



Request for Quote #102

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase an **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 **Friday, March 5th, 2010** 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 its 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.).
- Have a predetermined amount of copies for its 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
- Selling and managing of all additional ad space needed above the sponsorship contribution
- Production
- Printing

Section 2 – Description of Services to be provided:

The development of the Coalition VPK Postcards will include the following:

- 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 2005 (summer program), 2006 and 2007
- 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 to the contact information listed below, no later than **Friday, March 12th, 2010** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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