



## Request for Quote Federal Review for EHS

The purpose of this Request for Proposal ("RFQ") by the Early Learning Coalition is to procure one proposer to provide a simulated, comprehensive Federal Review for the Early Head Start program. In order to select a vendor, 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 of incorporation, 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.

The Coalition would like to thank you in advance for your time and attention to this matter. Should you have any questions and/or comments, please submit them no later than **Friday, April 22, 2016** via email.

### Description of Services:

The agency must conduct a simulated, comprehensive federal review for the Early Head Start program using the most recent Office of Head Start protocol and abiding by Head Start (HS) Performance Standards, HS Act, and other regulations.

Areas to focus include monitoring systems of partners; procurement process; cost allocation plan; process for determining provider rate; fiscal system(s); reporting system(s); school readiness plan; self-assessment process; eligibility, recruitment, selection, enrollment, and attendance systems; family services documentation and delivery; health requirements; health and safety environment; developmentally appropriate practices, interactions, and learning environment; nutrition regulations; and program governance.

Additionally, the agency must submit a comprehensive reports of results; provide technical assistance based on results of simulated, comprehensive federal review; and provide an Early Head Start training that enables the governing board and the policy council program to carry out their program governance responsibilities effectively.

Please submit your quote no later than **Tuesday, April 26, 2016** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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