

DESCRIPTION OF INTENDED SINGLE SOURCE PURCHASE (PUR 7776)

AGENCY: Early Learning Coalition of Broward County, Inc.

TITLE: Children's Forum INCENTIVES\$ Florida Program

Short description of the commodity or service desired: INCENTIVES\$

CONTACT

Name: Kasey Lafrance

Address: 1475 Cypress Creek Road Suite 301, Fort Lauderdale, FL 33309

Telephone: 954-377-2188

Email: contracts@elcbroward.org

Internal tracking number, if any:

Date posted: 5/12/2025 Last day for receipt of information: 6/2/2025

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with Sections 120.57(3) and 287.057(3), Florida Statutes, and will remain posted for a period of at least 7 business days.

Commodity or Contractual Service Required (commodity or United National Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate):
Children's Forum INCENTIVES\$ Florida Program

Quantity or Term (as appropriate):

Term: July 1, 2025 - June 30, 2026

Requestor (division, bureau, office, individual, as appropriate):

Early Learning Coalition of Broward County, Inc.

Performance and/or Design Requirements (e.g. intended use, function or application, compatibility, requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):

- Conduct outreach, eligibility verification, technical assistance and administration for funds provided by ELC to supplement the salaries of qualified childcare providers in Broward County.
- Develop, design and produce all content, materials, campaigns, websites and social media links needed to conduct outreach to individual educators and legally operating child care providers in Broward County to encourage and facilitate participation in the Broward
- Provide a user friendly, simplified electronic application platform as a single point of entry for potential participants and their employers.
- Review, evaluate and process applications timely to determine eligibility. Provide timely notice to applicants and/or their employers if the application is missing information or supporting documentation with clear written instructions to correct the problem. Notify participants and their employers in writing whether or not an application has been approved as soon as

practicable following a decision and provide contact information for questions or follow up in addition to clear instructions for next steps.

- Conduct quarterly financial analysis of wage supplement payments expected during the contract term to determine whether the Contractor believes program funds will under or over utilize allocated wage supplement funds during the Agreement term. Submit analysis in a report to the COALITION with the next monthly invoice submission.

Intended Single Source:

Children's Forum, Inc

Estimated Dollar Amount:

\$958,974

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate):

Children's Forum holds the sole license to administer the INCENTIVE\$ program in Florida for all participating counties and is exclusively licensed by the Child Care Services Association of Chapel Hill, North Carolina.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):

Early Learning Coalition of Broward County, Inc. Board of Directors May 12, 2025

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall: provide notice of its intended decision to enter a single-source purchase contract in the manner specified in Section 120.57(3), F.S.