



## SOLE SOURCE PUBLIC NOTICE

***\*\*This is not a request for bids\*\****

May 23, 2025

The Washington State Health Care Authority (HCA) contemplates awarding a sole source contract to Washington Association of Designated Crisis Responders (WADCR) to develop and deliver comprehensive, current training for Designated Crisis Responders (DCRs) across the state on the wide range of legal responsibilities, risks, and both common and emerging challenges; and provide ongoing statewide DCR supervisor support.

HCA requires an organization with in-depth, expert-level knowledge of DCR training requirements, and the capability to train and prepare individuals on the appropriate implementation of the training provided. This must include ongoing supervisor support through the dissemination of new information and facilitation of collaborative problem-solving with DCR offices statewide.

HCA will enter into a five (5) year contract with WADCR. The contract will be issued on or after Date of Execution and will continue through September 30, 2030, with incremental budget periods (typically October 1 – September 30). The cost of the initial, abbreviated, budget period is \$32,500. Subsequent budget periods will remain at or close to \$65,000 unless there are unexpected circumstances that reasonably increase the annual cost.

This is not an invitation to bid. However, vendors may submit capability statements detailing their ability to meet HCA's requirements within ten (10) business days of this announcement. HCA is subject to chapter 42.56 RCW, the Public Records Act. Therefore, any capability statement submitted to HCA is also subject to the Public Records Act.

Capability statements must address how the organization is qualified and capable of performing the following requirements:

1. Twice annually identify current and cumulative statewide DCR training needs and develop a 5-day, 40-hour training on new legislation, policies, topics, common challenges, and the overall current and cumulative training requirements necessary to fulfill the DCR role as detailed in the statement work.
2. Quarterly or four (4) times annually, host DCR statewide supervisor support service meetings via conference call. Provide ongoing DCR supervisor support by presenting procedural updates, supporting problem solving, and facilitating collaboration among the Washington DCR offices to address common challenges.
3. A description of your organization's current relationship with the DCR workforce and DCR community, and how this network would be utilized to facilitate collaboration among Washington State DCR supervisors, gather input, and provide continued support addressing relevant and timely DCR concerns including policy changes, procedure updates, and common challenges.

In the absence of other capable sources, it is HCA's intent to make a sole source award of the contract.

**Capability statements must be submitted via email to the Sole Source Coordinator listed below, including the subject line provided, no later than June 9, 2025 11:59p.m. Pacific Time.** The emailed capability statement must be less than 25 Mb. Do not send zipped files.

Sole Source Coordinator contact information:

Cassie Bryden  
E-mail: [HCAProcurements@hca.wa.gov](mailto:HCAProcurements@hca.wa.gov)  
Email Subject Line: K7383-Sole Source

*Note: This contract requires a public inspection period and approval by the Washington State Department of Enterprise Services (DES). HCA will not award the sole source contract unless or until DES approves.*

**Applicable WEBS Commodity Codes:**

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|--------|---|
| 918-67 | Human Services Consulting (Including Mental Health Consulting Services)   |
| 924-16 | Course Development Services, Instructional/Training   |
| 924-25 | For Credit Classes, Seminars, Workshops, etc.   |
| 924-78 | Teaching and Instruction Services<br>(Including Elementary and Secondary Education, Higher Education and Adult Education) |
| 924-40 | Instructor-led, Classroom Training (Technical)  |
| 924-41 | Instructor-led, Classroom Training (Non-Technical)  |