



July 12, 2010

Champions For Our Children

Dear Prospective Applicant:

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First 5 LA is issuing this Request for Qualifications (RFQ) to individuals and/or groups interested in being included in the Best Start Community Partnership Fiscal Agent Pool. First 5 LA is identifying pools of qualified organizations to potentially serve as the fiscal agent for targeted communities through this RFQ process. The selected Fiscal Agent will be tasked with coordinating funding distribution through a community planning process expected to run through December 2011 in 13 target communities in LA County.

Each community partnership will select one fiscal agent either from the pool developed by First 5 LA through this RFQ process or select a fiscal agent not on the list.

The applicant must have a strong fiscal management track record and expertise in distributing funds externally. Each fiscal agent shall be responsible for accepting, holding, disbursing, accounting for and reporting of funds for the community partnership. Each fiscal agent is responsible for safeguarding and promoting the mission or purpose of the funds entrusted to him/her/it.

Applicants responding to this RFQ must have the qualifications, experience, competency and ability to successfully provide fiscal and administrative oversight for selected communities. Selected organizations will be included in a pool of Fiscal Agents capable of providing services related to general accounting and financial services, staff support and technical assistance.

Interested applicants must prepare and submit all required documents as described in the full RFQ online at www.first5la.org/Funding-Center no later than **5:00 PM on September 10, 2010**. In addition to electronic versions of the Signature Authorization and Agency Litigation Forms, please mail signed originals to:

Evelyn V. Martinez, Executive Director

First 5 LA

750 N. Alameda Street, Suite 300

Los Angeles, CA 90012

Attention: Best Start Community Partnership Fiscal Agent Pool RFQ

750 N. Alameda Street

Suite 300

Los Angeles, CA 90012

phone: 213.482.5902

fax: 213.482.5903

www.first5la.org

For additional information or further questions, please contact Monica Benitez-Andrade, program officer, via email at mbenitez@first5la.org.

Thank you for your dedication to the children and families of Los Angeles County and for supporting the vision and mission of First 5 LA.

Sincerely,


Evelyn V. Martinez
Chief Executive Officer

A public entity.

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