



Public Notice for ITN #ELCMDM2021-02

For Outreach Services to Promote The Early Learning Coalition Programs

Early Learning Coalition of Miami-Dade/Monroe, Inc. hereby announces its decision to post an Invitation To Negotiate (ITN) for Outreach Services To Promote The Early Learning Coalition Programs.

The application will be available on Webauthor at <https://elcmiami.webauthor.com/go/procurement/> starting **March 12, 2021 at 5:00 PM (EST)**. Please read the scope of work before proceeding with your application to ensure that your entity can meet all objectives. Applications are due by or before **March 22, 2021 at 5:00 PM (EST)**. Also accompanying this Public Notice is Appendix A Time Table, which includes additional important dates for this ITN.

Vendors must be registered to submit an application. Throughout the process, please be sure to save your work. Please be advised that the application does not have to be completed at one time, the save button will save your work, and you may continue at a later time prior to the submission deadline. Once completed, please be sure to press submit for your application to be considered received. You will be unable to make any additional changes to the application once submitted.

A confirmation email will be sent to you after the application has been submitted.

All parties to this solicitation shall be bound by a "Cone of Silence" surrounding solicitations and prohibitions against ex-parte communication. During the Cone of Silence, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays and state holidays, any of the following: (a) Coalition board members; (b) any Early Learning Coalition staff; (c) any proposal evaluation committee members; and/or (d) any member of the executive or legislative branch regarding any aspect of this solicitation.

Respondents directly contacting board members, staff, or proposal evaluation committee members risk disqualification of their response from consideration. **Written communications are allowable at any time, but only if addressed to the designated contact persons.**

All questions regarding this ITN must be forwarded in writing by email to ITN2021outreachservices@elcmdm.org on or before **March 17, 2021 at 5:00 p.m. (EST)** to ensure that sufficient analysis can be made before answers are supplied. Written responses to questions will be posted on the Early Learning Coalition's website at www.elcmdm.org by **March 18, 2021 at 5:00 p.m. (EST)**. Communications regarding technical difficulties experienced during the application process, including but not necessarily limited to requests for confirmation of receipt of the vendor's application, may be submitted at any time to Fhicks@elcmdm.org, with a copy to ITN2021outreachservices@elcmdm.org.