



**WASHINGTON
COUNTY,
OREGON**

LETTER OF INTEREST

CHILDCARE FOR DEPENDENT CHILDREN WHOSE PARENTS ARE
IN RESIDENTIAL/OUTPATIENT/INTENSIVE OUTPATIENT
SUBSTANCE USE DISORDER (SUD) OR PROBLEM GAMBLING (PG)
TREATMENT

(NO. 2026.092-LOI)

FOR

Washington County, Oregon

RELEASE DATE: September 25, 2026

DEADLINE FOR QUESTIONS: October 8, 2026

RESPONSE DEADLINE: October 9, 2026, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/washington-county-or>

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Residential/Outpatient/Intensive Outpatient substance use disorder
(SUD) or problem gambling (PG) Treatment

1. Introduction
2. Scope of Work
3. Vendor Questionnaire

1. 1. Introduction

1. 1.1. Summary

Washington County Health and Human Services - Behavioral Health: The Addictions Program seeks to contract with qualified childcare providers to deliver Childcare for Dependent Children Whose Parents are in Residential/Outpatient/Intensive Outpatient substance use disorder (SUD) or problem gambling (PG) Treatment services in Washington County. Provider(s) will deliver services according to contracts with Washington County Addictions from July 1, 2027 – June 30, 2032.

2. 1.2. Contact Information

Kiersten Vanderhoof

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Department:

HHS

3. 1.3. Timeline

Release Project Date	September 25, 2026
Question Submission Deadline	October 8, 2026, 5:00pm
Submission Deadline	October 9, 2026, 4:00pm
Contractor Selection Date	October 16, 2026

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2. 2. Scope of Work

1. 2.1. Overview and Purpose

Washington County Health and Human Services - Behavioral Health: The Addictions Program seeks to contract with qualified childcare providers to deliver Childcare for Dependent Children Whose Parents are in Residential/Outpatient/Intensive Outpatient substance use disorder (SUD) or problem gambling (PG) Treatment services in Washington County. Provider(s) will deliver services according to contracts with Washington County Addictions from July 1, 2027 – June 30, 2032.

2. 2.2. Scope of work, any plans and/or specifications.

Childcare for Dependent Children Whose Parents are in Residential/Outpatient/Intensive Outpatient SUD or PG Treatment includes childcare services delivered to dependent children (age 17 years and younger) of parents who are actively enrolled and participating in residential, outpatient, and/or intensive outpatient SUD or PG treatment services at provider agencies. Services will be delivered to eligible children while parents attend or participate in SUD or PG treatment services, including; individual or group SUD or PG counseling, SUD or PG training and education, or other SUD or PG treatment services at provider facilities. The purpose of these funds is to facilitate parental participation in SUD or PG treatment when childcare services are unavailable, unaffordable, or logistically impossible, and when the lack of adequate childcare serves as a barrier to participating in SUD or PG treatment. Childcare for dependent children whose parents are in SUD or PG treatment will: 1- reduce barriers for primary caregivers, especially mothers who need SUD or PG treatment; and, 2- promote healthy parent-child bonding during SUD or PG recovery; and, 3- protect the child's health and stability.

Washington County does not guarantee equal funding among contracted providers, or consistent funding from year to year within the 5-year funding cycle. Contract amounts will be based on; services provided, utilization, capacity to deliver services, and negotiated budgets. Increases in funding will be based on need for services. Awards under this LOI will be for 5 years, with annual options to renew contracts. Contracts for Supported Capacity for Dependent Children Whose Parents are in Residential SUD Treatment are subject to availability of funds.

Providers shall be responsible for the following:

- A. Ensure that staff providing childcare services acquire Pediatric First Aid and CPR Certification;
- B. Ensure staff providing childcare services are trained on recognizing and reporting Child Abuse and Neglect (childcare staff are legally mandated reporters, and must complete specific coursework to identify and report suspected child abuse or safety concerns;
- C. Provide services that are evidence-based and/or follow promising practices;

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- D. Develop and implement quality assurance and quality improvement processes to improve progressively the quality of services;
- E. Participate in periodic contract check-in meetings with Washington County Addictions;
- F. Participate in program compliance reviews;
- G. Comply with 42 CFR Part 2; and,
- H. Submit invoices in accordance with Washington County contract expectations.
- I. Submit a quarterly report in accordance with Washington County contract expectations

3. 2.3. Itemized Requirements

Providers must meet all of the following qualifications to perform the work described above:

- A. Providers must have a current license for SUD outpatient treatment services issued by OHA in accordance with OAR 415-012-0000 through 415-012-0090, and maintain the license throughout the contract period;
- B. Providers must operate childcare programs in Washington County;
- C. Providers must comply with standard requirements for a Certified Child Care Center (OAR 414 Division 305) or a targeted population program (OAR 414-150-0070), and OAR 309-018-0180;
- D. Provider must ensure staff providing childcare services obtain Oregon Food Handler's Certificate, if food is provided to children during childcare services, including a foundational safety course prior to operating;
- E. Provider must currently provide SUD childcare services in Washington County; and,
- F. Provider must maintain all required insurance coverage, including; General Liability (\$500K), Worker's Compensation, Automobile Liability w/ additional insured endorsement (\$1M/\$2M), Professional Liability (\$1M/\$3M), Cyber-Security Insurance, and Sexual Abuse & Molestation Liability (\$3M coverage required when providing services to vulnerable populations) prior to contract execution. Providers must adhere to all requirements, including insurance limits that change during the course of funding.

4. 2.4. Unique Considerations

The LOI response must include all of the following:

- 1. Confirmation that the Scope of Work above will be delivered as described herein;
- 2. Confirmation that the respondent will adhere to the responsibilities outlined in the Scope of Work, and;
- 3. Confirmation that the respondent meets all qualifications outlined herein.

If necessary, a Request for Proposal process will be engaged post-LOI process. All LOI respondents will be notified regarding qualifications to provide the Scope of Work described above and subsequent RFP process, if needed.

3. 4. Vendor Questionnaire

The County reserves the right to request references and verify qualifications prior to contract award.

1. 1. Letter of Interest*

I acknowledge that submitting a response to this Letter of Interest signifies interest in performing the service(s) and submitting a proposal to an RFP if one is issued these services.

☐ Yes

☐ No

*Response required

2. 2. Electronic Submittal*

By electronically submitting this response the Supplier attests and certifies that:

1. Person completing this response represents that I am either authorized to bind the Supplier, or that I am submitting the Response on behalf of and at the direction of the Suppliers's representative authorized to contractually bind the Supplier.

2. I represent that the Supplier or its applicable representative(s) has reviewed the information contained in this Solicitation Package and that the information submitted is accurate.

3. Respondent agrees that the action of electronically submitting its response constitutes:

a. an electronic signature on the responses, generally,

b. an agreement to conduct business electronically,

c. an electronic signature on any form or section specifically calling for a signature, and

d. an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.

☐ Yes

☐ No

*Response required

3. 3. Information*

Provide individual or business name, contact: name, phone number, and email address.

*Response required

4. 4. Credentials*

By submittal of this electronic form I certify that I have a current license for SUD outpatient treatment services issued by OHA in accordance with OAR 415-012-0000 through 415-012-0090, and maintain the license throughout the contract period.

☐ Please confirm

*Response required

5. 5. Confirmation of Requirement Below*

Providers must comply with standard requirements for a Certified Child Care Center (OAR 414 Division 305) or a targeted population program (OAR 414-150-0070), and OAR 309-018-0180;

☐ Please confirm

*Response required

6. 6. Confirmation of Requirement Below*

Providers must operate childcare programs onsite.

☐ Please confirm

*Response required

7. 7. Confirm Requirement Below*

Provider must ensure staff providing childcare services obtain Oregon Food Handler's Certificate, if food is provided to children during childcare services, including a foundational safety course prior to operating;

☐ Please confirm

*Response required

8. 8. Location Requirement*

Providers must currently provide SUD childcare services in Washington County.

☐ Yes

☐ No

*Response required

9. 9. Insurance Requirement*

Provider agrees to the insurance requirements below

Provider must maintain all required insurance coverage, including; General Liability (\$500K), Worker's Compensation, Automobile Liability w/ additional insured endorsement (\$1M/\$2M), Professional Liability (\$1M/\$3M), Cyber-Security Insurance, and Sexual Abuse & Molestation Liability (\$3M coverage required when providing services to vulnerable populations) prior to contract execution. Providers must adhere to all requirements, including insurance limits that change during the course of funding.

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☐ Yes

☐ No

*Response required

10. 10. Past Employment*

Have you or a member of your staff been employed by Washington County in the last six months?

☐ Yes

☐ No

*Response required

11. 11. Tax*

The responder hereby certifies that they have complied with the tax laws of Oregon and all political subdivision of the State of Oregon, including ORS 305.620 and ORS chapters 316, 317 and 318. Responder understands that Washington County may terminate any contract if contractor fails to comply with any tax laws during the term of the contract.

☐ Yes

☐ No

*Response required

12. 12. Oregon Secretary of State Business Registry*

Enter your registry number without dashes or spaces. If you are not currently registered enter N/A. If you are the successful bidder you will be required to register with the Secretary of State in order to contract with the County, per OAR 125-246-0330.

*Response required

13. 13. Solicitation Awareness*

How did you find out about this opportunity?

Select all that apply

☐ Oregon Buys

☐ Link was emailed directly to me

☐ Washington County Website

☐ DJC Oregon, Portland Tribune or other printed media

☐ Twitter, Facebook or other social media

☐ Planning Center, Plan room. etc

☐ Tradeshow/ Outreach Event

☐ Trade or Outreach printed publication

*Response required

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