



Champions For Our Children

**First 5 LA Technical Assistance Institute  
Organizational Assessment Consultants RFQ  
COVER LETTER INSTRUCTIONS**

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The Organizational Assessment Consultant RFQ Cover Letter should introduce the consultant(s) and/or consulting firm, clearly providing the lead consultant's name, address, telephone number, e-mail address, date, and stating that the letter and materials provided are in response to the RFQ for the First 5 LA Technical Assistance Institute Organizational Assessment Program consultant(s).