



**Request for Quote # 817
Translation Services**

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase **Translation 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 **Thursday, September 11, 2008** via the contact information listed below.

Description of Services:

The Coalition requires a company or individual to provide translation services (Spanish and Creole) to assist in the day to day translation needs of the Early Learning Coalition of Miami-Dade/Monroe. The services will be utilized to translate provider news alerts and other correspondence as the Coalition deems fit.

Please submit your quote no later than **Monday, September 17, 2008** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

Lissandra Curbelo
Contracts Administrator
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134
Email: lcurbelo@elcmdm.org
Phone: 305-646-7220 ext. 255