



Champions For Our Children

**\* DEADLINE EXTENDED TO  
SEPTEMBER 10, 2010**  
**INTERVIEWS MAY BE  
SCHEDULED WEEK OF  
SEPTEMBER 27-30, 2010**

July 9, 2010

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Evelyn V. Martinez

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Suite 300  
Los Angeles, CA 90012  
phone: 213.482.5902  
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A public entity.

Dear Prospective Applicant:

First 5 LA is issuing this Request for Qualifications (RFQ) to qualified groups or individuals interested in working with staff and Commissioners to assist in the implementation of the Cycle Four Capacity Building grants for the Community Opportunities Fund.

The consultant(s) must have extensive expertise in the fields of grantmaking, capacity building work and program implementation. The successful applicant(s) should have strong knowledge of systems and programs serving children 0-5 and their families.

In response to this Request for Qualifications, applicants are requested to submit a cover letter, a curriculum vitae or resume, proposal, budget and references to First 5 LA no later than **5:00 pm on August 12, 2010\***. Following a review of all submitted materials, qualified applicants will be invited for an in-person or phone interview during the week of August 23 - 27, 2010\*.

Please submit the proposal, including required attachments (curriculum vitae or resume, budget, cover letter, etc.) online at [www.first5la.org/FundingCenter](http://www.first5la.org/FundingCenter). In addition to the electronic version of the Signature Authorization and Agency Litigation Forms, please mail an original copy to:

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

**Attention: Community Opportunities Fund Cycle Four Capacity Building Grantee Technical Assistance Facilitator**

**ALL SUBMISSIONS MUST BE RECEIVED BY 5:00 PM, AUGUST 12\*, 2010. NO FAXED OR E-MAIL SUBMISSIONS WILL BE ACCEPTED.**

For additional information or further questions, please contact Lee Werbel, Program Officer, at (213) 482-7554 or [lwerbel@first5la.org](mailto:lwerbel@first5la.org)

Sincerely,

  
Evelyn V. Martinez  
Executive Director