January 25, 2010

Dear Prospective Applicant:

First 5 LA is issuing this Request for Qualifications (RFQ) to qualified groups or individuals interested in working with staff and Commissioners to assist in the development and implementation of a comprehensive pilot Organizational Assessment model. Consultant(s) must have extensive expertise and experience in organizational development, assessment and planning as well as project design and implementation. The successful applicant(s) should have familiarity with systems and programs serving children 0-5 and their families.

In response to this Request for Qualifications, applicants are invited to submit a cover letter, curriculum vitae or resume, proposal, budget, and references to First 5 LA no later than 5:00 pm on March 8, 2010. Following review of all materials provided, qualified applicants will be invited for an in-person or phone interview between March 24 and April 7, 2010.

Please submit the response to this RFQ consisting of all required documents (cover letter, proposal, curriculum vitae or resume, budget, etc.) online at www.first5la.org/FundingCenter. In addition to electronic versions of the Signature Authorization and Agency Litigation Forms, please mail signed originals of each to:

Evelyn V. Martinez, Executive Director
First 5 LA
750 N Alameda Street, Suite 300
Los Angeles, CA 90012

Attention: Organizational Assessment Consultant RFQ

ALL SUBMISSIONS MUST BE RECEIVED BY 5:00 PM, MARCH 8, 2010. NO FAXED OR MAILED SUBMISSIONS WILL BE ACCEPTED.

For additional information or questions, please contact Heather Tunis, Program Officer, at (213) 482-7526 or htunis@first5la.org

Sincerely,

Evelyn V. Martinez
Executive Director

A public entity. EV:ht