



**Request for Quote
Strategic Planning Services
DATE RELEASED - JULY 14, 2010**

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to procure **Strategic Planning 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's Board of Directors 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 your inquiries no later than **Wednesday, July 21, 2010** via the contact information listed below.

Description of Services:

The Coalition is seeking a vendor to facilitate the strategic planning process for the Board of Directors for fiscal year 2010-2011. The process will involve the following:

1. A review of current and/or past strategic planning efforts;
2. The overall role of strategic planning in the Coalition;
3. The vendor must become familiar with the Coalition's mission, vision, purpose and the overall population served;
4. The vendor must become familiar with the Coalition's funding sources and its respective mandates; and
5. The vendor will meet with the Board of Directors and key Coalition personnel starting on August 2010.

Within the response, the vendor must include a description of the above-referenced items, as well as note past experience working with similar organizations, state the methods/philosophy that will be used to facilitate the strategic planning process and how the planning results will be captured/reported, and the overall fees for this project.

Please submit your quote via email or mail to the contact person listed below no later than **Monday, July 26, 2010 COB**:

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