

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

AGENCY: Early Learning Coalition of the Emerald Coast

TITLE: Children's Forum INCENTIVES\$ Florida Program

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

CONTACT

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Internal tracking number, if any: Children's Forum Incentives FY26-27

Date posted: 08/24/2026 Last day for receipt of information: 09/14/2026

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):

Children's Forum INCENTIVES\$ Florida Program

Quantity or Term (as appropriate):

Sept 18, 2026 - June 30, 2027

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

Early Learning Coalition of the Emerald Coast (ELC-EC)

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):

1. Conduct, outreach, eligibility verification, technical assistance and administration for funds provided by ELC-EC to supplement the salaries of qualified childcare providers in Okaloosa and Walton Counties.
2. 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 Okaloosa and Walton Counties.
3. Provide a user friendly, simplified electronic application platform as a single point of entry for potential participants and their employers.
4. Review, evaluate, and process applications timely to determine eligibility. Provide timely notice to applicants and/or their employers if the application is missing information supporting

documentation with clear written instructions to correct the problem. Notify participants and their employers in writing 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.

Intended Single Source:

Children's Forum, Inc

Estimated Dollar Amount:

\$200,000.00

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):

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):

Dana Hodges, CEO

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.