



SOLE SOURCE FILING JUSTIFICATION

TO: Choose or Type a Name.
CONTRACT # 23-1170
TODAY'S DATE: 9/16/2022
CONTRACT SUB OBJECT CODE: CZ - Other Pro Serv

CONTRACTOR'S LEGAL NAME	TIN/UBI NUMBER
Catholic Charities of Diocese of Yakima	

ADDRESS	5301 Tieton Dr, Suite C; Yakima, WA 98908
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CONTRACT PURPOSE
To provide coordinated interdisciplinary trauma informed care supports and developmental screening materials, tools, coaching and consultation to home-based and center-based child care providers who provide services to children ages birth to three and accept state subsidy in Central Washington.

FUNDING	
FEDERAL FUNDING \$419,166.00	STATE FUNDING \$

CONTRACT TOTAL \$419,166.00

CONTRACT DATES	
START DATE: 10/4/2022	END DATE: 7/15/2023

SOLE SOURCE CRITERIA
<p><u>What is a sole source contract?</u></p> <p><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></p> <p><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?

DCYF is required to provide specific trauma informed care supports child care programs that accept state subsidy and are enrolled in Early Achievers as outlined in section 304 of SSSB 5237. DCYF is directed to provide trauma-informed professional development and training and the purchase of screening tools and assessment materials.

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 contractor is part of the Washington Child Care Resource and Referral Network and currently has the tools and staff necessary to do the required work immediately. Catholic Charities Diocese has been providing the bulk of the child, family, basic needs and early learning support services in Central Washington and is a respected partner with community leaders in rural communities including Chelan, Douglas, Grant, Kittitas, Okanagan and Yakima counties. It is not feasible for DCYF to find an alternative without a gap in services which would negatively impact children and their families without investing significantly more money to build capacity elsewhere. The contractor possesses unique features and experience as follows:

- Extensive experience providing regional coordination of Early Achievers targeted coaching focused on children ages birth to three
- Training and experience assisting child care providers with Early Achievers continuous quality improvement, early developmental screening and referral to early intervention for children ages birth to three.
- Experience and certification in delivering an evidence-based trauma informed coaching and consultation intervention which aligns with the SAMHSA six practices of trauma informed care for children ages birth to three.
- Regional coordination with Early Achievers coaches, Licensors, Early Head Start and Early ECEAP and tribal programs.
- Coaches providing consultation support are bilingual in Spanish and English, and this contractor currently supports the all of the monolingual Spanish speaking child care providers in Central Washington.

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

A search in the Help Me Grow database for each zip code in this geographical region served by this contract shows that in the area of Early Education and Literacy Resources (Statewide locator for free preschools/early childhood programs and early learning resources for parents) that Child Care Aware of Washington is the only entity listed under services and resources for these zip codes. The contractor is part of the Washington Child Care Resource and Referral Network.

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).

This work will be undertaken by an agency that can provide services immediately with staff who are certified to train and coach both trauma informed care and developmental screening. The contractor has a purchasing agreement with the owner of the developmental screening tools, allowing for purchase of the tools at a discount. The costs and time required to train and equip a new contractor may exceed the time limit of the federal funding.

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

The passage of the Early Start Act requires DCYF to work with partners to create a quality recognition and Improvement system, Early Achievers. The Child Care Resource and Referral Network is specifically named as the partner in RCW 43.216.089, 43.216.320, 43.216.710, and 43.216.755.

The contractor is the geographical provider of these services in Central Washington. Child Care Aware of Washington has historically provided services in Washington in regions across the state based on the location of their regional offices.

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 is required to provide specific trauma informed care supports for early achievers facilities as outlined in section 304 of SSSB 5237, the Fair Start for Kids Act DCYF is directed to provide trauma-informed Professional Development and Training and the Purchase of Developmental Screening tools and assessment materials for child care providers that are accepting state subsidy.

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.

A search in the professional development data base indicates that there are no state approved trainers in the zip codes associated with this contract to train the developmental screening training or the trauma informed care support training.

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.

This contractor is part of the regional infant toddler network and the costs, fees and rates are the same as similar services being provided based on market rate for Early Achievers coaching and consultation services being provided in Central Washington.