



<b>TO:</b> Kris Gorgas
<b>CONTRACT #</b> 25-1029
<b>TODAY'S DATE:</b> 5/15/2024
<b>CONTRACT SUB OBJECT CODE:</b> CZ - Other Pro Serv

## SOLE SOURCE FILING JUSTIFICATION

<b>CONTRACTOR'S LEGAL NAME</b>		<b>TIN/UBI NUMBER</b>	
The Imagine Institute			
<b>ADDRESS</b>	16000 Christensen Rd. Suite 201 Tukwila, WA 98188		
<b>CONTRACT PURPOSE</b>			
<p>The purpose of this contract is to administer Technical Assistance (TA) to Child Care providers who wish to apply for monetary grants available to them. Those services include:</p> <ul style="list-style-type: none"> <li>• Provide language access support such as oral interpretation and written translation services.</li> <li>• Provide community-based support for the grant application process including online access.</li> <li>• Provide pro-active outreach of available supports to the child care provider community.</li> </ul>			
<b>FUNDING</b>			
FEDERAL FUNDING \$974,989.55		STATE FUNDING \$	
<b>CONTRACT TOTAL \$974,989.55</b>			
<b>CONTRACT DATES</b>			
START DATE: 7/1/2024		END DATE: 6/30/2025	
<b>SOLE SOURCE CRITERIA</b>			
<p><u>What is a sole source contract?</u>  <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>  <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?

As a result of the passage of the American Rescue Plan Act and Washington State [SB 5092](#), DCYF must provide grants to eligible Child Care Providers to stabilize and support child care in order to ensure access to children and families in our state. As a part of this, funding is provided to the state to contract for language access support and other technical assistance to Child Care Providers during the Grant application process.

In addition to the American Rescue Plan Act and Washington State SB5092, the Fair Start for Kids Act and [SB 5237](#) also mandated that our agency invest heavily in making child care and early learning more accessible for Washington families – specifically by providing resources to support child care and early learning providers. The technical assistance provided to Child Care Providers is directly related to this initiative and ensuring child care providers can apply for these supports without barriers.

**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 Imagine Institute was awarded competitive solicitation RFP No. 22-DCYF-EL-001 to provide technical assistance to child care providers who are looking to apply to grant opportunities. The Imagine Institute is currently doing the work and is familiar with the child care landscape, language and cultural needs, and demographics of the State's child care provider population. They have the infrastructure to continue to offer the services, including web portals for signing up for technical assistance, as well as expanding their in-person presence so providers can visit them at multiple locations.

**3. What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable?**

An online search was done to identify organizations that provide community support in Washington. That search listed Child Care Aware of Washington, that is currently a significant contractor with DCYF, the Opportunity Council that focuses on specific counties (not state-wide), and the Imagine Institute. DCYF did a competitive bid in fiscal year 2022 (RFP No. 22-DCYF-EL-001) to procure technical assistance services, and the Imagine Institute was selected as the successful bidder. To ensure that there is no gap in services offered statewide, to non-English speaking child care providers who need this support, we want to continue to contract with Imagine Institute.

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

The Imagine Institute has been contracted by the State since September 2021 to do this work, and is familiar with the scope of services, demographics of the community served, and has the appropriate data sharing permissions for state data. The Imagine Institute has been overseeing the administration of the technical assistance activities outlined in the solicitation for the last few years and can continue to offer this statewide service. If the state were to procure for this work, the ramp-up time and learning curve would be tremendous.

For another entity to build up the infrastructure, relationships, staffing, and training this would be extremely time-consuming and costly. This would cause a gap in technical assistance received by child care providers, creating barriers for them to apply for ongoing grant opportunities and cause harm to both providers and the families they serve.

If DCYF put the work out for bid again at this time, it would delay the support required to assist the child care community with obtaining critical grant funds. This would result in DCYF being at risk of being out of compliance with our legal obligation as referenced in the American Rescue Plan Act and Washington State [SB 5029](#) to provide this service to child care providers.

**5. 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**

**6. 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**

**7. Is the agency proposing this sole source contract because of a geographic limitation? If the proposed contractor is the only source available in the geographical area, state the basis for this conclusion and the rationale for limiting the size of the geographical area selected.**

**NOT APPLICABLE**

**8. 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.**

Approving this sole source contract will keep the State in compliance with the American Rescue Plan Act, Washington State [SB 5029 and SB 5237](#). If this sole source filing is not approved, DCYF would be out of compliance with legislation and would create barriers for thousands of child care providers seeking grant support, putting DCYF at risk of complaints, legal action, and possible grievance from the child care union. Further lack of support to child care providers will impact their ability to successfully apply for, receive and maintain funding supports, which negatively impacts the families they serve.

**9. What considerations were given to providing opportunities in this contract for small business, including but not limited to unbundling the goods and/or services acquired.**

The Imagine Institute is a self-certified Washington small business.

## REASONABLENESS OF COST

**10. 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.**

The budget and rates associated with this contract are comparable to other technical assistance contracts and is in fact lower than previous organizations the agency has utilized. Using this information and the current costs for technical assistance at DCYF to support early learning providers, DCYF made an informed decision on the budget.