

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

AGENCY: Early Learning Coalition of Orange County

TITLE: Child Care Provider Professional Development

Short description of the commodity or service desired: Professional CDA Materials and Professional Credentialing

CONTACT

Name: Amy Richter

Address: 7700 Southland Blvd, Suite 100, Orlando, FL 32809

Telephone: 352-362-8926

Email: arichter@elcoc.org

Internal tracking number, if any:

**Date posted:**

**Last day for receipt of information:**

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):  
Professional CDA Materials and Professional Credentialing

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

Requestor (division, bureau, office, individual, as appropriate):  
Early Learning Coalition of Orange 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):  
CDA professional application fees and CDA text books

Intended Single Source:  
Council for Professional Recognition

Estimated Dollar Amount:  
\$70,000.00

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):

To meet the growing need for qualified early child care and education staff, the Council administers the Child Development Associate® (CDA) National Credentialing Program. The CDA® Program is designed to assess and credential early childhood education professionals. The Council recognizes and credentials professionals who work in all types of early care and education programs, including Head Start, pre-k, infant-toddler, family child care and home visitor programs. The Council sets policies and procedures for assessment and credentialing, publishes the Competency Standards and other materials used for CDA credentialing, and administers the assessment. No other organization is able to provide this service to the ELCOC.

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

Dr. Scott Fritz, Chief Executive Officer

Jenny Longo, Chief Finance Officer

Darlene Jones, Chief of Provider Services

Amy Richter, Director of Contracts and Procurement

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.