

**NOTICE OF INTENDED DECISION
TO ENTER INTO A SINGLE SOURCE CONTRACT
(PUR 7778)**

This Notice of Intended Decision to Enter into a Single Source Contract is posted in accordance with Rule 60A-1.045, Florida Administrative Code, and section 287.057(3), Florida Statutes.

AGENCY: Early Learning Coalition of Brevard County

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

Address: 2671 W Eau Gallie Blvd, Melbourne, FL, Suite 102

Telephone: 321-637-1800

Email: invoices@elcbrevard.org

Internal tracking number, if any:

DMS Single Source number, if applicable:

Date posted: 10/12/2024 Time posted:

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

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

Performance and/or Design Requirements (intended use, function or application, compatibility, requirements; reference to policy, rule, statute or other act of the Legislature, as appropriate):
The 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

Price:
\$49,000

Justification for Single Source Purchase (what is necessary and unique about the commodity, contractual 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 criteria.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):
ELC Brevard - Laura Gambino, CEO

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Protests may be filed with the agency by:

Mail: 2671 W Eau Gallie Blvd, Melbourne, FL, Suite 102

Email: Invoices@elcbrevard.org

Fax: