

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

AGENCY: Florida Department of Children and Families

TITLE: Florida State Foster/Adoptive Parent Association, Inc.

Short description of the commodity or service desired: Administrative Support for the Foster/Adoptive Parent Association, and FAST Helpline information and referral services.

CONTACT

Name: Brittany Gardener

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Internal tracking number, if any:

Date posted: 4/15/2019 Last day for receipt of information: 4/25/2019

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, and will remain posted for a period of at least 7 business days.

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

93141506 The Department of Children and Families (hereinafter the "Department" seeks a Single Source contract for Infrastructure services supporting critical foster and adoptive parent recruitment and retention efforts, statewide and local services for foster and adoptive parents, and direct operation of the Foster Parent Allegation Support Team (FAST) Helpline.

Quantity or Term (as appropriate):

July 1 2019 - June 30, 2022

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

Department of Children and Families - Office of Child Welfare

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):

The provider must be able to provide statewide administrative infrastructure support services for recruitment and retention activities of foster and adoptive parents and operate a FAST Helpline for foster, adoptive, or shelter parents who need information or referral services or are the subjects of an abuse investigation. As part of this infrastructure support, the provider must assign personnel to attend local and national meetings; schedule and track their travel; process travel reimbursements for attendees; develop, publish and mail a quarterly newsletter; provide recruitment and retention activities for new and current foster and adoptive families; arrange and

pay for guest speakers for annual statewide conference for Florida foster and adoptive parents and develop; print and mail out conference brochures.

Intended Single Source:

Florida State/Foster Adoptive Parent Association, Inc.

Estimated Dollar Amount:

\$489,234.00

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):

The Florida State Foster/Adoptive Parent Association, Inc., is the only statewide Foster/Adoptive parent association in Florida. The Association members possess the expertise to be successful in providing statewide and local services that help with critical recruitment and retention efforts, support services for foster and adoptive parents, and the FAST Helpline. Association members travel to attend local and national meetings; develop, publish, and mail a quarterly newsletter; provide recruitment and retention activities for new and current foster and adoptive families; arrange and pay for guest speakers for an annual statewide conference for Florida foster and adoptive parents; develop, print, and mail out conference brochures. With the exception of a part-time FAST Helpline staff member, association members perform these tasks without compensation from the Department and the Association is only provided payment for the actual cost of the services described.

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

Traci Leavine, Director of Child Welfare Policy and Practice
Courtney Smith, Adoptions Manager
Teanna Houston, Statewide Foster Home Licensing Specialist
Jeana Underwood, Budget Analyst
Patricia Franklin, Director of Community and Administrative Services
Cameo Bryant, Contracts and Grants Management Manager
Brittany Gardener, Procurement and Contract Manager

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 Section 120.57(3), F.S.