



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

www.commerce.wa.gov

September 16, 2021

From: Ashly McBunch, Assistant Contracts Administrator

Subject: Sole Source Announcement

The Department of Commerce (Commerce) intends to award a sole source contract to Greater Federal Way Chamber of Commerce. The contract will be awarded on or about October 1, 2021, and will expire on June 30, 2022. The contract is \$343,000.00 contract period.

This contract will provide the following: Education and training for small businesses with mentoring, education, and training with a focus on outreach to small businesses, including Black, indigenous, and people of color-owned, women-owned, veteran-owned, and others with support. Economic Reporting identified through a series of interrelated market analysis reports identifying the unique business clusters and opportunities for economic connections in the greater Federal Way region of the South Puget Sound. Quarterly compilation and dissemination of baseline data for demographics: population, housing, education; economy: labor force, businesses, industry pay and business growth. Data collected through research and related studies will be communicated to stakeholders through range of marketing campaigns developed as part of the overall program of work at the Chamber. Marketing at the Chamber will include communication campaigns for all market analysis studies, education and training programs, and initiatives developed to support business growth. Business Retention & Expansion program for the collection of data, identifying the (real or perceived) strengths and weaknesses for business growth in the greater Federal Way area.

A sole source contract is appropriate for this contract to support the budget proviso. This funding is provided as a budget proviso. The proviso language provides funding in FY2022 solely for a contract for a business recovery program serving the city of Federal Way and surrounding area. The contract recipient must be a nongovernmental organization located in the city of Federal Way whose primary focus is the economic development of the city of Federal Way and surrounding area. The contract funding must be used for:(a) Business development training and education for small businesses located in or serving the city of Federal Way and surrounding area, with a focus on Black, indigenous, and people of color-owned, women-owned, and veteran-owned businesses;(b) Workforce programming for skill set development, especially as related to business retention and expansion; and(c) Research and collection of economic baseline data for the city of

Federal Way and surrounding area for the development of data-driven programming, with a focus on key economic recovery indicators.

Offerors contemplating the above requirements are required to submit capability statements detailing their ability to meet the state's requirements within five (5) business days of this announcement. The following information should be included in the capability statements: ability to provide the above deliverables, experience delivering services to similar entities, location within Washington, and administrative and operational support capacity. In the absence of other qualified sources, it is the state's intent to make a sole source award of the contract. Capability statements or questions must be sent to ashly.mcbunch@commerce.wa.gov