



CENTRAL CONTRACTS AND LEGAL SERVICES (CCLS)

Sole Source Contract Justification

TO:	
CONTRACT NUMBER 2532-61016	TODAY'S DATE 03/13/2025
SELECT CONTRACT SERVICE DESCRIPTION / SUB-OBJECT CODE CJ - Training Serv	

Contractor Information	
CONTRACTOR'S LEGAL NAME Washington Initiative for Supported Employment	TAX IDENTIFICATION (TIN) OR UNIFORM BUSINESS IDENTIFICATION (UBI) NUMBER 91-1478859
ADDRESS 100 S KING ST STE 260 Seattle, WA 98104	

Contract Purpose

This contract provides specialty training, technical assistance and resources that support clients with Intellectual and Developmental Disabilities to work and participate in their communities in Washington state. Per DDA Policy 6.13 this contract provides the required training for supported employment and community inclusion providers across Washington State so DDA clients have qualified providers available to provide services they are entitled to from Medicaid.

Contract Funding		
FEDERAL FUNDING \$3,229,880	STATE FUNDING \$4,844,820	CONTRACT TOTAL \$8,074,700

Contract Dates		* Start Date must be more than 15 business days from date of request to CCLS.
*START DATE 07/01/2025	END DATE 06/30/2030	

AMENDMENT OPTIONS

This Contract shall last for Five (5) years beginning July 1, 2025 and ending June 30, 2030. The Maximum Contract value for the first fiscal year, July 1, 2025-June 30, 2026, shall be \$1,614,940.00. DSHS anticipates adding \$1,614,940.00 each fiscal year in response to funding allocated by the legislature

Sole Source Definition and Guidelines

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 39.26.0101)

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 for a sole source contract. Time constraints may be considered as a contributing factor in a sole source justification however will not be on its own sufficient justification.

Why is a sole source justification required?

The State of Washington, by law and policy, 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 the benefits of a competitive contract.

Sole Source Justification

To expedite CCLS and DES review of this sole source contract, please provide **clear and compelling** answers to the following justification questions.

1. What is the business need or problem that requires this contract?

DSHS requires this contract with Wise to support the Developmental Disabilities Administration's training requirements for qualified employment and community inclusion providers and continuing education credits (DDA Policy 6.13). If we do not have qualified service providers, we cannot support the 10,000+ DDA clients receiving employment and community inclusion services. These services are essential to support clients to be successful in their jobs and communities in Washington state. Wise is a national leader in supported employment and has the technical ability and expertise to deliver needed training and technical assistance in Washington state. Wise has delivered these services for over 25 years for DDA and has a proven track record to deliver quality TA and training.

DSHS needs this contract with WISE to support the Developmental Disabilities Administration to:

- **Meet federal requirements in order to continue to receive Home and Community Based Waiver funding from Centers for Medicare and Medicaid Services (CMS).**
- **Maintain provider qualifications, capacity, and staff professional development with needed continuing education credits.**
- **Support quality service delivery to over 10,000 individuals with Intellectual and Developmental Disabilities (IDD) looking for work or working in essential jobs in Washington and participating in their community.**
- **Provide expert professional person-centered services to DDA clients in need support achieve their employment goals.**
- **Maintain benefits analysis network for clients and families to have access to accurate information about their benefits.**
- **Target outreach efforts to transition age students, businesses, state government and communities to increase the expectation as well as opportunities for employment.**
- **Provide Washington State-specific training focused on information that assists in navigating the system of services. This training will include but is not limited to Information on Medicaid, Medicare Savings Plans, ABLE Accounts, DDA Endowment Trust Fund, Healthcare for Workers with Disabilities (HWD), Long-Term Care Medicaid, and Developmental Disability Administration policies.**

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

Wise is a national leader in developing and delivery training and technical assistance to support clients with IDD in employment and community inclusion services. Wise has staff with expertise and over 360 copyrighted trainings on best practices related to the following topics: Job coaching and development; community inclusion services; career portfolios; assistive technology; navigating the service delivery system; person centered planning; goal development and plan writing; autism and supporting clients with complex disabilities in employment opportunities; guardianship & trusts; customized

employment; large employer initiatives; systematic instruction & building natural supports at the work place; understanding benefits: Social Security, medical, and associated work incentives. Wise has demonstrated the skill to consult with employers, individuals and families, employment agencies, teachers and government agencies. There are no other entities with the breadth of experience, knowledge and subject matter experts available to provide these critical supports which is why Wise is sought out both nationally and internationally. Wise has provide TA and training for DSHS for over 25 years and has a proven track record of providing quality services. DDA does not have dedicated nor appropriately trained state staff or FTE(s) to provide the required training and person-centered technical assistance without contracting for these services. There are other entities that provide employment training to support individuals; however, there is no other entity with the experience in training and technical assistance supporting individuals with IDD. Wise has created specialized curriculum to successfully support an individual with IDD in supported employment and there is no other entity with this skillset or background. The Wise Learning Center's training content is protected by intellectual property laws. This includes copyrights, trademarks, and other proprietary rights. The content is intended for personal and organizational use within the terms of the contracting entity agreement, subscription or membership agreements. This includes Wise certified and specialty course offers as well as our event planning and management tools.

3. What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable? Provide a narrative description of the agency's due diligence in determining the basis for the sole source contract, including methods used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing statewide pricing trends and/or agreements. Include a list of businesses contacted (if you state that no other businesses were contacted, explain why not), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Washington State DDA connected with national experts on supported employment for individuals with IDD at the State Employment Leadership Network, Institute for Community Inclusion, and the National Association of State Developmental Disabilities Directors. These experts confirmed that there are no other entities in the nation that are doing the training and technical assistance for supported employment and community inclusion like the Washington Initiative for Supported Employment. These experts confirmed that since Washington is a national leader in supported employment and has dedicated decades to developing training and technical assistance to support this industry, the state is ahead of the nation and there is no alternative with the background, expertise and curriculum. These experts confirmed that Wise has contracted with other states such as Oregon, Georgia, New Mexico, Colorado, and North Dakota; fortune 500 companies such Nike, Microsoft and Silicon Valley Bank; federal entities such as the Office of Disability Employment Policy (ODEP); and other countries such as New Zealand and Canada. Additionally Wise is contracted with major universities and over 60 school districts across the United States. There are not entities nationally doing this focused training and technical assistance for individuals with IDD.

4. Per the Supplier Diversity Policy, DES-090-06 and A.P. 13.27: Was this purchase included in the agency's forecasted needs report?

This purchase is included in the carry forward budget for DSHS.

5. Describe what targeted industry outreach was completed to locate small and/or veteran-owned businessman to meet the agency's need?

There are no small and/or veteran-owned businesses that deliver training and technical assistance for supported employment and community inclusion for individuals with IDD. DDA has used their connections with national organizations such as the State Employment Leadership Network, Institute for Community Inclusion, and National Association of State Developmental Disabilities Directors to confirm this. Wise is a mid-sized non-profit with less than 50 employees run by women.

6. What considerations were given to unbundling the goods and/or services in this contract, which would provide opportunities for Washington small, diverse, and/or veteran-owned businesses. Provide a summary of your agency's unbundling analysis for this contract.

This contract does not include goods. The training, technical assistance, benefits planning, events planning and quality assurance services within the Wise contract are holistically connected to assure clients and qualified providers have the skills, expertise and support they need to be successful. There is no other entity that has the experience and knowledge of supported employment and community inclusion services in Washington State and if parts of the services were to be unbundled from the contract there would be concern that the quality of client services would decline. The technical assistance and quality assurance work Wise performs for clients directly informs the focus for provider training and what topics should be focused on for the community events. The benefits planning is a critical part of supporting clients to make informed decisions related to their job and is frequently discussed during technical assistance and provider training. Specifically for the events service Wise has been the contractor for the Community Summit (an annual conference for the IDD community) for 12 years, and in that time has developed a unique skill set and capacity for planning and hosting the conference. The experience with project planning and management, number of personnel required, specialized subject matter expertise in community based services and assistive technology, and working relationships with Washington state counties to coordinate the registration cannot be replicated by another entity.

7. Provide a detailed and compelling description that includes qualifications of the costs and risks mitigated by contracting with this contractor (i.e., learning curve, follow-up natures)..

DSHS has held a contract with Wise for training and technical assistance for over 25 years. There will be minimal to no need for training or onboarding and minimal or no impact to client services because of this history and familiarity with this contractor. Additionally there will be no lapse in access to training and technical assistance for providers and clients. The risk is reduced by using Wise because they have proven for years that they have the experience to provide needed training and TA and are nationally known for their expertise. DSHS regularly meets with Wise to assure there are quality training and TA services available and continuing this work reduces the risk of these important services being available and of high quality.

8. As part of the market research requirements, include a list of statewide contracts reviewed and/or businesses contacted, date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Businesses contacted:

State Employment Leadership Network – other, Zoom call in November 2024

National Association for Developmental Disabilities Directors – other, Zoom call in November 2024

Institute for Community Inclusion– other, Zoom call in November 2024

Explanation of why another entity cannot perform this work: Confirmed with national experts on supported employment that there is no other entity in the nation doing what Wise is currently to support clients and qualified providers. Wise is frequently sought after for training and TA with other states as they are the only entity with the experience and curriculum to support this work. DDA reviewed other entities that perform trainings and determined that because the client population has unique needs and requirements any training services provides would need to subcontract with WISE for their propriety materials or to develop propriety materials independently which would take years. Additionally, no other entity has the number of certified benefits planners to provide the level of services needed to maintain BenefitU and benefits planning for clients statewide.

9. 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.

10. 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.

11. 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.

12. 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 DSHS could not contract with Wise, critical training and technical assistance would cease for qualified employment and community inclusion providers. This will impact the ability to maintain qualified staff that deliver employment and community inclusion services to DDA clients. DDA clients would be at risk of losing their jobs and community inclusion connections and volunteer opportunities, potentially impacting over 10,000 clients.

If training and technical assistance is not available, DDA will lose services providers and clients will be impacted. Training and Technical Assistance from WISE supports Federal Requirements and DDA training requirements. DDA will be at risk for not meeting federal requirements which in turn puts DDA's federal funding at risk, and providers will no longer have access to necessary training and technical assistance needed to comply with DDA policies and contract provisions. Without access to WISE's training and technical assistance, Washington State will lose qualified providers and clients will not have access to employment and community inclusion services.

Additionally, there will be lack of timely or expert access to Benefits planning for clients, without access to Benefits planning through the WISE, there may be client paybacks to Social Security or disruption in benefits they receive and uninformed decisions made. 223 clients were provided benefits analysis in 2023-24.

13. 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 a comparison with comparable contracts, use the results of a market survey, or employ other appropriate means calculated to make such a determination.

Costs were determined for this contract with the following information:

2022 DDA Employment and Day Rate Study

2024 DDA County Program Agreement

Federal rate for subject matter expertise in supported employment

Confirm Program and Contractor agree that the drafted Contract Amendment document is in final form.

If filing is considered late, obtain your Division Director and Fiscal Approvals.

If the filing is "late" (where the Amendment start date is less than 15 business days from date sent to CCLS for review, approval, and submission to DES), you must also complete and attach the Late Filing Justification form.