



## SOLE SOURCE FILING JUSTIFICATION

<b>TO:</b> Choose or Type a Name.
<b>CONTRACT #</b> 23-1133
<b>TODAY'S DATE:</b> 9/8/2022
<b>CONTRACT SUB OBJECT CODE:</b> CZ - Other Pro Serv

<b>CONTRACTOR'S LEGAL NAME</b>	<b>TIN/UBI NUMBER</b>
Washington Association for Infant Mental Health	

<b>ADDRESS</b>	PO Box 30901, Seattle WA 98113
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<b>CONTRACT PURPOSE</b>
The Early Support for Infants and Toddlers (ESIT) program has developed a State Systemic Improvement Plan (SSIP) to improve social-emotional outcomes for children who receive early intervention services. This plan includes training in an evidence-based practice and Reflective Supervision and Consultation to support implementation of the practice. The WA-AIMH contract provides the required training and reflective supervision and consultation to our contractors. This contractor also issues and tracks Infant Mental Health Certification for our ESIT Early Intervention Services Providers.

<b>FUNDING</b>	
FEDERAL FUNDING \$ 0	STATE FUNDING \$ 76,362

<b>CONTRACT TOTAL \$ 76,362</b>
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<b>CONTRACT DATES</b>	
START DATE: 9/28/2022	END DATE: 7/31/2023

<b>SOLE SOURCE CRITERIA</b>
<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?**

ESIT is providing reflective supervision through Washington Association for Infant Mental Health (WA-AIMH) currently as a part of the State Systemic Improvement Plan (SSIP), a federally required project. Scholarships for WA-AIMH endorsement are also being provided which includes funds for WA-AIMH to process ESIT provider applications in an expedited manner. Early Support for Infants and Toddlers (ESIT) will continue with offering two trainings (provided by WA-AIMH) within the contract for reflective practice and reflective supervision skills for providers in order to sustain the SSIP work into the future. ESIT will also continue to offer the Foundations of Infant and Early Childhood Mental Health training series (provided by WA-AIMH) that was included in the contract last year in order to support providers and sustain our SSIP. WA-AIMH will provide ESIT with training coordination for three additional trainings to continue to support our SSIP and providers statewide. WA-AIMH will offer (2) of the above training's in Spanish in order to support our diverse workforce.

**PROVIDING COMPELLING ANSWERS TO THE FOLLOWING QUESTIONS WILL FACILITATE THE EVALUATION**

- a. Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.**

The Washington Association for Infant Mental Health (WA-IMH) is the official state chapter of the World Association for Infant Mental Health. They are the only organization that offers the official endorsements for Infant Mental Health (IMH) in the state. They are also the only agency that can vet supervisors to ensure that the supervisors meet the standards of the Infant Mental Health Endorsement ® and provide oversight on reflective supervision groups that meet the endorsement criteria.

ESIT follows WA-AIMH guidelines for reflective supervision and utilizes their contracted specialists to offer that service to ESIT providers in the field. WA-AIMH will also be providing two of the trainings within the contract in Spanish to support ESIT providers. WA-AIMH provides several types of training's that support and help with sustainability for our State Systemic Improvement Plan.

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

Through a number of internet searches, there were no results for organizations providing reflective supervision to individuals and groups meeting the Infant Mental Health Endorsement ® standards for Washington State besides WA-IMH.

ESIT determined that WA-AIMH was the best option for meeting this SSIP requirement because they set the standard of quality for reflective supervision based on national guidelines.

- c. Provide a detailed and compelling description of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).**

If we were to attempt to contract with another entity for these services, we would lose valuable time in the implementation of the SSIP. ESIT is required to provide data and progress reporting in February 2023 to the Office of Special Education Programs (OSEP) which will include reflective supervision groups that providers participate in, WA-AIMH endorsement, training in providing reflective supervision for sustainability, as well as additional trainings focusing on reflective practice and infant and early childhood mental health. We would need to find another source for the reflective supervision and training which would drastically limit the amount of data and progress we are able to report to OSEP. The cost of reflective supervision is very high and WA-AIMH offers it at a very competitive price.

**d. 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**

WA-AIMH is WA state's singular authorized agent for Infant Mental Health Endorsement, provide authorized trainers of Zero to Three's Growing Brain Curriculum and contract with local, endorsed Reflective Supervision Consultation specialists who bring expertise in local home visiting reflective supervision.

**e. 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**

**f. 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**

**g. 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.**

If we were to attempt to contract with another entity for these services, we would lose valuable time in the implementation of the SSIP. ESIT is required to provide data and progress reporting in February 2023 to the Office of Special Education Programs (OSEP) which will include reflective supervision groups that providers participate in, WA-AIMH endorsement, training in providing reflective supervision for sustainability, as well as additional trainings focusing on reflective practice and infant and early childhood mental health WA-AIMH will also be providing two trainings in Spanish to providers that will support the needs of our diverse workforce. WA-AIMH is also providing training coordination to three additional trainings that support our providers statewide and sustainability of our SSIP. We would need to find another source for the reflective supervision and training which would drastically limit the amount of data and progress we are able to report to OSEP. WA-AIMH is also supporting the continuation of Reflective Supervision Consultation groups and finding another source would impact the current providers participating in these groups. The cost of reflective supervision is very high and WA-AIMH offers it at a very competitive price.

**h. 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.**

Washington Association for Infant Mental Health is a self-certified Washington State small business.

**REASONABLENESS OF COST**

**i. 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.**

Reflective Supervision Consultation (RSC) services and Infant Mental Health (IMH) Endorsement and training are vital to the wellbeing of Washington communities, families and the workforces that support them. WA-AIMH has established itself at community levels throughout Washington state and is able to provide both in-person and virtual services as needed. The relationships this organization has throughout our state are essential to delivering high quality services.

The only other sources of these services would have to come from out of state from another Alliance member organization and if/when in-person trainings and services return, would require travel expenses for any in-person services. This cost alone would significantly increase the cost of services and would not be competitive for what we are paying WA-AIMH.