



Champions For Our Children

July 23, 2010

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Evelyn V. Martinez

750 N. Alameda Street
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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 Information Technology Department**. The Commission seeks to create a pool of External Reviewers for the Department of Information Technology 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 Information Technology. 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: Information Technology 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

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