



Champions For Our Children

December 22, 2009

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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 Policy and Advocacy grants for the Community Opportunities Fund.

The consultant(s) must have extensive expertise in the fields of grantmaking, policy and advocacy 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 January 25, 2010**. Following a review of all submitted materials, qualified applicants will be invited for an in-person or phone interview during the week of February 16 – 19, 2010.

Please submit the proposal, including required attachments (curriculum vitae or resume, budget, cover letter, etc.) online at 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 Policy and
Advocacy Grantee Technical Assistance Facilitator**

**ALL SUBMISSIONS MUST BE RECEIVED BY 5:00 PM,
JANUARY 25, 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

Sincerely,


Evelyn V. Martinez
Executive Director