



Champions For Our Children

July 26, 2010

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A public entity.

Dear Prospective Applicant:

First 5 LA is issuing this Request for Qualifications (RFQ) to individuals and groups interested in working with our staff as an **External Reviewer for the Research & Evaluation Department**. The Commission seeks to create a pool of External Reviewers for the Department of Research & Evaluation to promote transparency and an unbiased process for the procurement of projects, services and/or products purchased on behalf of the Commission.

Applicants must demonstrate the qualifications, experience, competency, and ability to successfully provide professional critique of applications or proposals relating to the Department of Research & Evaluation. Those wishing to apply must submit completed applications to First 5 LA no later than 5 p.m. on Friday, August 13, 2010. Following a review of all submitted materials, qualified applicants will be invited for an in-person or phone interview August 16 through August 20, 2010.

Please submit your qualifications using First 5 LA's online application, as well as submitting one (1) original and signed copy of the application cover letter, First 5 LA's "Signature Authorization," and "Agency Involvement in Litigation and/or Contract Compliance Difficulties" forms, as well as all work samples, to:

**Evelyn V. Martinez, Chief Executive Officer**  
**First 5 LA**  
**750 N. Alameda Street, Suite 300**  
**Los Angeles, CA 90012**  
**Attention: R&E Department External Reviewer Pool**

No faxed or emailed submissions will be considered.

Questions regarding this RFQ should be directed to Erika Estrada, Senior Contracts Compliance Officer, at [eestrada@first5la.org](mailto:eestrada@first5la.org)

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

Sincerely,

Yolanda Bosch, Esq.  
Chief Administrative Officer