



Champions For Our Children

March 17, 2010

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A public entity.

Dear Prospective Applicant:

First 5 LA is issuing this Request for Qualifications (RFQ) to select a firm to perform a fixed asset inventory, recommend a fixed asset tracking software solution that can be used and housed internally, assist staff with the implementation of the selected software, apply a unique bar code tag to each asset, reconcile against existing spreadsheet data and sub-ledger balances and recommend fixed asset tracking policies and procedures.

First 5 LA was established as a result of the passage Proposition 10: The California Children and Families First Act of 1998, a state wide ballot initiative. Effective January 1, 1999, Proposition 10 added a 50-cent tax on cigarettes and other tobacco products for the purposes of promoting, supporting, and improving the early development of children prenatal to five years of age.

Firms specializing in physical inventories and reconciliations should submit an on-line application. Applicants should submit information sufficient to support their qualifications to perform this service. First 5 LA reserves the right to request additional information and/or to begin negotiating with the most qualified bidder.

Please submit an on-line application no later than 5:00 pm on Friday, March 31, 2010.

Submissions will not be accepted in any other form.

For additional information or further questions, please feel free to contact Tracey L. Hause, Director of Finance and Information Technology, at (213) 482-9372 or thause@first5la.org.

Thank you for your interest in working with the Los Angeles County Children and Families First-Proposition 10 Commission.

Sincerely,


Evelyn V. Martinez
Executive Director