



Washington State Department of
CHILDREN, YOUTH & FAMILIES

1115 Washington Street SE • PO Box 40983 Olympia, WA 98504 -0983

September 22, 2022

The Department of Children, Youth & Families (DCYF) contemplates awarding a sole source contract to Northwest Resource Associates, a non-profit corporation located in the state of Washington, to continue to serve as our state's initial point of entry for individuals interested in becoming a foster or adoptive parent, with responsibilities to include maintaining a tollfree hotline and a database used to track calls, questionnaires, and other inquiries on a local office, regional, and statewide basis. This system will interface with the DCYF case management system used by contracted retention and support providers.

The contract will be issued on or about January 1, 2023. The dollar value is estimated at **\$162,000** for work required during the period ending December 31, 2023. The initial period of performance shall be through December 31, 2023, with options to extend in 1 (one) year increments through December 31, 2028, upon approval by DES and at the sole discretion of DCYF.

Offerors contemplating the above requirements are required to submit capability statements detailing their ability to meet the state's requirements by October 7, 2022. The following information should be included in the capability statements:

- a. Your firm's experience with maintaining a tollfree hotline for persons interested in receiving information about becoming a foster and or adoptive family. Contractor must be capable of responding to families in either English or Spanish, and must be able to support mono-lingual Spanish speaking families with questions about the training and licensure process;
- b. Your firm's experience with maintaining a database consisting of current and historical information pertaining to the recruitment of foster parents. This database must provide immediate notification to both foster parent recruitment and retention contractors, along with designated DCYF staff who rely on this information; and
- c. Your firm's experience with serving interested families with a staff that is knowledgeable about child welfare services in Washington state. Contractor should also be knowledgeable about DCYF's foster care/adoption system, including required pre-service orientation, training, the licensing and home study processes, and the national AdoptUSKids program.

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 please contact Melissa Cox at Melissa.cox@dcyf.wa.gov.