



## SOLE SOURCE FILING JUSTIFICATION

<b>TO:</b> Choose or Type a Name.
<b>CONTRACT #</b> 25-1162
<b>TODAY'S DATE:</b> 9/4/2024
<b>CONTRACT SUB OBJECT CODE:</b> CZ - Other Pro Serv

<b>CONTRACTOR'S LEGAL NAME</b>	<b>TIN/UBI NUMBER</b>
WithinReach	

<b>ADDRESS</b>	155 NE 100 <sup>th</sup> St., Suite 500., Seattle, WA 98125
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<b>CONTRACT PURPOSE</b>
The purpose of this contract is for the WithinReach to strengthening and provide ongoing professional relationships with local home visiting programs, and community agencies in Washington State. WithinReach provides home visiting programs and public assistance eligibility and make referrals to appropriate services (ie. DSHS, DCYF, Homeless hotlines, WIC, ASQ screenings, etc). Withinreach will provide loopbacks with callers to follow up on connection, the usability of the services and connections. WithinReach will increase coordination with existing health screening and strengthening referral system to enhance integration of home visiting into the Help Me Grow system.

<b>FUNDING</b>	
FEDERAL FUNDING \$145,000.00	STATE FUNDING \$25,000.00

<b>CONTRACT TOTAL \$170,000.00</b>
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<b>CONTRACT DATES</b>	
START DATE: 11/4/2024	END DATE: 7/31/2025

<b>SOLE SOURCE CRITERIA</b>
<p><u>What is a sole source contract?</u></p> <p><i>“Sole source” means a contractor 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 39.26.010)</i></p> <p><i>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 however will not be on its own a sufficient justification.</i></p> <p><u>Why is a sole source justification required?</u></p> <p><i>The State of Washington, by policy and law, 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.</i></p> <p><i>A sole source contract 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 contract truly outweigh for going the benefits of a competitive contract.</i></p>

## SPECIFIC PROBLEM OR NEED

### 1. What is the business need or problem that requires this contract?

The funder, MIECHV requires the fundees to have a one-stop referral hub. The role of WithinReach is similar to the Childcare Referral and Services, but the latter is focus in the King County. WithinReach team focus on the whole state of Washington and is a referral hub for multiple purposes such as maintaining the [WA211.org](http://WA211.org), TANF (DSHS) referral and connection, and bi-directional connection from the early learning providers, communities, and families.

**PROVIDING COMPELLING ANSWERS TO THE FOLLOWING QUESTIONS WILL FACILITATE THE EVALUATION**

- 2. Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.**

WithinReach is a well-known and established community organization with strong connections to the local communities in Washington State. WithinReach is the State Leader and local implementation agency for Help Me Grow, to provide unique resource connection to reach and then link vulnerable, high-risk families to much needed services.

- 3. 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 contract, including methods used by the agency to conduct a review of available sources. Use DES' Market Research Template if assistance is needed.**

DCYF conducted an online search for organizations that can manage a resource database that houses family supportive resources available in WA State, filter by county, eligibility and resource availability. WithinReach is a strong organization with established infrastructure that has the ability to house available prevention and intervention resources. The team has trained Family Navigators available to answer calls and provide warm hand-off to much needed resources.

- 4. 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, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.**

There is no one agency and organization that provides support to the whole State of Washington, and the ability to support and maintain the online web portal of resources available to Tribal, rural communities and small non-profits.

Many agencies only make referrals outbound, but WithinReach team is able to do internal and external referrals, and the ability to take referrals from external partners.

- 5. Per the Supplier Diversity Policy, DES-090-06: was this purchase included in the agency's forecasted needs report?**

No

- 6. Provide a detailed and compelling description of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).**

Given the history of the efforts of WithinReach, this organization is best positioned to continue to both provide the supportive referral services, connections and to continue to improve the one-stop referral network. WithinReach will provide referrals and connections to resources and loopback on how the referrals help/supported the family. This work will provide DCYF information on how referrals are made, number of families connected, and the outcome of the referrals. This also helps DCYF see gaps in the State where resources are needed.

DCYF will have to hire staff (call center) and providing training and support the team to take calls from the communities and direct service to families. This requires additional funding and costs to onboard a whole new call center team to support this work. By funding WithinReach, DCYF saves the training costs, hiring, and onboarding.

**7. Describe what targeted industry outreach was completed to locate small and/or veteran-owned businesses to meet the agency's need?**

WithinReach has a statewide and DCYF has providers across the state. DCYF will have to considered multiple small and veteran-owned businesses and there are businesses that are located in the rural area that DCYF cannot provide direct support. WithinReach will be able to provide the level of direct support with rural communities.

**8. What considerations were given to unbundling the goods and/or services in this contract, which would provide opportunities for Washington small, diverse, and/or veteran-owned businesses. Provide a summary of your agency's unbundling analysis for this contract.**

DCYF is not able to consider other contractors due to the proprietary nature of this referral and resource organization.

Cost effectiveness and DCYF is committed to support veterans and small business owners.

We do that with our service level contract, but WithinReach will provide supports statewide.

Our search for agencies to provide statewide referrals continue.

**9. Provide a detailed and compelling description that includes quantification of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).**

Given the history of the efforts of Within Reach, this organization is best positioned to continue to both provide the supportive referral services and to continue to improve and grow in those skills and understand how these services are utilized by families. WithinReach will provide referrals and connection to resources and loopback on how the referrals help/supported the family. This work will provide DCYF information on how referrals are made, how families are connected and whether the resources was helpful. Also, it helps DCYF see gaps where other resources are needed.

**10. Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.**

**NOT APPLICABLE**

**11. Is the agency proposing this sole source contract 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

**12. 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.**

If this sole source filing is not approved, the consequences would impact future funding with WithinReach and meeting our funders' requirements. DCYF will lose the ability to connect high-need families to resources and appropriate health screenings. This would impact the ability for families to seek resources and meet their essential needs.

This will put us further away from serving families because we have identified home visiting services and pre-prevention strategy. Without funding WithinReach, DCYF will have limited ability to reach the rural communities, tribals and hard to serve families.

#### REASONABLENESS OF COST

**13. 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 comparison with comparable contracts, use the results of a market survey, or employ other appropriate means calculated to make such a determination.**

DCYF funds a small portion of the WithinReach Resources and Referral hotline. This also allow our families to access Withinreach resources statewide. The focus of this contract is to continue making connections to home visiting programs, add new communities resources available statewide to the Help Me Grow database and provide linkage to vulnerable families with young children.