



## Request for Quotes

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase **School Readiness and VPK Financial and Programmatic Monitoring Services performed at sub-recipients for the second to fourth quarters of fiscal 2007-08**. Services will include compliance testing on Eligibility & Resource and Referral requirements, Payments for Non-direct and Administrative costs.

The monitoring shall be conducted in accordance with Section 215.97 Florida Statutes, Rules of State Auditor General Chapter 10.650, Chapter 69I-5 Rule of the Financial Services, as well as the current School Readiness contract for FY 2007-2008.

In order to select a vendor to deliver the above-referenced services, the Coalition requests a quote for services based on the following:

Statement of Work: At a minimum, the vendor will perform monitoring services to include the following:

### a) Payments

Provider rate paid is correct given provider type, rate type, and care level of child.  
Parent fee/co-pay is correct.  
Attendance roster matches days paid.  
Child's sign-in/out sheets matches attendance roster.  
Confirm that Gold Seal providers have valid accreditation certificate on file.  
Confirm BG8 match amount was paid to providers.

### b) Non-Direct Administrative Costs

Verify gross amount paid for selected employees.  
Verify invoices paid are for valid, allowed, and reasonable expenses in connection with performance of contract.  
Verify that the expenditure is properly classified to the correct index code and sub-object code.  
Ensure that the transaction is capitalized, when applicable.

### c) Eligibility and Resource and Referral

Verify compliance to Resource and Referral standard levels of service as applicable

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 **March 31, 2008**, via the contact information listed below. All responses will be posted in our web site [www.elcmdm.org](http://www.elcmdm.org) on **April 2, 2008**.

Please submit your quote no later than Monday, **April 7, 2008** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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