



Early Learning Coalition of Lake County
 Innovative Services for Lake County's Children

Employment Law Services
REQUEST FOR QUOTE

EMPLOYMENT LAW SERVICES CONTRACT

A termination clause with or without cause should be included as part of agreement. The attached general assurances and certifications agreements will also be required at time of signing. Any questions concerning scope of work requirements or contractual terms and conditions should be directed to:

Name	Lesha Buchbinder
Phone	(352) 435-0566
FAX	(352) 435-0235
Email	lbuchbinder@ELCLC.org

Please submit your quote by 5 pm, Monday, September 27, 2021, (may be electronic), including all attachments, to:

Ms. Lesha Buchbinder, CEO
 Early Learning Coalition of Lake County
 1300 Citizens Blvd., Suite 206
 Leesburg, FL 34748
lbuchbinder@elclc.org

HOURS OF OPERATION

Monday – Thursday: 7:00 a.m. to 6:00 p.m.
 Friday: 8:00 a.m. to 12:00 p.m. Staff hours only-closed to public.
 Saturday – Sunday: Closed

SCHEDULE OF EVENTS

Event	Date
1. RFQ Release	September 13, 2021
2. Quote Due Date (by 5 pm)	September 27, 2021
4. Presentation to Coalition's Board of Directors	October 6, 2021
5. Projected commencement date of work	October 7, 2021

SCOPE OF WORK

SERVICES INCLUDING BUY NOT LIMITED TO:

- Training on sexual harassment and discrimination in the workplace,
- Annual audits and reports detailing compliance to state and federal laws,
- Review and reports covering the coalition's employment practices and policies
- Periodic updates on trends in employment law, and
- Advice available to management through an employer hotline.

DETAIL PRICING - If not all encompassing