

First 5 LA Vendor Pool Proposal Reviewer – Request for Qualifications (RFQ)

First 5 LA seeks qualified reviewers to evaluate applications from businesses seeking to enter into the vendor pool with First 5 LA.

As a reviewer, you will assist First 5 LA as we seek vendors that will support our marketing and communications efforts that further First 5 LA's vision of creating and sustaining a future where all young children grow up healthy, are eager to learn, and can reach their full potential.

Reviewers should have knowledge and background of at least one of the following criteria: marketing, print and multimedia production, novelty item production, book production.

Interested reviewers should submit the completed application form below along with a copy of your résumé via e-mail to Mayra Gomez, Public Affairs Officer, at MGomez@first5la.org. For further information, please call (213) 482-7578.

Résumés and application must be received no later than March 15, 2011 at 5:00 pm via e-mail.

Reviewers will be paid \$300 for reviewing up to five applications. If more than five applications are received by First 5 LA, reviewers will be paid \$50 for each additional application.

For more information on the Vendor Pool Request for Qualifications (RFQ) reviewers will evaluate, please [click here](#).

Thank you for your interest in partnering with First 5 LA.

General Qualifications

- Marketing background
- Experience working with promotional items vendors
- Experience working with book vendors
- Novelty item production experience, including quality assurance, production timelines, and budget management

Requirements

- Attend an information session where reviewers will learn about First 5 LA, the RFQ and the review tools to be used in evaluating applicants (date to be determined).
- Review the applications, each approximately 10 pages in length along with promotional items and/or book samples, and score each application using the supplied "score card."
- Sign a Conflict of Interest and Confidentiality Statement

Next Steps

Upon review of your application and résumé, you will be notified of your reviewer status by
March 22, 2011

PROPOSAL REVIEWER APPLICATION FORM

If you are interested in applying to assist First 5 LA as an application reviewer, please submit the completed application form below along with a copy of your résumé via e-mail to Mayra Gomez Public affairs Officer, at MGomez@first5la.org. **Résumés and application must be received no later than March 15, 2011 at 5:00 pm via e-mail.**

Name: _____ Title (if applicable): _____

Organization/Affiliation (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E -Mail: _____

Please describe your experience working with promotional items vendors, and why that experience is relevant to being a reviewer for this RFQ?

Why does serving as a reviewer of applications for First 5 LA's Vendor Pool RFQ interest you?
