First 5 LA seeks qualified reviewers to evaluate applications from businesses seeking to work as a printer for First 5 LA.

As a reviewer, you will assist First 5 LA as we seek a printer that will support our marketing and communications efforts that further First 5 LA’s vision of creating and sustaining a future where all young children grow up healthy, are eager to learn, and can reach their full potential.

Reviewers should have knowledge of graphic design and experience working with a variety of printers producing collateral materials using both digital and offset printing techniques.

Interested reviewers should submit the completed application form below along with a copy of your résumé via e-mail to Mayra Gomez, Public Affairs Officer, at mgomez@first5la.org. For further information, please call (213) 482-7578.

Résumés and application must be received no later than April 15, 2011 at 5:00 pm via e-mail.

Reviewers will be paid $300 for reviewing up to five applications. If more than five applications are received by First 5 LA, reviewers will be paid $50 for each additional application.

Thank you for your interest in partnering with First 5 LA.

General Qualifications
- Knowledge of graphic design and design programs
- Experience working with printers during the production of materials using digital and offset printing techniques
- Experience requesting/receiving quotes from printers

Requirements
- Attend an information session where reviewers will learn about First 5 LA, the RFQ and the review tools to be used in evaluating applicants (date to be determined).
- Review the applications, each approximately 10 pages in length along with printed samples, and score each application using the supplied “score card.”
- Sign a Conflict of Interest and Confidentiality Statement

Next Steps
Upon review of your application and résumé, you will be notified of your reviewer status by April 22, 2011.
PROPOSAL REVIEWER APPLICATION FORM

If you are interested in applying to assist First 5 LA as an application reviewer, please submit the completed application along with a copy of your résumé via e-mail to Mayra Gomez, Public Affairs Officer, at mgomez@first5la.org. Résumés and application must be received no later than April 15, 2011 at 5:00 pm.

Name: ___________________________  Title (if applicable): ___________________________

Organization/Affiliation (if applicable): ____________________________________________

Address: __________________________________________________________________________

City:_________________________ State:_______  Zip Code:____________________

Telephone:_____________________________  Fax:_______________________________

E-Mail: __________________________________________________________________________

Please describe your experience working with printers, and why that experience is relevant to being a reviewer for this RFQ?
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Why does serving as a reviewer of applications for First 5 LA’s Printer RFQ interest you?
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