

**NOTICE OF INTENDED DECISION
TO ENTER INTO A SINGLE SOURCE CONTRACT
(PUR 7778)**

This Notice of Intended Decision to Enter into a Single Source Contract is posted in accordance with Section 287.057(3), Florida Statutes.

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: klafrance@elcbroward.org

Internal tracking number, if any:

DMS Single Source number, if applicable:

Date posted: 5/8/2024 Time posted: 2:00 PM

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

Requestor (division, bureau, office, individual, as appropriate):
Early Learning Coalition of Broward County, Inc.

Performance and/or Design Requirements (intended use, function or application, compatibility, requirements; reference to policy, rule, statute or other act of the Legislature, 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

Price:

\$958,974

Justification for Single Source Purchase (what is necessary and unique about the commodity, contractual service, or source; steps taken to confirm unavailability of competition, as appropriate):

Children's Forum holds the sole license to administer the INCENTIVES 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 June 17, 2024

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.