



**Request for Quote # 826**  
**School Readiness Community Outreach**

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking **School Readiness Community Outreach Services**. 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 28, 2009**, via the contact information listed below.

Description of Services:

- Develop a list of print and online media in Miami-Dade and Monroe counties including non-profit, metro/local, human interest, and family reporters and editors;
- Introduce the Coalition and its Board Members to reporters and editors and schedule telephone and in-person "getting to know you" meetings;
- Write and distribute press releases on newsworthy activities and seek publication. Examples include the results of specific joint venture partnerships between the Coalition and others partners, accomplishment and successes, etc;
- Develop high level story ideas as described above and seek their publication;
- Nominate the Coalition for awards and recognitions in the community and inclusion in all appropriate non-profit listings;
- Provide media reports after a press release is distributed, obtain copies of all clips that run on the Coalition and assemble into a clippings book; and
- Handle other related requests as needed by the Coalition.

Please submit your quote no later than **Wednesday, February 4, 2009** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

Lissandra Curbelo  
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