



## Request for Quote

### Foreign Credit Translation and Evaluation Services

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking **Foreign Credit Translation and Evaluation Services for EHS Partners**. 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:

- An agency that can translate and evaluate foreign credits for authenticity and validity.
- Provide foreign credential evaluations for purpose of employment and professional licensure.
- Provide translation of diploma, degrees, licensure, etc. All fields and in all major languages.
- Provide work experience evaluations to determine if professional experience is equivalent to a degree.
- Provide education verifications to verify the authenticity of the academic credentials.

It is the Proposer's responsibility to understand the Coalition's requirements and to submit its proposal in a timely, complete, and procedurally correct manner.

The Coalition shall conduct a comprehensive review of the responses to the solicitation by convening a proposal evaluation committee.

Selected vendor will be awarded through written notice to qualified and responsive Proposer(s) who(se) proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality, and other criteria. See Evaluation Criteria attached.

Please submit your quote no later than **Wednesday, October 05, 2016** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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