



STATE OF WASHINGTON
Department of Social and Health Services
SOLE SOURCE POSTING

March 13, 2025

The Department of Social and Health Services (DSHS), Developmental Disability Administration (DDA) contemplates awarding a sole source contract to **Washington Initiative for Supported Employment (Wise)** to provide specialty training, technical assistance and resources that support Clients with developmental and intellectual disabilities to work in Washington State.

[DDA Policy 6.13](#), [Provider Qualifications for Employment and Day Program Services](#), establishes qualifications for providers of employment and day program services. DSHS requires this contract with Wise to support the Developmental Disabilities Administrations' training requirements for [qualified](#) employment and community inclusion providers and continuing education credits.

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. DSHS anticipates a final total Maximum Contract value of \$8,074,700.00.

Vendors who believe they can fully provide the services listed below to a specialized population of individuals with Intellectual and Developmental Disabilities (IDD) may submit a capability statement detailing their ability to meet the state's requirements. Capability statements must be submitted to the DSHS contact within ten (10) working days of this announcement.

Capability statements should address the following contract requirements:

1. Utilized existing experience with Supported Employment Services in Washington state. Supported Employment Services are uniquely suited for DSHS Clients with Intellectual and Developmental Disabilities (IDD) who need substantial ongoing support to obtain and/or keep paid employment and encompasses a range of person-centered tailored services.
2. Provide Credentialed Employment Support Professional (CESP), National Association of People Supporting Employment First (APSE), and Association of Community Rehabilitation Educators (ACRE) certified trainings for supported employment and community inclusion providers; and Cornell University certified benefits planning training for public benefits planners. Contractor should also have the following certifications: Credentialed Employment Support Professional (CESP) and Cornell University Yang-Tan Institute (YTI) Benefits Certification (certifications based on DDA Policy 6.13.).
3. Provide at least 1,300 hours annually of specialized training and technical assistance to individuals, families, counties, schools, and service providers statewide to increase the expectation and capacity of communities, provide educational opportunities, and to employ people with developmental disabilities including transition aged students (numbers based on 2022 House Bill 1980, Senate Bill 5790 and DDA Policy 6.13)
4. Develop and manage over a 12-month period, 36 Webinar trainings on DDA agreed upon topics. Contractor must be able to provide targeted training based on real time IDD Client needs as determined by County surveys that inform how to support their training needs based on responses and identified weaknesses. Providers complete surveys to identified

topics of interest. Additionally, training needs are determined through technical assistance planning in collaboration with County Contractors to find and maintain employment for clients with Intellectual and Developmental Disabilities. Contractor must annually provide 357 hours to coordinate an Online Academy Series 200 for Employment Professional certificate program (all numbers based on 2022 House Bill 1980 and DDA Policy 6.13)

5. Develop and deliver Washington State-specific training and continuing education training focused on information related to systems that support IDD clients and social security and benefits planning. This information assists certified benefits planners in continued skill development and in navigating the system of services with the aim of improving supported employment outcomes. Benefits planning is a critical service to support clients who are pursuing employment or currently working to make informed decisions about their benefits in relation to their income.
6. Annually deliver 2,214 hours to maintain DDA approved contracts with and issue payment to qualified community-based Tier 3 benefits planners to assure clients have access to benefits planning to support their employment goals in alignment with [DDA Policy 4.11](#).
7. Annually provide up to 1,548 hours for Quality Assurance on the quality and effectiveness of the Supported Employment Program statewide (numbers based on 2022 Senate Bill 5790, 2022 House Bill 1980 and DDA Policy 6.13).
8. Deliver tailored event services including Community Summit, Technology, Transition and Employment First conference(s). For these events, Contractor must ensure accessibility of on-line and in-person environments of the conference, including coordinating language/ASL interpreter supports, accommodations requests, and ensuring the physical accessibility of conference venues. Contractor must coordinate certification of applicable attendees with Credentialed Employment Support Professionals (CESP). Contractor must maintain or create contracts with experts in the field of Intellectual and Developmental Disabilities.

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:

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