

## Notice of Intended Decision to Enter Into a Single Source Contract

**AGENCY:** Florida Housing Finance Corporation

**TITLE:** Foreclosure Counseling Program (FCP) Web Portal

**CONTACT:** Contract Administrator  
227 N. Bronough Street, Suite 5000  
Tallahassee, FL 32301  
(850) 488-4197  
Contract.Admin@floridahousing.org

**Date Posted:** January 22, 2019

**Time Posted:** 5:05 p.m.

**Commodity or Service Required:** Foreclosure Counseling Program (FCP) Web Portal

**Requestor:** Nancy Muller, Policy Director; David Hearn, Chief Information Officer

**Performance and/or Design Requirements:** Hosting and maintenance of a web portal system developed by the intended source listed below as a system for collection of data and processing of payments for the Foreclosure Counseling Program. Users will need the ability to upload a number of data points related to foreclosure counseling clients including general information, mortgage information, income, and debt information. This data is used to document successes and process billing for the program.

**Intended Source:** Homeowner Toolbox, Inc. d/b/a CounselorDirect

**Price:** \$21,600

**Justification for Single Source Acquisition:** The web portal system was developed by CounselorDirect under specific direction of Florida Housing staff in 2013 to ensure that there would be a system in place to collect data and process payments for the Foreclosure Counseling Program. The ensuing product was a from-scratch, proprietary system that is specific to this program. CounselorDirect is the only entity able to provide the product in the format and timeframe required.

**Approved By:** Florida Housing Finance Corporation's Executive Director, Harold L. Price, III.

**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.**