



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

The Department of Children, Youth, and Families is contemplating awarding a sole source contract to The Imagine Institute to administer Technical Assistance (TA) to Child Care providers who wish to apply for monetary grants available to them. Those services include:

- Provide language access support: oral interpretation and written translation services.
- Provide community-based support for the grant application process including online access.
- Provide pro-active outreach of available support to the child care provider community.

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 are familiar with the child care landscape, language and cultural needs, and demographics of the State's child care provider population, and has 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.

The contract will be issued on July 1, 2024. The dollar value is estimated at \$974,989.55 for work required during the period ending June 30, 2025. The term of this contract may be extended by five (5) additional one (1) year term, at the sole option of DCYF.

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 about your organization's history providing Technical Assistance (TA) to Child Care providers who wish to apply for monetary grants.

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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