



WASHINGTON STATE  
Department of Children,  
Youth, and Families

## **STATE OF WASHINGTON**

### **Department of Children, Youth, and Families**

#### **SOLE SOURCE POSTING**

The Department of Children, Youth, and Families (DCYF) contemplates awarding a sole source contract to the Imagine Institute to provide implementation of the Early Care and Education Substitute Pool.

DCYF is required by the Early Start Act to establish and implement a state-wide substitute pool as a service. During the 2015 reopener with SEIU 925, it was agreed upon that the newly established 501(c)(3) named the Imagine Institute would become a DEL contractor and administer the substitute pool for family child care providers. This sole source proposes the Imagine Institute would administer the program for both family child care providers and child care centers.

The contract will be issued on or about July 1, 2018 for one year with an option for extension. The dollar value is estimated at \$448,000.

Offerors contemplating the above requirements are required to submit capability statements detailing their ability to meet the state's requirements by June 22, 2018. The following information should be included in the capability statements:

- Provide state-approved training for Family, Friends and Neighbor (FFN), Licensed Family Child Care, and Licensed Child Care Center providers;
- Develop implementation plans for current and future deliverables;
- Support State-approved trainer and peer-mentor development;
- Conduct professional development community outreach; and
- Provide other services as mutually agreed by the Contractor and DCYF pursuant to SEIU 925.

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, contact:

Contact Name: Cindy Craig  
E-mail: [del.contracts@del.wa.gov](mailto:del.contracts@del.wa.gov)