



Public Notice for RFP #ELCMDM2025-03

For Office Automation Services

Early Learning Coalition of Miami-Dade/Monroe, Inc. hereby announces its decision to post a Request for Proposal (RFP) for Office Automation Services.

The application will be available on Webauthor at <https://elcmiami.webauthor.com/go/procurement/> starting **January 7, 2025 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 **February 6, 2025 at 12:00 PM (EST)**. Also accompanying this Public Notice is Appendix A Time Table, which includes additional important dates for this RFP.

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 RFP must be forwarded in writing by email to RFP25OfficeAutomation@elcmdm.org on or before **January 17, 2025 at 12:00 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 **January 21, 2025 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 AMitwalli@elcmdm.org, with a copy to RFP25OfficeAutomation@elcmdm.org.