



Request for Quote #901

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase **Early Care Education Guide and VPK Post Cards**. 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.

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 **Wednesday, January 21st, 2009** via the contact information listed below.

Section 1 – Description of Services to be provided:

An early care and education guide/periodical where the Miami-Dade Early Learning Coalition would:

- Have their logo in a prominent location on the front cover as title sponsor.
- Recognition as main provider of the publication to the community
- Have 56 pages of content (21 pages are used for the directory sections).
- Have all media publicity directed to them (press release, etc.).
- A predetermined amount of copies for their own distribution use

The services provided by the vendor would include but not be limited to:

- Overall management of project from start to finish
- Design/Layout
- Verify all important phone numbers/information
- Production
- Printing

Section 2 – Description of Services to be provided:

- VPK Postcards for ELC of Miami-Dade
- Overall management of project from start to finish
- Design/Layout
- Production
- Proofs
- Provide mailing list of all homes with children born in Miami-Dade in 2004 (summer program), 2005 and 2006
- Printing
- Addressing
- Mailing
- Postage included

PRODUCT SPECIFICATIONS

Quantity: Approximately 22,500
Flat Size: 8 ½ x 5 ½
Stock: 100# Gloss Cover
Inks: 4/4

Please submit your quote no later than **Monday, January 26th, 2009** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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