



Washington State Department of
CHILDREN, YOUTH & FAMILIES

SOLE SOURCE FILING JUSTIFICATION

TO: Rachel Denney
CONTRACT # 2532-63366
TODAY'S DATE: 6/5/2025
CONTRACT SUB OBJECT CODE: CZ - Other Pro Serv

CONTRACTOR'S LEGAL NAME	TIN/UBI NUMBER
Children's Advocacy Centers of Washington (CACWA)	208597550

ADDRESS 1217 Cooper Point Rd SW, Suite 6, Olympia, WA 98502

CONTRACT PURPOSE

The purpose of this Contract is to provide funds for the Children's Advocacy Centers (CAC) of Washington, as authorized by the Washington State Legislature. Children's Advocacy Centers of Washington, will be the designated Fiscal Agent.

FUNDING

FEDERAL FUNDING	STATE FUNDING \$1,620,000.00
CONTRACT TOTAL \$1,620,000.00	OTHER FUNDING \$

CONTRACT DATES

START DATE: 7/1/2025 END DATE: 6/30/2026

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 2025 Washington State Legislature is allocating \$1,620,000 through a budget proviso for DCYF to provide the funds to the Children's Advocacy Centers of Washington (CACWA). CACWA will fund and administer the contract with Children's Advocacy Centers (CAC) across the state.

This contract will help local communities to respond to the problem of child abuse in a fully coordinated, comprehensive and collaborative manner to prevent further trauma to child victims, and to increase protection through quality investigation, effective prosecution of perpetrators and provision of services for the child victims and non-offending family members. The proven method of effective response to child abuse has been established through the National Children's Alliance (NCA) standards and used by CAC. CACWA provides leadership, technical assistance and support to accredited and developing CAC statewide.

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 unique feature is CACWA manages the funding for individual accredited CAC's and contracts with them across Washington State to increase the capacity of local communities to respond to the problem of child abuse in a fully-coordinated, comprehensive and collaborative manner in order to prevent further trauma to child victims, and to increase protection through quality investigation, effective prosecution or perpetrators and provision of services for the child victim and non-offending family members.

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

CACWA has no other non-profit agency that is willing to provide funding for operation of CACWA prior to reimbursement from DCYF. As part of the contract, CACWA develops and distributes Requests for Proposals to communities that do not yet have fully accredited or developing CAC's. Since 1999 of the inception of this program this Contractor has been providing this service and no other contractor has stated or provided a capability statement.

- 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 costs of investigating and responding to allegations of child abuse and neglect for the multiple agencies required to respond are reduced when the agencies coordinate and share the duties by reducing duplication of work, insuring cases don't fall through the cracks and using the collective knowledge of the multiple agencies to resolve more cases successfully. Traditional investigations cost the agencies more than CAC collaborative investigations. These risks are amplified, particularly, in a rural setting where resources are far more limited, and the distances between offices are more extreme. In this context, risks for children are reduced by more effectively coordinating the investigations, and costs to the administration are greatly reduced.

- 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.

Accredited centers would have no funding to provide expertise and technical assistance in responding to the problem of child abuse. The centers serve 6200 children per year.

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.

This contracting opportunities for such an organization as CACWA, in a rural context, are limited. CACWA fulfills the needs of CA and the rural communities it serves, through the provision of this service.

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.

N/A – This is essentially a grant by the legislature to the Washington State Association of Children's Advocacy Centers. Since this is a cost reimbursement contract, close attention is paid to how the budget is formulated, and how costs escalate on a year-over-year basis. Prior to submitting this contract for a Sole Source Justification, the fiscal team reviewed the budget attached to this agreement, and made a determination that the expense was, in fact, reasonable.