



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

The Department of Children, Youth, and Families contemplates awarding a sole source contract to The Imagine Institute to implement a statewide substitute pool as a service for family child care and center providers.

The Imagine Institute has been involved in the design and implementation of the substitute pool since 2016. Because of this, they are familiar with the program model and implementation, statewide partners, and demographics of both providers accessing substitutes and the pool of substitutes making them uniquely qualified to continue to offer this service.

The contract will be issued on or about July 1, 2024. The dollar value is estimated at \$2,873,918.93 for work required during the period ending June 30, 2025. At the sole discretion of DCYF, this contract may be extended for five additional one-year terms, if funding is available.

Offerors contemplating the above requirements are required to submit capability statements detailing their ability to meet the state's requirements by June 3, 2024. The following information should be included in the capability statements:

- Provide detailed information on your organization's history of providing a substitute pool for child care providers.
- Provide detailed information about your organization's history with the DCYF State Approved Trainer program.
- Provide detailed information about your organization's history with the DCYF Trainer Advisory Board.

In the absence of other qualified sources, it is the state's intent to make a sole source award of the Contract.

To submit capability statements or for questions, contact:

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