

Sole Source Notification

Brighton Training Group

It is the intent of Washington State to promote open competition and transparency for all contracts for goods and services. In accordance with Department of Enterprise Service (DES) policy #DES-140-00, all intended sole source contracts must be made available for public inspection for a period of not less than ten (10) working days before the start date of the contract. This Sole Source Notification satisfies the requirement.

This Sole Source Notification is available at the [Office of Superintendent of Public Instruction \(OSPI\) website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#) under the following commodity codes: 208-51: Human Resources Software; 208-54: Internet and Web Site Software for Microcomputers; 208-84: Spread Sheet Software; 209-54: Internet and Web Site Software for Main Frame Computers; 209-56: Inventory Management; 209-64: Personnel Software; 209-69: Project Management; 209-85: Spread Sheet Software

The Office of Superintendent of Public Instruction (OSPI) intends to complete a sole source purchase of licenses from Brighton Training Group for the period of July 2025, through June 2026, possibly through 2028 with renewals. The amount of the proposed purchase is not to exceed \$104,750. The purchase includes Bright Track licensing fee for hosting, maintenance, and help desk support for 3,000 end users and access to 32 interactive training modules specific to operation of the United States Department of Agriculture's (USDA) Child Nutrition Programs (CNP) that meet federal CNP requirements. Bright Track allows automation and tracking of course completion records by CNP sponsors, requires training participants to demonstrate competency through online assessments, is delivered in an OSPI branded web interface, and compliant with Section 508 of the Americans with Disabilities Act. Bright Track will save OSPI time and money spent developing, delivering, and tracking CNP training.

Consultants contemplating the above requirements shall submit capability statements detailing their ability to meet the state's requirements **no later than 3:00 pm on June 26, 2025.**

Capability statements must address the following state requirements:

- ☐ Ability to provide automated, online, interactive, Section 508 compliant training for USDA Child Nutrition Programs;
- ☐ Ability to automate, assess competency, and track course completion by CNP sponsors; and
- ☐ Ability to update courses to meet federal CNP requirements.



In the absence of other qualified sources, and pending approval by the Department of Enterprise Services, it is OSPI's intent to make a sole source award of the contract mentioned above to Brighton Training Group.

Although this Sole Source Notification is not an invitation to bid, if you feel your firm is able to provide the goods or services listed above, you may submit a capability statement to:

Brenda Merritt

Office of Superintendent of Public Instruction

Email: contracts@k12.wa.us

In accordance with DES Sole Source policy process #PRO-DES-140-00A, the following documents are attached:

- ☐ *Attachment 1 – A copy of the Sole Source Contract Filing Justification*
- ☐ *Attachment 2 – A copy of the proposed draft sole source contract* in significantly final form*

Attachment 1 – Sole Source Contract Filing Justification

Specific Problem or Need

- ☐ *What is the business need or problem that requires this contract?*
Administration of United States Department of Agriculture (USDA) Child Nutrition Programs (CNP) require that state agencies provide annual training to CNP sponsors. Development, updating, delivery, and tracking of required trainings takes time and resources. Purchasing a license to a training platform that is fully automated, effective, compliant, regularly updated, and tracks course completion frees staff time and agency resources. With these savings, staff time and skills can be applied to developing and delivering training that stretches beyond basic program operations.

Sole Source Criteria

- ☐ *Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.*
- Bright Track is available for use immediately following the procurement process. The interface is intuitive, and the training is easy to follow, interactive, and engaging. Minimal training will be required, and our team will be able to share the training link with CNP sponsors immediately. The training link will be incorporated into our Canvas training portal so that CNP sponsors have a single training portal for navigation ease.
- ☐ Use of this training platform minimizes the resources and staff time associated with creating and updating training for the Child and Adult Care Food Program (CACFP). CNP sponsors must attend annual training on the operation of the CACFP program. Significant staff resources are used to create, host, and update this training every year. Purchasing this online training platform frees staff time and resources for other duties, including compliance monitoring and providing technical assistance to CNP sponsors. The unitized nature of Bright Tracks courses also allows CACFP staff to assign a specific training module to CNP sponsors during Administrative Reviews, freeing staff to provide more hands-on technical assistance.

- ☐ *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.*

OSPI Child Nutrition Services conducted internet searches and asked professional networks to assess the availability of comparable online training programs. Bright Track was the only identified business providing this service.

Bright Track was the only identified business providing this service. No statewide contracts offer the service being procured. To the best of our knowledge, Brighton Training Group is the only contractor providing this service.

We interviewed three state agencies in California, Hawaii, and Virginia who use Bright Track software. We asked about reliability, customization, sponsor feedback, ADA compliance, flexibility, cost savings, and impact on workload. All states interviewed reported positive experiences with the Brighton Training Group and the training courses.

According to market research, Brighton Training Group is the only online training provider that meets USDA requirements.

- ☐ *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 is the only provider that meets USDA requirements; therefore, unbundling would not work for this training available on the Contractor's platform.

- *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.*
- A search of the DES Active Contracts did not result in any contracts regarding USDA nutrition training, K-12 Nutrition Training, Nutritional Training.
- *Per the Supplier Diversity Policy, DES-090-06: was this purchase included in the agency's forecasted needs report?*
- Yes
- *Describe what targeted industry outreach was completed to locate small and/or veteran-owned businesses to meet the agency's need?*
- This is the only provider that meets USDA requirements. A search of the DES Statewide active contracts resulted in zero results; therefore, industry outreach to small and/or veteran owned businesses would not work for this on-line training.

- ☐ *Provide a detailed and compelling description that includes quantification of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).*
Bright Track is available for use immediately following the procurement process. Our team has received product demonstrations from the software company representative. The interface is intuitive, and the training is easy to follow, interactive, and engaging. Minimal training will be required, and our team will be able to share the training link with CNP sponsors immediately. The training link will be incorporated into our Canvas training portal so that CNP sponsors have a single training portal for navigation ease.

Use of this training platform minimizes the resources and staff time associated with creating and updating training for the Child and Adult Care Food Program (CACFP). CNP sponsors must attend annual training on the operation of the CACFP program. Significant staff resources are used to create, host, and update this training every year. Purchasing this online training platform frees staff time and resources for other duties, including compliance monitoring and providing technical assistance to CNP sponsors. The unitized nature of Bright Tracks courses also allows CACFP staff to assign a specific training module to CNP sponsors during Administrative Reviews, freeing staff to provide more hands-on technical assistance.

- ☐ *Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.*

No.

- ☐ *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 within which work must be accomplished.*

No.

- ☐ *Is 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.*

No.

- ☐ *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 this sole source filing is not approved, the CACFP team will need to create, update, and deliver training to CACFP sponsors using existing time, resources, and platforms.

Reasonableness of Cost

- *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 some other appropriate means calculated to make such a determination.*

We interviewed three state agencies in California, Hawaii, and Virginia who use Bright Track software. We asked about reliability, customization, sponsor feedback, ADA compliance, flexibility, cost savings, and impact on workload. All states interviewed reported positive experiences with the Brighton Training Group and the training courses.

The annual licensing fee for Bright Track is \$12,500. This fee includes hosting, maintenance, and help desk support for 3,000 end users. There is a one-time fee of \$3,000 to \$9,500 per course. CACFP staff time spent updating and delivering training is estimated at approximately \$150,000 per year. We estimate that the initial cost of the training platform will be recouped in a little over one years. In subsequent years, the cost savings to the agency will be significant.

Attachment 2 – Proposed Draft Sole Source Contract*

*OSPI is using a Purchase Order to secure this purchase rather than a standard contract for services

~see next page

FORM A17-A <small>(REV 6/03)</small>		 STATE OF WASHINGTON PURCHASE ORDER			DATE ORDERED 6/5/2025		PURCHASE ORDER NUMBER PO FD 4328		
FROM Superintendent of Public Instruction Child Nutrition Services Old Capitol Building PO Box 47200/600 Washington St. S. Olympia, WA 98504				AGENCY NO	LOC	MAIL STOP	SHIP TO Erica Lamson Child Nutrition Services. PO BOX 47200, Olympia, WA 98504-7200 Email: Erica.Lamson@k12.wa.us Phone: 360-515-6412		
				3500	001	47211			
TO Brighton Training Group 260 Reitz Blvd., Suite 10 Lewisburg, PA 17837 PH# 814-973-7070 Mike@brightontraininggroup.com Mike Matukatis PH# 800-953-1318				AGENCY NO	LOC	MAIL STOP	MAIL INVOICES TO Superintendent of Public Instruction OSPI Financial Services Child and Adult Care Food Programs, Child Nutrition Svcs. PO Box 47200 Olympia, WA 98504		
AUTHORITY OR CONTRACT NO PO # FD4328			SHIP FROM			PRICE F.O.B.		PAYMENT TERMS Net 30 days	DELIVERY DATE
ITEM NO	COMMODITY CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST			
		Quote # 6041 Version 3				\$104,750.00			
		CACFP Training Track for WASHINGTON STATE							
		See attached quote after this page							
Total:						\$104,750.00			

Instructions to vendor: show purchase order number on all invoices, packages & shipping documents,

Please send order confirmation to Erica.Lamson@k12.wa.us

REQUESTED BY Brenda Merritt				TELEPHONE NUMBER 360-725-6185				DATE 6/5/2025				AGENCY APPROVAL <i>Brenda Merritt</i>				DATE 6/5/2025		
DOC DATE 6/5/2025			PMT DUE DATE			CURRENT DOC NO + SFX			REF. DOC NO.			VENDOR NO + SFX			USE TAX		UBI NUMBER	
REF DOC SUF	TRANS CODE	M O D	ORG INDEX	PROGAM INDEX	FUND	APPN INDEX	PROJ	SUB PROJ	PROJ PHASE	SUB OBJECT SUB-SUB OBJECT	AMOUNT			INVOICE NUMBER				
			1413	12083	001	040				NA25								
ACCOUNTING APPROVAL FOR PAYMENT									DATE			WARRANT TOTAL \$0.00			WARRANT NUMBER			
VENDOR COPY																		

BRIGHT TRACK QUOTE

Online CACFP Training

Powered by Bright Track

[View Courses](#)



24/7 Access

Complete your online training 24/7. Training is self-directed.



Earn Certificates

Earn a certificate of training for completing your required annual CACFP training.



Any Location

Complete your training from any location. All you need is Internet access.



Brighton Training Group
260 Reitz Blvd Ste 10
Lewisburg, PA 17837
Phone: 814-973-7070
Web: brightontraininggroup.com
Email: mike@brightontraininggroup.com

Quote ID:	6041
Version #:	3
Date Quote Issued:	05-23-25
Date Quote Expires:	07-25-25
Client's Organization Name:	Office of Superintendent of Public Instruction (OSPI) Washington
Client Contact Name:	Erica Lamson
Client Contact Email:	erica.lamson@k12.wa.us
Client Contact Phone:	360-515-6412

BILL TO:

ANNUAL LICENSING PERIOD

The annual licensing period for Bright Track and for each of the online courses below is July 26, 2025 through July 25, 2026.

Name	Description	Qty / Unit Price	Subtotal
Bright Track	Bright Track licensing fee for hosting, maintenance and help desk support for 3,000 end users for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this service for 1 year. Annual licensing fee will return to \$ 12,500 for the 2026-2027 proposal.	1 x \$6,250.00	\$6,250.00
BTG-570	BTG-570 MULTICULTURAL MENUS: DIVERSIFYING MEALS IN CHILD NUTRITION PROGRAMS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,000/year for the 2026-2027 proposal.	1 x \$1,500.00	\$1,500.00
BTG-571	BTG-571 MILK SUBSTITUTIONS: SERVING CREDITABLE MILK ALTERNATIVES IN CHILD NUTRITION PROGRAMS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,000/year for the 2026-2027 proposal.	1 x \$1,500.00	\$1,500.00
BTG-557	BTG-557 CACFP BASICS: ORIENTATION FOR NEW STAFF for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,000/year for the 2026-2027 proposal.	1 x \$1,500.00	\$1,500.00

Name	Description	Qty / Unit Price	Subtotal
BTG-583	BTG-583 FEEDING INFANTS IN CHILD NUTRITION PROGRAMS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,000/year for the 2026-2027 proposal.	1 x \$1,500.00	\$1,500.00
BTG-585	BTG-585 SUCCESSFUL MONITORING for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,000/year for the 2026-2027 proposal.	1 x \$1,500.00	\$1,500.00
BTG-110	BTG-110 CACFP ANNUAL SPONSOR TRAINING FOR CENTERS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$8,500/year for the 2026-2027 proposal.	1 x \$4,250.00	\$4,250.00
BTG-120	BTG-120 CACFP NEW SPONSOR TRAINING for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$9,500/year for the 2026-2027 proposal.	1 x \$4,750.00	\$4,750.00
BTG-131	BTG-131 VCA AND INTERNAL CONTROLS: EVALUATING COMPLIANCE WITH THE PERFORMANCE STANDARDS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$6,500/year for the 2026-2027 proposal.	1 x \$3,250.00	\$3,250.00

Name	Description	Qty / Unit Price	Subtotal
BTG-140	BTG-140 INTRODUCTION TO THE CHILD AND ADULT CARE FOOD PROGRAM for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$1,000/year for the 2026-2027 proposal.	1 x \$500.00	\$500.00
BTG-604	BTG-604 MEAL COUNTING, CLAIMING AND DOCUMENTATION for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$4,500/year for the 2026-2027 proposal.	1 x \$2,250.00	\$2,250.00
BTG-609	BTG-609 SPONSOR MONITORING IN THE CACFP for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$4,500/year for the 2026-2027 proposal.	1 x \$2,250.00	\$2,250.00
BTG-612	BTG-612 GENERAL RECORDKEEPING AND RECORDKEEPING FOR AT-RISK AFTERSCHOOL MEAL PROGRAMS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$4,500/year for the 2026-2027 proposal.	1 x \$2,250.00	\$2,250.00
BTG-615	BTG-615 ADULT DAY CARE RECORDKEEPING for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$4,500/year for the 2026-2027 proposal.	1 x \$2,250.00	\$2,250.00

Name	Description	Qty / Unit Price	Subtotal
BTG-181	BTG-181 PROCUREMENT FOR CACFP OPERATORS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$4,500/year for the 2026-2027 proposal.	1 x \$2,250.00	\$2,250.00
BTG-150	BTG-150 CIVIL RIGHTS TRAINING FOR CHILD NUTRITION PROGRAMS for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,500/year for the 2026-2027 proposal.	1 x \$1,750.00	\$1,750.00
BTG-504	BTG-504 BUILD IT ONCE; SERVE IT TIME AND TIME AGAIN: USING CYCLE MENUS AND STANDARDIZED RECIPES for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,250/year for the 2026-2027 proposal.	1 x \$1,625.00	\$1,625.00
BTG-512	BTG-512 NAVIGATING SPECIAL DIETARY NEEDS WHILE MAINTAINING CACFP MEAL PATTERN COMPLIANCE! for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,250/year for the 2026-2027 proposal.	1 x \$1,625.00	\$1,625.00
BTG-515	BTG-515 ALL ABOARD THE WHOLE GRAIN EXPRESS! for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,250/year for the 2026-2027 proposal.	1 x \$1,625.00	\$1,625.00

Name	Description	Qty / Unit Price	Subtotal
BTG-522	BTG-522 MENU BUILDING BASICS: UTILIZING CN LABELS AND USDA RECIPES TO BUILD A CYCLE MENU for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,250/year for the 2026-2027 proposal.	1 x \$1,625.00	\$1,625.00
CORE-810	CORE-810 MONITORING & OVERSIGHT (USDA/BRIGHTON/MH MILES COLLABORATION) for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$7,000.00	\$7,000.00
CORE-820	CORE-820 SERIOUS DEFICIENCY (USDA/BRIGHTON/MH MILES COLLABORATION) for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$7,000.00	\$7,000.00
CORE-830	CORE-830 RECORDKEEPING AND CLAIMS FOR REIMBURSEMENT IN THE CACFP (USDA/BRIGHTON/MH MILES COLLABORATION) for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$7,000.00	\$7,000.00
CORE-840	CORE-840 MANAGEMENT PLANS (USDA/BRIGHTON/MH MILES COLLABORATION) for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$7,000.00	\$7,000.00
CORE-850	CORE-850 INTERNAL CONTROLS (USDA/BRIGHTON/MH MILES COLLABORATION) for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$7,000.00	\$7,000.00
CORE-860	CORE-860 CORRECTIVE ACTION IN THE CACFP (USDA/BRIGHTON/MH MILES COLLABORATION) for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$7,000.00	\$7,000.00
CORE-870	CORE-870 CACFP BUDGETS for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$7,000.00	\$7,000.00

Name	Description	Qty / Unit Price	Subtotal
OSPI-8001 CACFP Annual Updates Training	OSPI-8001 CACFP Annual Updates Training for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$1,750.00	\$1,750.00
OSPI-8002 CACFP Monthly Participant Eligibility Training	OSPI-8002 CACFP Monthly Participant Eligibility Training for the annual licensing period of July 26, 2025 to July 25, 2026.	1 x \$1,750.00	\$1,750.00
BTG-563	BTG-563 VENDOR MANAGEMENT PRACTICE for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,000/year for the 2026-2027 proposal.	1 x \$1,500.00	\$1,500.00
BTG-505	BTG-505 CREDITABLE VS NON-CREDITABLE - A CACFP MEAL PATTERN GUIDE for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,250/year for the 2026-2027 proposal.	1 x \$1,625.00	\$1,625.00
BTG-324	BTG-324 STANDARDIZING AND CREDITING RECIPES FOR CHILD NUTRITION PROGRAMS (LEVEL 2) for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,250/year for the 2026-2027 proposal.	1 x \$1,625.00	\$1,625.00
BTG-562	BTG-562 INFORMAL PROCUREMENT AND REIMBURSABLE MEALS: A GUIDE FOR SMALL PURCHASES for the annual licensing period of July 26, 2025 to July 25, 2026. 50% discount will be provided on this course for 1 year. Annual licensing fee will return to \$3,000/year for the 2026-2027 proposal.	1 x \$1,500.00	\$1,500.00

Total: \$104,750.00