

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

AGENCY: Early Learning Coalition of the Big Bend Region, Inc. (ELC)

TITLE: Network Administration and Technical Support Services, IT RFP 2021.2022-0001
Short description of the commodity or service desired: Network Administration, data security, and technical support services which includes providing onsite, cloud, and remote network administration in a high-quality manner with excellent customer service at a reasonable cost to the organization. IT RFP 2021.2022-0001 sponsored by the Early Learning Coalition of the Big Bend Region, Inc. (ELC) and the State of Florida, Division of Early Learning.

CONTACT

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Internal tracking number, if any: IT-RFP 2021.2022-0001

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, 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):

81111513	Internet cloud storage service
81111702	Local area network communications design
81111706	Network planning services
81111707	Systems planning services
81111708	Telecommunications planning services
81111800	System and system component administration services
81111801	Computer or network or internet security
81111803	Local area network LAN maintenance or support
81111809	System installation service
81111811	Technical support or help desk services
81111812	Computer hardware maintenance support service
81112004	Disaster recovery services
81112200	Software maintenance and support
81112202	Software patches or upgrades
81112203	Firmware patching or upgrade service
81112204	Operating system software maintenance
81112207	Video conferencing software maintenance

81112208 Security and protection software maintenance
81112210 System management software maintenance
81112211 Enterprise resource planning software maintenance
81112213 Accounting software maintenance
81112214 Content authoring and editing software maintenance
81112215 Content management software maintenance
81112218 Network application software maintenance
81112220 Server software maintenance
81112222 Facility operation and maintenance management software maintenance
81112300 Computer hardware maintenance and support
81112301 Disk storage system maintenance
81112306 Printer, scanner and multifunctional equipment maintenance
81112307 PC or workstation or notebook maintenance
81160000 Information Technology Service Delivery
81161707 Telephone Administration Service Service

Quantity or Term (as appropriate):

The original contract term (“Term”) will be for period of two years. After completion of the first term, ELC may renew the agreement annually up to three successive one-year terms contingent upon satisfactory performance and availability of funds.

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

Early Learning Coalition of the Big Bend Region, Inc. (ELC)

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):

ELC will contract with the proposer who will provide Network Administration, data security, and technical support services which includes providing onsite, cloud, and remote network administration in a high-quality manner with excellent customer service at a reasonable cost to the organization. The required tasks are included in the RFP Appendix B: Scope of Work, Section II--see online RFP at https://elcbigbend.org/wp-content/uploads/2022/04/ELC-Big-Bend-IT-and-Technical-Support-Services-RFP-2021.2022-0001_FINAL_.pdf.

Intended Single Source:

Inspired Technologies, Inc. (FEIN 01-0746858)

Estimated Dollar Amount:

\$600,000

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):

Inspired Technologies provides both on-site and remote information technology services including network administration of all computer and telephone systems; dedicated weekly on-site technical support for all computer/network issues at the main office and any ELC extension,

as needed; a call-center telephone support team to answer staff questions and provide support on all computers and for all software systems used; remote support by accessing any computer/device and troubleshooting interactively with any staff, as needed, for their specific questions and needs; and ongoing maintenance of all systems including upgrades, license renewals, and planning activities.

Inspired Technology has extensive experience working with non-profits, early learning coalitions, and government agencies including Early Learning Coalition of Northwest Florida, Early Learning Coalition of the Big Bend Region, Inc., CareerSource Capital Region, CareerSource North Florida, Wakulla County BOCC, City of Palatka, and 211 Big Bend, and understands their unique needs and challenges they face in maintaining cost effective information technology systems and services for their staffs and constituents/stakeholders.

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

ELC's Board Executive Committee action will be pending final approval of the Intended Single Source Purchase by the Florida Department of Education, Division of Early Learning.

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.