



Request for Quote #2019-86
Professional Development Institute Training Consultant
Released: Tuesday, May 28, 2019

1. General Information

The Early Learning Coalition of Miami-Dade/Monroe (“the Coalition”), a Florida not-for-profit corporation, is soliciting quotes for **Professional Development Institute Training Consultant**.

In order to select a vendor, The Coalition request a quote for services based on the specifications listed below. All quotes will be evaluated based on experiences and qualifications. Quotes pricing will also be taken into consideration in the process of determining which proposal is the most advantageous based on the evaluation of the proposal by the RFQ evaluation committee.

Most importantly, the selected vendor will be required to enter into an agreement with the Coalition to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws.

2. Inquiries

All questions regarding this RFQ must be forwarded in writing by email to the RFQ email listed below on or before **Friday, May 31, 2019** by close of business day (5:00PM EST.).

3. Scope of Work

The proposer shall, in a proper and satisfactory manner, provide all the goods and services set forth in **(ATTACHMENT A)**.

4. Proposal Submission Instructions

It is the Proposer’s responsibility to understand the Coalition’s requirements and to submit its proposal in a timely, complete, and procedurally correct manner.

Please see attached Terms and Conditions (**ATTACHMENT B**) for review, if the undersigned shall be awarded this contract, the undersigned must execute the terms and conditions attached to this RFQ.

The Coalition shall conduct a comprehensive review of the responses to the solicitation by convening a proposal evaluation committee based on the evaluation criteria (**EXHIBIT 1**).

Selected vendor(s) will be awarded through written notice to qualified and responsive Proposer(s) who (se) proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality, and other criteria.

The initial term of the contract shall be for a period of twelve (12) months (unless otherwise specified, and may be renewed for a period not to exceed the greater of three (3) years or the term of the original contract, subject to Proposer's successful performance under the Contract and the availability of funding.

After the vendor(s) is selected and awarded, we will request two (2) fully executed copies of the Purchase Order Terms and Conditions by mail or email to Early Learning Coalition.

Please submit your quote by email no later than **Thursday, June 6, 2019** by close of business day (5:00PM EST.).

2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134
Email: RFQ@elcmdm.org
Phone: 305-646-7220

EXHIBIT 1
RFQ # 2019-86
Professional Development Institute Training Consultant
RFQ EVALUATION CRITERIA

This form has been designed to guide the RFQ vendor selection committee on how to choose the most qualified vendor to fulfill the request. Please rate the vendor on a scale of 1-5; 1 being the least qualified and 5 being the best qualified.

	Insert Vendor 1	Insert Vendor 2	Insert Vendor 3
Was the proposal submitted by deadline?			
Was the proposal submitted in a presentable/professional manner (letterhead, contact info, etc)?			
Was the proposal submitted clear and concise?			
Was the proposal responsive to the scope of work?			
Does the vendor have relative experience in the market?			
Is the estimate/cost the best value for the Coalition?			
Does the vendor have the capacity to fulfill the request?			
	TOTAL:		

There is an allowable 35 pts max. per vendor, the vendor with the highest point value will be selected based on scoring

Selected Vendor: _____

Comments: _____

Evaluator Name: _____

Signature: _____

Date: _____