



Request for Quote

Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to **Update Eligibility Policies and Procedures of the Early Learning Coalition of Miami-Dade and Monroe (ELCMDM)**. 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:

- Revision and creation of written policies and procedures that meet regulatory requirements regarding eligibility
- Proposal of required changes to existing eligibility policies and procedures that meet regulatory requirements regarding eligibility
- Review of existing written eligibility and IT security policies and procedures for School Readiness, VPK, TAPP and Refugee programs
- Review current proposed legislation and regulatory documents that affect eligibility and management including ELCMDM plan
- Meeting with Program directors and managers in the beginning stages of review and revision process as well as at the end of the process.
- Review of existing and revised policies and procedures with program directors, managers and implementation personnel.

Please submit your quote no later than **Thursday, July 14, 2016** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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