



ADDENDUM # 02

Invitation to Negotiate (ITN) for Payroll Processing Services PR 25-5077

ADDENDUM # 02 to the Payroll Processing Services for The Early Learning Coalition of Broward County, Inc. provides Public Clarification on Public Records Laws as they pertain to the Early Learning Coalition of Broward County's Procurement process:

This notice serves to notify all Vendors that will potentially submit a proposal for the Payroll Processing Services Invitation to Negotiate PR25-5077 posted on January 13, 2025, to provide Public Clarification on Public Records Laws as they pertain to the Early Learning Coalition of Broward County's Procurement process.

The Early Learning Coalition of Broward County, Inc is a 501c3 not-for-profit, formed by statute that is subject to Florida's Public Records Laws (§119.0701, Florida Statutes). Our records, which include procurement documents, are open to the public, except as limited under Florida statutes. There are some exceptions for trade secrets or other proprietary confidential business information, but they must fall within the exceptions as authorized by statute.

Section II. J titled "*Public Records, Trade Secret and Confidential Materials*" on page 13 of our Payroll Processing Services ITN provides in depth context regarding this, and we encourage all Vendors to read the section in its entirety in the ITN document on our website for more information on how this is handled. If you require any assistance, please contact Kasey Lafrance, Contracts Administration Manager in writing via email at RFP@elcbroward.org