



Request for Quote CEU's

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking for **CEU's (Continuing Education Units)**. 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.

Description of Services:

The Contractor, is responsible for supporting the Coalition's Professional Development Institute. The Contractor will support the continuing education and training (CE/T) of Miami- Dade and Monroe practitioners who complete course requirements to earn continuing education units (CEUs) per standards set by The International Association For Continuing Education And Training's (IACET).

Contractor must be an IACET Approved Provider (AP) in good standing.

The Contractor services and materials are not to exceed contracted award, between contract execution and June 30, 2017. The specific days that services will be provided will be mutually agreed upon by the Contractor and the Coalition.

The Continuing Education Unit or CEU was created and defined in 1970 after IACET and the U.S. Department of Education task force studied the measurement of non-credit continuing education activities.

The continuing education unit (CEU) was designed to:

- Provide a standard unit of measurement for continuing education and training,
- Quantify continuing education and training (CE/T) activities, and
- Accommodate for the diversity of providers, activities, and purposes in adult education.

Essential Duties and Responsibilities:

1. Review instructional materials for compliance with IACET standards
2. Provide training event proposals for each event to include CEU calculation and estimated cost per participant
3. Respond to questions from provider community regarding ELCMDM sponsored CEUs
4. Provide ELCMDM with all participant registration forms needed for processing CEUs
5. Maintain electronic records of all continuing education awards
6. Maintain electronic copies of all CEU award certificates.
7. Mail CEU certificates to eligible recipients within 10 business days of the end of a training event.
8. Provide by the 5th of each month an excel spreadsheet listing the name, contact number, last 5 digits of social security number, and work location for all CEU recipients.

Estimated number of training events: 150

Estimated number of participant awards: 1749

Please submit your quote no later than **Monday, September 19th, 2016.**

The Coalition would like to thank you in advance for your time and attention to this matter.

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