



**Request for Quote # 104
Temporary Employment Services
Posted on Tuesday, April 20, 2010**

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase **Temporary Employment 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 **Friday, April 30, 2010** via the contact information listed below.

Description of Services:

The primary duties for the Consultant are listed as follow:

- The rate schedule will be determined by a 48% mark-up of the temporary employee's pay rate.
- The vendor must assume full responsibility for paying the temporary employees, withholding and transmitting payroll taxes, making unemployment contributions, and responding to claims for unemployment and worker's compensation. The temporary employees assigned to the Coalition shall not be treated as employees of the Coalition for purposes of holidays, vacations, disability, insurance, pensions, or other employee benefits.
- Temporary employees should possess the following skills: basic computer skills, such as Microsoft Office; telephone etiquette skills; and other job specific qualifications listed on a job requisition form and/or job description, provided by the Coalition.
- The vendor must be able to supply a variety of available temporary workers including those in the following fields; Graphic Design, Accounting, Budgeting, Human Resources, IT, and Customer Services Skills.
- The vendor must respond within forty-eight (48) hours to Coalition requests during normal business hours and provide the Coalition with potential candidates for the respective job assignments.

Parking, for the temporary employee, at the 2555 Ponce de Leon Boulevard facility costs will be split (50/50%) with the vendor and the Coalition. Original receipts for parking reimbursement need to be submitted with monthly invoices. The standard parking rates are as follows: the 1st hour is three dollars and each additional hour is 1

dollar, with a maximum of twelve dollars per day.

- The vendor must have timely communication and must contact the Coalition within one hour with a status report of a request.
- Temporary employees must undergo through a Level 2 background check, as per Florida Statutes Chapter 435, at the expense of the Contractor. For all future placements at the Coalition the following items must be completed to comply with Chapter 435, Florida Statutes, and the results shall be forwarded within 10 days to the Human Resource Department via a confidential fax number. The following screenings must be completed:
 - County criminal history for all addresses within the last seven years
 - State criminal history for all addresses within the last seven years
 - Health & Human Services/Office of the Inspector General Exclusions (HHS/OIG)
 - Government Terrorist Suspect List
 - Criminal Database Scan (COPS)
 - Federal Court Criminal History for all states lived in within the last seven years
 - Sex Offender Search for all states lived in within the last seven years
 - Civil Records search for all states lived in within the last seven years and Warrants
 - Fingerprint check by the Florida Department of Law Enforcement
 - Employment Eligibility Drug Screen for Drug-Free Workplace Program

Please submit your quote via email or mail to the contact person listed below no later than **Monday, May 10, 2010 COB** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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