. The work to be performed under the contract is necessary to the state agency's responsibilities, and there is statutory authority to enter into the contract.

Authorized Signature
Signature on file



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E. The contract will not establish an employment relationship between the state or the state agency and any persons performing under the contract.

F. No current state employee will engage in the performance of the contract, unless specifically approved by the State Purchasing Director.

G. The purchase of the nonprofessional or professional services is justified, and

H. The contract contains provisions that are required by 74 O.S. Section 85.41.

NOTE:

This requisition for services, in accordance with 74 O.S. Section 85.4.E.1, must be signed by the Chief Administrative Officer of the State agency or the Chief Administrative Officer of the requisitioning unit.

ASUS LICENSE FEE

CHANGE ORDER TO ADD LINE #3 IN ORDER TO EXERCISE SECOND RENEWAL OPTION OF A FIVE-YEAR CONTRACT

CONTRACT PERIOD: 07-01-15 THRU 06-30-16

AGREEMENT PERIOD: 07-01-13 THRU 06-30-18

DSTEPHENS 04/23/15 DGW 6-8-15

Authorized Signature
Signature on file