

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

AGENCY: Early Learning Coalition of Polk County

TITLE: Online Flex Portal

Short description of the commodity or service desired: Utilization of software and support is essential to the work of the Coalition. Contractor must provide access to current software and modules to allow the Coalition to work more efficiently and have a greater impact on families in Polk County.

CONTACT

Name: Bernie Wade

Address: 115 S. Missouri Avenue, Suite 501, Lakeland, FL 33815

Telephone: 863-577-2450

Email: contractmanager@elcpolk.org

Internal tracking number, if any: ELCPOLK-FY2026-01

Date posted: 6/3/26 Last day for receipt of information: 6/24/26

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):

On-going Software as a Service (SaaS) monthly hosting and support

Quantity or Term (as appropriate):

12 months, 7/1/26-6/30/27

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):

One Central Database. One Platform for multiple processes. Streamline processes that included ASQ, SR/VPK monitoring, grants, creating forms, surveys, campaigns and has a built in LMS. API compatible with other systems.

Intended Single Source:

Webauthor.com, LLC

Estimated Dollar Amount:

\$68,400.00/yr

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):

Bernie Wade, IT and Data Manager

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.