



SOLE SOURCE FILING JUSTIFICATION

TO: Kris Gorgas
CONTRACT # 25-1030
TODAY'S DATE: Click here to enter a date.
CONTRACT SUB OBJECT CODE: CZ - Other Pro Serv
TIN/UBI NUMBER

CONTRACTOR'S LEGAL NAME	
Start Early	
ADDRESS	PO Box 775834 Chicago, IL 60677-5834
CONTRACT PURPOSE	
The purpose of this contract is to support and provide technical assistance in Washington State to local implementing agencies (LIAs) funded through the Home Visiting Services Account (HVSA) as described in the Revised Code of Washington (RCW) 43.215.130, and in support of the federally funded Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV) Program as well as other private and public funds supporting the HVSA.	
FUNDING	
FEDERAL FUNDING \$808,500	STATE FUNDING \$625,000
CONTRACT TOTAL \$1,433,500	
CONTRACT DATES	
START DATE: 7/1/2024	END DATE: 6/30/2025
SOLE SOURCE CRITERIA	
<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?

During the life of this Contract, both the Department of Children, Youth, and Families (DCYF) and the Start Early will work collaboratively to develop, implement and facilitate home visiting services in local communities as required under

Revised Code of Washington (RCW) 43.216.130. As the lead agency, DCYF will provide oversight of home visiting systems development and ensure Home Visiting Services Account (HVSA) accountability through administration and monitoring of Local Implementation Agency (LIA) contracts, evaluation and reporting. The Contractor, through the Implementation Hub, shall provide supports and technical assistance to HVSA funded home visiting LIAs in accordance herewith. The Contractor shall also participate in the Home Visiting Management Structure.

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.

Thrive Washington, established in legislation at the same time as the Department of Early Learning, was the identified private-public partner. When Thrive sun-setted an agency was identified to continue this work. Through a rigorous process involving many statewide partners, Director Ross Hunter, and the Governor's office, the Start Early was identified and approved as the new private-public partner in Washington State.

The Contractor is uniquely situated, through the Implementation Hub, to provide supports and technical assistance to HVSA funded home visiting LIAs in accordance herewith. The Contractor shall also participate in the Home Visiting Management Structure.

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

Thrive Washington, established in legislation at the same time as the Department of Early Learning, was the identified private-public partner. When Thrive sun-setted an agency was identified to continue this work. Through a rigorous process involving many statewide partners, Director Ross Hunter, and the Governor's office, the Start Early was identified and approved as the new private-public partner in Washington State.

Due to the original legislation, current RCW's, no further alternative agencies should be considered at this juncture.

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).

Start Early is the established private-public partner described in Revised Code of Washington (RCW) 43.216.130.

Start Early holds the 11 years of historical system knowledge, statewide partnerships, government partnerships, and philanthropic connections. The team that provides supports directly to our local implementing agencies has remained consistent and hold unique and hard to hire for skillsets in implementation of nine unrelated home visiting models. The amount of funds and learning curve to recruit and onboard a new agency, agency staff, would be a not prudent use of state and federal dollars. There would also need to be agency director and governor's office directive to undertake such a step.

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

Yes, because this is an ongoing contract with the private-public partner as described in Revised Code of Washington (RCW) 43.216.130, 43.216.010, 43.216.065.

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.

DCYF would be unable to fully develop, implement and facilitate home visiting services in local communities as required under RCW 43.216.130 without the full support of Start Early.

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.

Start Early is the contracted nongovernmental private partner of DCYF as designated in statute RCW 43.216.130. DCYF takes great care that the contract includes appropriate statement of work and budget and that any work appropriate to be bid for or contracted through a separate entity is acquired outside of this contract as such.

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.

DCYF ensures through yearly contract negotiation that the majority of the budget which is personnel and benefits are right-sized to the work as described in the contract statement of work. For concrete costs in budget like travel and supplies we are able to determine reasonableness using internet searches (i.e. for products, office supplies) and state, federal GSA per diem guides (i.e. for travel).

The contractor receives a subrecipient monitoring visit yearly for both programmatic and fiscal elements as well as monthly contract calls and A-19 invoicing. During these activities DCYF continues to ensure that costs are fair, reasonable, and allowable per state, federal rules, and contract requirements.