

## Notice of Intended Decision To Enter Into A Single Source Contract

Notice is hereby given that the Early Learning Coalition of Broward County, Inc. (“ELC”) intends to award and enter into a single source contract with Children’s Forum. The ELC intends to award the contract to Children’s Forum, Inc on or about July 1, 2024. The ELC has in the past utilized the administration of the Early Childhood Educator INCENTIVES\$ FLORIDA Program Broward services of the Children’s Forum. The ELC intends to further utilize certain past services provide by Children’s Forum to the ELC, the main function continuing to be the provision of administration of the Early Childhood Educator INCENTIVES\$ FLORIDA Program Broward services to the ELC. 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.

This Notice of Intended Decision To Enter Into A Single Source Contract (“Notice”) is posted in accordance with **Section 287.057(3), Florida Statutes** and will remain posted for a period of at least **fifteen (15) business days** from the date of posting of the Notice.

Date and time of posting of Notice:

**May 8, 2024 @ 2:00 P.M.**

Date and time of expiration of Notice:

**May 28, 2024 @ 2:00 P.M.**

***\*\* NO WRITTEN RESPONSES FROM PROSPECTIVE VENDORS WILL BE ACCEPTED BY THE ELC AFTER THE DATE AND TIME FOR EXPIRATION OF THIS NOTICE AS STATED HEREIN\*\****

The ELC intends to enter into a single source contract with Children’s Forum for the following services based on the entity having specialized experience, training, organizational structure and qualifications in the aforementioned areas as well as due to the fact that the Children’s Forum has attained certain certifications, licensures, and/or federal designations from certain state and federal entities or authorities that will ensure the successful compliance and implementation of the ELC’s resource and referral obligations under its funding agreement with Florida’s Division of Early Learning (“DEL”):

- 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.

Prospective vendors who believe that they can meet or exceed the requirements stated in this Notice are requested to provide written information with technical detail and description of their services, staffing, technology, and method of delivery sufficient to support their ability or position to provide the contractual services listed in this Notice. If it is determined in writing by the ELC, after reviewing any information received from prospective vendors, that the contractual services are available only from a single source, the ELC shall provide notice of its decision to enter a single-source purchase contract in the manner specified in Section 120.57(3), Florida Statutes. Written responses to this Notice must be sent to the ELC via email at [rfp@elcbroward.org](mailto:rfp@elcbroward.org) .