

**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:** Highlights High Five Magazine Subscriptions

Short description of the commodity or service desired: Highlights High Five magazine with custom cover wrap is a unique educational resource packed with read-aloud stories, crafts, recipes and puzzles for children ages 3-5.

**CONTACT**

Name: Amy Richter

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

Telephone: 321-468-3701

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):

Five-issue subscription of High Five Magazine with custom cover wrap. Highlights High.Five Magazine is thoughtfully crafted to support school readiness in children aged 3 to 5 by fostering essential early learning skills through engaging, developmentally appropriate content. It prepares young learners through features and activities that promote literacy development, cognitive/problem solving skills, fine motor skill development, interpersonal skills, and parent engagement.

**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):

To support high-quality instruction for children and increase kindergarten readiness rates.

Highlights High Five magazine with custom cover wrap is a unique educational resource

**Intended Single Source:**

Highlights for Children, Inc.

**Price:**

\$125,000.00

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):

The Highlights High Five magazine is a product developed by Highlights for Children who holds the exclusive rights to distribute and fulfill any orders of and related configurations. No other entity is authorized to manufacture, distribute, or resell this product.

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

Dr. Scott Fritz, Chief Executive Officer

Melanie Kestory, Chief of Strategic Planning

Jenny Longo, Chief Finance Officer

**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**