

**DESCRIPTION OF INTENDED
SINGLE SOURCE PURCHASE
(PUR 7776)**

AGENCY: Early Learning Coalition of Polk County

TITLE: Webauthor software enhancements and new build

Short description of the commodity or service desired: Utilization of Webauthor software and supports is essential to the work of the Coalition. Expanding the available software and modules will allow the Coalition to work more efficiently and have a greater impact on families in Polk County.

CONTACT

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Internal tracking number, if any: ELCPOLK-FY2023-13

Date posted: 02/19/2024 Last day for receipt of information: 03/11/2024

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 (F.S.), and will remain posted for a period of at least 15 business days.

Commodity or Contractual Service Required (commodity or United National Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate):

Utilization of Webauthor software and supports is essential to the work of the Coalition. Expanding the available software and modules will allow the Coalition to work more efficiently and have a greater impact on families in Polk County.

Quantity or Term (as appropriate):

The expansion of existing software and addition of necessary modules will be completed by Webauthor technicians. This is a continuation of an existing program and will be complete by June 30, 2024.

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

Early Learning Coalition of Polk County

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):

Program Guidance 240.21 COVID – 19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers American Rescue Plan (ARP) Act Supply Building Initiatives ARPA Discretionary.

The goal is to increase available software and modules provided by Webauthor.

Intended Single Source:
Webauthor

Estimated Dollar Amount:
\$50,000.00

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):

Because the Early Learning Coalition of Polk County already uses Webauthor extensively, it is necessary to continue to use this service so as to be efficient and productive with just one service/product that has proven successful and is already used by Coalition staff, providers, and community members.

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

Marc Hutee, CEO

Cheryl Kelly, Deputy Director

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 Rule 60A-1.045, Florida Administrative Code, and section 120.57(3), F.S.