



Champions For Our Children

July 23, 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 Human Resources Department**. The Commission seeks to create a pool of External Reviewers for the Department of Human Resources 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 Human Resources. Those wishing to apply must submit completed applications to First 5 LA no later than 5 p.m. on Friday, August 6, 2010. Following a review of all submitted materials, qualified applicants will be invited for an in-person or phone interview August 9 through August 13, 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: Human Resources 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