First 5 LA seeks qualified reviewers for a Request for Proposals for individuals applying to conduct the Countywide Systems Improvement Comprehensive Evaluation. The selected reviewers will have broad expertise in the field of research and evaluation, and preferably experience in the Los Angeles area and/or with First 5 LA.

The First 5 LA Countywide Systems Improvement Comprehensive Evaluation

First 5 LA is issuing this Request for Proposals to qualified groups interested in conducting an evaluation of First 5 LA’s Countywide Systems Improvement efforts, specially Resource Mobilization, Policy/Advocacy, Public Education, and Capacity Building. The first part of this study will seek to measure increased public knowledge behavior changes and improved public policies to keep children 0-5 healthy, safe and ready for school, as well as a greater quantity and quality of services available for children 0-5 and their families. The second part of the study will look at the four main strategies First 5 LA has engaged in to achieve those changes – Relationships, Influence, Leverage and Capacity Building – and analyze how they have led to those changes. As part of the RFP process, we seek external reviewers to read and score proposals.


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**General Qualifications**

- Applicant should have previous research and evaluation experience, preferably engaged in projects that are relevant to the work being undertaken by First 5 LA and that are aligned with the areas of expertise or content knowledge sought for the consultant pool.
- Applicant should be familiar with nonprofit and/or government programs, preferably in Los Angeles County.
- Applicant is not in any way involved with any individual submitting an application to this RFP, and is not themselves submitting a statement of qualifications for this RFP.

**Requirements**

- Reviewers must participate in a conference call to learn about First 5 LA, the RFP and the review tool to be used in evaluating applicants (between July 15-July 19, date and time to be determined).
- Reviewers will have 3 weeks to score all applicants to the pool, from July 22, 2013 to August 12, 2013.
- Reviewers will be required to score all proposals and submit them to First 5 LA by 5:00 p.m. on August 12, 2013.
- Reviewers will be provided a stipend of $60 per proposal reviewed.
- Reviewers must sign a Conflict of Interest and Confidentiality Statement.
• If selected, reviewers must submit a W-9

**How to apply**

Interested reviewers should attach a resume with a completed proposal reviewer application form highlighting relevant experience and send it to Melinda Leidy, Research Analyst, at mleidy@first5la.org. Your resume and application must be received no later than **July 8, 2013 at 5 p.m., via email.**

**Next Steps**

Upon review of your application and résumé, you will be notified of your reviewer status by **July 12, 2013.**
PROPOSAL REVIEWER APPLICATION FORM

If you are interested in applying to assist First 5 LA as an application reviewer, please submit the completed application form below along with a copy of your résumé via e-mail to Melinda Leidy, Research Analyst, at mleidy@first5la.org. Applicants may attach extra pages to their application as required.

Résumés and application must be received no later than **June XX, 2013 at 5:00** via e-mail.

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Name: ___________________________  Title (if applicable): ______________________

Organization/Affiliation (if applicable): ________________________________________

Address: ___________________________________________________________________

City: ___________________________  State: _____  Zip Code: _______________________

Telephone: _______________________  Fax: ________________________________

E-Mail: __________________________

Please describe your research and evaluation experience to date and how you feel this is relevant to being a reviewer for this RFP.

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Please describe your experience working with nonprofit and/or government programs, preferably in Los Angeles County.

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Why does serving as a reviewer of applications for the Research and Evaluation Countywide Systems Improvement Comprehensive Evaluation RFP interest you?