



## Request for Quote

### Child Care Shared Resources Services

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking for **Child Care Shared Resources Services**. In order to select a vendor to deliver the above-referenced services, The Coalition requests a quote for services based on the specifications listed below. The quote for services will include the following information: company name and address with year incorporated, if applicable; total amount for services; and the quote should be signed and dated by an authorized representative of the vendor. Upon receipt of all quotes, the Coalition will review and make a decision based on the best value offered. Most importantly, the selected vendor will be required to enter into an agreement with the Coalition so to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws.

#### Description of Services:

Seeking a web-based platform to offer an array of resources and tools for Directors, Teachers, Owners, etc.

Tools such as:

- A. Program Administration- Budget and business plans, family handbooks, child enrollment forms, family engagement tools and emergency preparedness checklists and plans*
- B. HR- Sample job descriptions, behavior based interview guides, customizable employee handbooks, performance appraisals, new hire orientation toolkit, and an employee termination process created to aid in effective management of human resource functions*
- C. Regulations- Quick links to federal and state regulations such as licensing, program start up, and criminal background requirements*
- D. Marketing- Professional toolkit including demographic counts, mailing lists, marketing collateral templates and how-to-guides*
- E. Community- Social networking tools to connect programs to other early childhood professionals*
- F. Savings- Exclusive discount programs created to save money on items including, but not limited to classroom and office supplies, credit card processing, food, and job postings*
- G. Training- Interactive online learning including topics such as ERS, CLASS, executive functioning, Microsoft Office, OSHA basics, and more*
- H. Library- A collection of news, trends, research in child development, program administration, and family communication*
- I. Classroom- Literacy tools, videos, links to early learning standards, itemized listings of ERS materials, executive functioning resources, family connection tools, and physical activities resources*

Please submit your quote no later than **Friday, June 24 2016** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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