June 15, 2010

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 Finance Department. The Commission seeks to create a pool of External Reviewers for the Department of Finance 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 Finance. Those wishing to apply must submit completed applications to First 5 LA no later than 5 p.m on Monday, June 28, 2010. Following a review of all submitted materials, qualified applicants will be invited for an in-person or phone interview June 29 through July 7, 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, Executive Director
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Finance 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

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

Sincerely,

Evelyn V. Martinez
Executive Director