

**FIRST 5 LA
DESIGN OF CHART OF ACCOUNTS**

PROPOSAL REVIEWER – REQUEST FOR QUALIFICATIONS

First 5 LA seeks qualified proposal reviewers for the design of a Chart of Accounts

As a reviewer, you will have the opportunity to recommend selection of a contractor to design a chart of accounts.

First 5 LA seeks proposals from individuals or organizations to design a Chart of Accounts.

Interested reviewers should send a resume with the attached application form highlighting relevant experience via email to Tracey Hause, Finance Director at email: thause@first5la.org For further information, please call (213) 482-9372. Resumes and application must be received no later than January 20, 2012 at 5:00 pm via email.

Proposal reviewers will be provided a stipend for each proposal reviewed. Thank you for your interest in partnering with First 5 LA.

General Qualifications

- ✓ Applicants should have an understanding of the budgeting, accounting and financial reporting for governmental or public entities.
- ✓ Applicants should have knowledge of the design of Charts of Accounts

Requirements

- ✓ Reviewers will score roughly 5 proposals, at approximately 12 pages for each proposal.
- ✓ Reviewers agree to submit completed scoring forms by the designated due date of February 10, 2012
- ✓ If, Selected, Reviewers agree to submit Cover Letter and W-9.
- ✓ Reviewers agree to sign a Conflict of Interest and Confidentiality Statement.

Next Steps

Upon review of your application and resume, you will be notified of your reviewer status by January 20, 2012

PROPOSAL REVIEWER APPLICATION FORM

If you are interested in applying to assist First 5 LA as a Proposal Reviewer, submit the completed application form below and resume by January 20, 2012 by **5:00 pm**. **Mail your completed application form and current resume to:** First 5 LA, 750 N. Alameda Street, Suite 300, Los Angeles, CA 90012, Attention: Tracey Hause, Finance Director, or send via email: thause@first5la.org

Name: _____ Title: _____

Organization/Affiliation: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-Mail: _____

Why does serving as a Proposal Reviewer for the design of a Chart of Accounts interest you?

Please describe any experience you have in the areas of budgeting, accounting and financial reporting.

Please explain your experience reviewing proposals.

