TO:  Steve Cotter  
CONTRACT #  
2232-43800  
TODAY’S DATE:  
7/28/2022  
CONTRACT SUB OBJECT CODE:  
CZ - Other Pro Serv

**SOLE SOURCE FILING JUSTIFICATION**

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<tr>
<th>CONTRACTOR’S LEGAL NAME</th>
<th>TIN/UBI NUMBER</th>
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<td>Southeast Seattle Education Coalition (SESEC) a nonprofit corp.</td>
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**CONTRACT PURPOSE**

DCYF intends to establish a contract, with Southeast Seattle Education Coalition and their subcontractor Pathways Washington (a Washington State Non-Profit Corporation). The purpose of this contract will be to administer and partially fund fellowships for staff to engage with DCYF. The goal of this contract and the resulting fellowship program, is to build a cohort of early childhood policy leaders who are aligned in a deep understanding of anti-racist principles and practices. Southeast Seattle Education Coalition and Pathways Washington, and the fellows placed by this organization, will work to develop practices and principles that are directly reflective of the those most impacted by systemic injustices and the identities and lived experiences of families and children of color.

**FUNDING**

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<th>FEDERAL FUNDING $</th>
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<tr>
<th>CONTRACT TOTAL $ 217,000</th>
<th>OTHER FUNDING $</th>
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<td>217,000</td>
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**CONTRACT DATES**

<table>
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<th>START DATE: 8/18/2022</th>
<th>END DATE: 6/7/2024</th>
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**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?**

   DCYF is currently employing efforts to become an actively anti-racist organization. As part of these efforts, it has been determined that leaders most impacted by systemic injustices and who hail from Black, Indigenous, and Persons of Color (BIPOC) communities hold the knowledge, expertise, and transformative power to make necessary community-centered changes in early childhood policy. This knowledge is also underscored by the understanding that the communities who are most impacted by systemic injustices must be represented in positions of power within policy development and decision-making processes. The fellowship positions, contemplated by this agreement with Southeast Seattle Education Coalition and Pathwaves Washington, will ensure that future policies, practices, and procedures developed by DCYF are responsive to the communities served by the Department.
2. Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.

The Southeast Seattle Education Coalition possess a ground level understanding of the issues surrounding systemic racism along with an infrastructure of individuals who possess skills uniquely suited to address the issues at hand.

More specifically, this contractor has secured philanthropic funding; along with administrative, and academic support to provide fellowship opportunities for individuals to improve racial equity and address systematic racism in early learning programs. Southeast Seattle Education Coalition and Pathwaves WA approached the state with the opportunity to participate in hosting two fellowship positions to improve racial equity and social justice directly and our work with communities who are most impacted by systemic injustices, while also sharing knowledge and expertise with agency staff.

Southeast Seattle Education Coalition and Pathwaves WA will provide individuals with the following experience to participate in these fellowship positions.

- Five or more years of professional experience in early childhood work, policy work, healthcare, social services, community organizing, or a related field.
- At least one year of direct experience in a leadership role with a coalition or advocacy organization
- At least one year of experience managing a program, project, or team (including your own center or business.)
- Hold a bachelor’s or master’s degree in education, early childhood, public policy, social work, public health, or a related degree

Required Fellowship Qualifications:
- Meet the Fellowship “mid-career” requirements (see above)
- Demonstrated commitment to and interest in advancing racial equity and antiracism
- Learning and growth mindset, seeking opportunities to grow
- Shows initiative and curiosity about the work
- Strong communication skills, both in writing and orally

Additionally, we are looking for candidates who:
- Have a passion for early learning
- Have a desire to expand access to high quality child care
- Exhibit emotional intelligence
- Are adaptable
- Have experience in and can support agency change

The Southeast Seattle Education Coalition will apply its unique knowledge of systemic racism to recruit fellows, using the above criteria, to assist the Department in the further evolution of policies and procedures; as DCYF active engages in the process of becoming an anti-racist organization.
3. What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable?

DCYF is committed to being an anti-racist organization that supports racial equity and social justice. DCYF supports these principles in a number of ways including the creation of the office of Racial Equity and Social Justice. However, the policy and service delivery teams within the agency must balance service delivery with education to develop policies and procedures that create equitable outcomes. This creates challenges to identify, revise and modify policies and procedures to further support equity and social justice.

While there are other organizations, within Washington, who operate fellowship programs in the area of Early Childhood Development; the Southeast Seattle Education Coalition is the only organization of its type, that we know of, which is focused on systemic racism. As a result, they are uniquely positioned to assist DCYF in its efforts to become an anti-racist organization.

As a result, the potential of a partnership with the Southeast Seattle Education Coalition is a unique opportunity to support individuals with lived experience and strengthen our work and co-design with communities who are most impacted by systemic injustices. Adding policy and service delivery staff with deep understanding and experience is not a viable option as DCYF does not have vacancies or additional FTEs to offer staff.

Southeast Seattle Education Coalition and Pathwaves WA provides an opportunity to allow two fellows to work side by side with policy and service delivery staff to support their education and support in developing policies and procedures. Pathwaves WA is able to support the agencies strategic planning around advancing early learning and child care access by supporting the fellows with financial, administrative, and academic support while providing individuals with vast racial equity and social justice experience within public administration and public policy development.

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).

Both families and providers of color disproportionally participate in the programs that DCYF administers. This includes Child Welfare, Juvenile Rehabilitation, and Early Learning programs. DCYF is committed to removing race as a predictor for involvement in negative outcomes. This requires programs and policies that support families with equity. The immediate costs of developing ineffective systems is due to specific risk associated with developing policies that create systematic racism. These are difficult to identify but exist through litigation. The long term cost associated with improper program development is measureless. A child’s lack of access to high quality early-learning leads, leads to a child who is less prepared for school. A child that is less successful in school has a higher chance of entering the juvenile justice system. Those children that are involved in the justice system are more likely to have be involved with child welfare, both as children and as adults. These each have specific costs both financially and socially.

Developing well informed anti-racist and equitable policies and procedures in the Early Learning and Licensing Division will better support children, families, and providers, helping break the cycle of race as a predictor of outcomes.

5. Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.
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.

Southeast Seattle Education Coalition and Pathwaves WA is presenting DCYF with the opportunity to partner in the enrichment of our early learning and licensing policy and service delivery teams. DCYF will be limited to our own internal work as we create an anti-racist equitable early learning system. Specifically, DYCF will lose the ability to embrace two professionals that will provide the agency with consultation and support in developing equitable policies and procedures.

This will be a missed opportunity to co-design with individuals with lived experience and communities most impacted by systemic injustices. The Fellowship will catapult DCYF forward internally and externally with providers and families by establishing a network of leaders and organizations to transform historically racist-systems and improve the lives of young children and families.

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.

The subcontractor of SESEC (known as Pathwaves WA) is a minority owned non-profit entity.
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 or a market survey, or employ other appropriate means calculated to make such a determination.

Southeast Seattle Education Coalition and Pathwaves WA has created a compensation and support structure that supports mid-career professionals in a time-limited fellowship position. This includes base compensation, academic, and peer support to help the fellows advance their careers in public policy.

DCYF is funding a total of $108,500 per position, which is the equivalent of an annual salary of $62,000 per year. The DCYF salary range for comparable positions is $63,000 - $87,000 annually.