



WASHINGTON STATE
 Department of
 Children, Youth, and Families

SOLE SOURCE FILING JUSTIFICATION

TO:
CONTRACT # 25-1031
TODAY'S DATE: Click here to enter a date.
CONTRACT SUB OBJECT CODE: CZ - Other Pro Serv

CONTRACTOR'S LEGAL NAME		TIN/UBI NUMBER
The Imagine Institute		
ADDRESS	16000 Christensen Rd. Suite 201 Tukwila, WA 98188	
CONTRACT PURPOSE		
<p>The purpose of this contract is to administer various professional development deliverables in the current Collective Bargaining Agreement (CBA) between the State and SEIU 925. Those services include:</p> <ul style="list-style-type: none"> • Provide training to licensed Family Home Child Care (FHCC) and Family, Friend, and Neighbor (FFN) providers to meet state and federal requirements. • Provide training incentives to FHCC and FFN providers. • Provide professional development support to existing licensed Family Home Child Care providers to support them in growing professionally, while also supporting the growth of the field. <p>Additionally, this contract includes funding to comply with legislative mandates, such as:</p> <ul style="list-style-type: none"> • Providing relationship-based professional development support to incoming licensed family home providers to help them start their business. • Delivering department-required training for licensed child care providers. • Implementing trainer recruitment and retention strategies. 		
FUNDING		
FEDERAL FUNDING \$2,912,269.08	STATE FUNDING \$3,495,127.50	
CONTRACT TOTAL \$6,407,396.58		
CONTRACT DATES		
START DATE: 7/1/2024	END DATE: 6/30/2025	

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?

The State and SEIU 925 have been in a contractual agreement since 2016 that requires DCYF to contract with The Imagine Institute to administer various professional development deliverables outlined in the Collective Bargaining Agreement (CBA) between the State and SEIU 925. DCYF is also required by State and Federal law to provide professional development opportunities to early learning providers across the state.

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.

DCYF has contracted with The Imagine Institute since 2016 to provide professional development opportunities to licensed family home child care providers and license exempt child care providers. The Imagine Institute is familiar with the work, partners, and demographics of the State's child care provider population, and has the infrastructure to continue to offer the services. They have been required to do this work for the family child care community by the Collective Bargaining Agreement (CBA) between the State and SEIU 925 since 2016.

The Legislature mandates that DCYF work with a non-profit that provides relationship-based professional development support to family child care providers and their work to help new providers start their child care business. Currently, The Imagine Institute is the only organization providing this type of support.

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

During the 2015 Collective Bargaining Agreement (CBA) reopener bargaining that concluded on August 7, 2015, the State of Washington and the Service Employees International Union Local 925 (SEIU), which represents Family Child Care Providers, agreed to establish a Joint Committee, whose members meet, confer, and make recommendations to the State regarding the application of state funds for professional development for family child care providers, as administered the Imagine Institute. Since this work was assigned to the Imagine Institute in the current CBA, no market research was completed.

To determine what organizations provide relationship-based professional development support to incoming licensed family home providers to help them start their business (as mandated by the legislature), an internet search was conducted and it was determined that The Imagine Institute is the only organization that offers this type of support.

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 2016 to do this work, and is familiar with the scope of services, demographics of the community served, and the State's professional development system and also has the appropriate data sharing permissions for state data. The Imagine Institute has been overseeing the administration of the professional development deliverables outlined in the CBA 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.

If DCYF put the work out for bid at this time, it would delay the implementation of the state's professional development efforts at the magnitude needed to serve all family home providers, putting DCYF at risk of being out of compliance with our legal obligation to provide this benefit to family homes covered by the CBA.

DCYF has seen an increase in demand for training that allows child care providers to meet state and federal requirements. We are required to provide this training and ensure that it is available in multiple modes of delivery and languages, all of which The Imagine Institute is already set up to implement. Training another organization to take on this work would result in significant time and resources expended by DCYF, which would delay child care providers with being able to access professional development to meet their requirements. The Imagine Institute already has the infrastructure and programs necessary to implement the increase in services quickly, allowing child care providers to gain access as they wish to.

- 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 2023-2025 CBA between the State and SEIU 925. If this sole source filing is not approved, DCYF would be out of compliance with the agreement.

If this amendment isn't approved, DCYF would not be in compliance with some of the professional development deliverables outlined in current legislation. If DCYF were to competitively procure these services, the implementation of deliverables would be significantly delayed; ramp up time

would be extensive, and the agency would need to allocate more resources to start a program up from scratch.

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.

Because DCYF is required by the CBA to contract with The Imagine Institute for state-wide implementation of this work, no additional considerations were reviewed for small business work.

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 professional development contracts within the agency. Using this information and the current costs for program administration at DCYF and training delivery to support early learning providers, DCYF made an informed decision on the budget.