WASHINGTON STATE
Department of
Children, Youth, and Families

TO:	Lucia Barbu
CONTRACT #	**27-1133**
TODAY'S DATE:	
CONTRACT SUB OBJECT CODE:	CZ - Other Pro Serv

SOLE SOURCE FILING JUSTIFICATION

CONTRACTOR'S LEGAL NAME	**TIN/UBI NUMBER**
Children's Home Society of Washington	
ADDRESS	PO Box 15190; Seattle, WA 98115-1590

CONTRACT PURPOSE

The purpose of this contract is to provide support to the sub-region agencies that are delivering Filming Interactions to Nurture Development by providing training, consultation and technology supports and equipment to coaches; editing of FIND films for use during FIND coaching; to develop training materials and deliver training to coaches; to deliver coach certification training and reflective practice to birth to three quality initiative coaches; to work collaboratively with the Stanford FIND team with regard to research and further development of the FIND-DCYF model.

FUNDING	
FEDERAL FUNDING $364,076	STATE FUNDING $0
CONTRACT TOTAL $364, 076	
CONTRACT DATES	
START DATE: 8/14/2026	END DATE: 6/30/2027

SOLE SOURCE CRITERIA

What is a sole source contract?

"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)

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.

Why is a sole source justification required?

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.

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.

SPECIFIC PROBLEM OR NEED

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

This contract is needed to provide the equipment, initial and ongoing training, certification, and technology support to the Infant Toddler Specialist Network coaches using a proprietary, evidence-based coaching intervention, Filming Interactions to Nurture Development (FIND) video coaching program, to infant and toddler teachers. This targeted intervention is a strategy identified in the DCYF Child Care Development Fund plan to increase program quality in infant and toddler classrooms in home-based and center-based childcare sites serving low income infants and toddlers. FIND is also identified as a trauma informed care professional development strategy to meet legislative requirement in the Fair Start for Kids Act, as well as to provide compensation to childcare teachers from the Fair Start for Kids Act Fund who complete the 10 week filming and coaching sessions as job-embedded professional development. There is a business need for training and professional development for teachers working with this age group, as there are few current opportunities for job-embedded learning specific to working with infants and toddlers.

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.** The contractor is in a contractual relationship with

   Stanford Center for Early Education, the research university that holds the continuing research on the FIND program. Children's Home Society of Washington (Dba AKIN) is the only in state organization certified to deliver FIND training to coaches working directly with center and family-based childcare and video editors. The FIND team at Stanford only authorizes this contractor to determine the training protocols and have rigorously trained and continue to certify the contractor to perform editing of films, to enhance and develop training for coaches supporting childcare providers in their delivery of FIND to the fidelity of the evidence-based model. This is key to the research that Stanford is conducting on the efficacy of the FIND model of interventions across systems as an evidence-based strategy to ensure the success and evolution of the FIND program. The FIND team and Akin meet monthly to provide mutual support and bi-directional feedback on program training, implementation and materials. This partnership has been instrumental in maintaining the integrity and effectiveness of the FIND program as well as continuous program improvement to meet emerging needs and enhance childcare quality for infant and toddler teachers engaged in the state Quality Rating and Improvement System.

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.**

   Stanford University identified the contractor as a research partner during the Washington Frontiers of Education work in coordination with the Center on the Developing Child at Harvard University. DCYF, Children's Home Society and Stanford are partners in this work, and to date is the only statewide implantation of FIND in childcare settings in the country. FIND is not available in the public domain and is only available through partnership with Stanford University researchers, and their research and implementation partner, Children's Home Society of Washington.

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.**

   FIND is proprietary and can only be implemented with a team that is trained and certified by Stanford researchers to provide the devices, technology support, film editing and ongoing training and certification of infant and toddler coaches working directly in classrooms filming childcare teachers and children. DCYF does not have the ability to choose a different contractor to do this work. An interview and supporting documentation letter from Kyndal Yada, FIND Program Manager at Stanford Cener on Early Childhood indicates that Children's Home Society of Washington (dba

AKIN) is the in-state organization certified to do this work. See accompanying letter from Stanford and the Market Research worksheet.

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).**

   If this contractor is chosen, infant and toddler teachers will continue to be trained to use FIND in their classrooms to promote social and emotional growth and coaches will continue to film teachers in their classrooms provided warm, responsive interactions using the FIND model to support brain development. If this contractor is not chosen, a new contractor will need to be chosen by Stanford University. They will need to be trained as train the trainers for coaches delivering FIND training to child care teachers. They will need to be trained as editors and will need to be certified as editors before they can begin editing films that coaches take. It is on average, 6 months to train a new editor, and that is when they have the support of an existing editing team to shadow. It would more likely to take a full year to train a new team, as was done in the beginning of FIND program implementation in child care. During this time, all FIND coaches that currently exist, would lose their ongoing review of films to fidelity of the model and would need to start over with their certification process. This is a 3-6 month process for a coach to complete five coaching sessions to fidelity. The contractors who hold the contracts for FIND coaching would not be able to complete their contract deliverables if they are unable to coach FIND during the time it would take to get a new contractor in place.

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

   FIND early learning program is only available to participants in Washington Quality Rating Improvement Systems serving low-income infants and toddlers. Washington childcare programs as a partnership with the FIND team at Stanford and the FIND team at Children's Home Society of Washington, their identified film editing and coach certification and training hub.

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.**

   Services provided: Train the trainer delivery -only available to staff trained by the Stanford FIND team; Film editing-can only be done by editors certified by the Stanford FIND team; Technology support related to film uploads and storage- can only be done by editors certified by the Stanford FIND team; Technology devices-could be purchased by another entity but would need to have software uploaded and supported by editors certified by the Stanford FIND team.

9. **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

FIND is proprietary and only available through partnership with Stanford University. Children's Home Society of Washington (dba AKIN) is the only Washington organization certified to deliver training to coaches delivering the FIND program to infant and toddler teachers in home-based and center based early learning programs. The FIND team at Stanford has a contractual relationship to provide access to the training tools, FIND editor certification, editing software, and confidential server to hold films for editing purposes. The FIND team at Stanford provides continuous training and certification of FIND editors to maintain fidelity to their evidence based-model.

10. 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

11. 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 contractor is chosen, coaches will deliver a video coaching program and infant and toddler teachers will continue to be trained to use FIND in their classrooms to promote social and emotional growth and coaches will continue to film teachers in their classrooms provided warm, responsive interactions using the FIND model to support brain development. If this contractor is not chosen, a new contractor will need to be certified by Stanford University. The University my also decide to end the program, due to the time needed to re-certify another team. Based on the decades long partnership with Children's Home Society(dba AKIN), it may not be feasible to rebuild the structure or partnership that they currently maintain. A new organization would need to be trained as train the trainers for coaches delivering FIND training to child care teachers. They will need to be trained as editors and will need to be certified as editors before they can begin editing films that coaches take. It is on average, 6 months to train a new editor, and that is when they have the support of an existing editing team to shadow. It would more likely to take a full year to train a new team, as was done in the beginning of FIND program implementation in child care in 2014. This work was started in 2012 as a Washington Frontiers of Innovation project. During this time, all FIND coaches that currently exist, would lose their ongoing review of films to fidelity of the model and would need to start over with their certification process. This is a 3-6 month process for a coach to complete five coaching sessions to fidelity. The contractors who hold the contracts for FIND coaching would not be able to complete their contract deliverables if they are unable to coach FIND during the time it would take to get a new contractor in place.

REASONABLENESS OF COST

12. 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 or a market survey, or employ other appropriate means calculated to make such a determination.

The costs for this work are like the costs incurred by other statewide coaching systems with specialized coaches, such as the Child Care Resource and Referral, Early Achievers Professional Development contracts for a targeted audience. This contract meets several deliverables related to the CCDF infant-toddler set aside to improve the quality of infant and toddler classrooms. During the early Washington Cluster of the Frontiers of Innovation work, FIND was identified as a promising practice and targeted strategy to improve adult-child interactions and serve and return in early learning settings serving low-income children. A study was conducted by the University of Washington on the impact of FIND in early learning settings in Washington and evidence was found that teachers who participated in FIND exhibited more conversational turns and back and forth interactions than teachers who did not participate in FIND. Conversational turns at very young ages is shown to be directly related to language development, early brain development and success in school. FIND integrates well with the QRIS Practice Based Coaching Model and is unique as a video coaching program where teachers see themselves exhibiting positive behaviors in real time. The micro clips that are edited by Children's Home Society (dba AKIN) show how a teacher is progressing in understanding the importance of attuning to the child and that their work makes a difference. In this way, FIND is a two generational approach that is shown to be effective for children and adults who spend time with them each day.