

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

AGENCY: Early Learning Coalition of Brevard

TITLE: Database Consulting Services

Short description of the commodity or service desired: The objective of this Request for Proposals (“RFP”) ELC is to procure a contract for a software consultant to improve the digital infrastructure, optimize workflow and enhance reporting capabilities of ELC.

CONTACT

Name: Becky Hayslip

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Telephone: 321-637-1800

Email: invoices@elcbrevard.org

Internal tracking number, if any:

Date posted: 09/24/2024 Last day for receipt of information: 10/11/2024

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):
IT Services

Quantity or Term (as appropriate):
Until June 30, 2025

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

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):

he consultant will consult with staff on identification, design, development and deployment of Webauthor database software solutions to create process efficiencies, improved customer service and reporting. Specifically, the consultant will:

- Develop WebAuthor modules and functionality to meet agency needs.
- Test and deploy new modules or data solutions in Webauthor.
- Lead Webauthor project management.
- Develop Webauthor report dashboards.

- Enhance existing Webauthor modules.
- Provide training and technical assistance to staff.
- Troubleshoot and resolve any technical issues that may arise.

Intended Single Source:

Royalc Tek LLC

Estimated Dollar Amount:

49,000

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):

RFP was posted - this vendor was the only one who responded to the posting and who met the criteria2671.

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

ELC Brevard - Laura Gambino, 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.