



Champions For Our Children

May 14, 2010

Dear Prospective Applicant:

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First 5 LA is re-issuing this Request for Qualifications (RFQ) to qualified groups or individuals interested in working with staff and Commissioners due to the expanded scope of the project to develop and implement a comprehensive Organizational Assessment model. Consultant(s) must have extensive expertise and experience in organizational development, assessment, planning and project design as well as the capacity to implement the expanded scope of the project. The successful applicant(s) should have familiarity with systems and programs serving children 0-5 and their families.

In response to this Request for Qualifications, applicants are invited to submit a cover letter, curriculum vitae or resume, narrative, budget and references to First 5 LA no later than 5:00 pm on June 4, 2010. Following review of all materials provided, qualified applicants will be invited for an in-person or telephone phone interview between July 6 and July 9, 2010.

Please submit the response to this RFQ consisting of all required documents (cover letter, narrative, curriculum vitae or resume, budget, etc.) online at [www.first5la.org/FundingCenter](http://www.first5la.org/FundingCenter). In addition to electronic versions of the Signature Authorization and Agency Litigation Forms, please mail signed originals of each to:

*Evelyn V. Martinez, Executive Director*  
First 5 LA  
750 N Alameda Street, Suite 300  
Los Angeles, CA 90012

Attention: Organizational Assessment Consultant RFQ

EXECUTIVE DIRECTOR

Evelyn V. Martinez

**ALL SUBMISSIONS MUST BE RECEIVED BY 5:00 PM, JUNE 4, 2010.**  
**NO FAXED OR E-MAIL SUBMISSIONS WILL BE ACCEPTED.**

750 N. Alameda Street  
Suite 300  
Los Angeles, CA 90012  
phone: 213.482.5902  
fax: 213.482.5903  
[www.first5la.org](http://www.first5la.org)

For additional information or questions, please contact Heather Tunis, Program Officer via email at [htunis@first5la.org](mailto:htunis@first5la.org)

Sincerely

  
Evelyn V. Martinez  
Executive Director

A public entity.

EVM:ht:hs