

**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 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:

DMS Single Source number, if applicable:

**Date posted:**

**Time posted:**

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

Requestor (division, bureau, office, individual, as appropriate):  
Early Learning Coalition of Orange County

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):  
CDA professional application fees and CDA text books

Intended Single Source:  
Council for Professional Recognition

Price:  
\$70,000.00

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):

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

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

**Email: arichter@elcoc.org**

**Fax: 407-749-0282**