



DATE / February 15, 2011

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**RFP NO. NP-13968 – NORTH HOLLYWOOD ARTS RETENTION PROGRAM
CYCLE 2 WORKSHOPS**

TO: PROSPECTIVE RESPONDENTS

**SUBJECT: PRE-SOLICITATION NOTICE TO FIRMS CALLING FOR PROPOSALS TO PROVIDE A
SERIES OF CAPACITY-BUILDING WORKSHOPS (RFP NO. NP-13968)**

The Community Redevelopment Agency of the City of Los Angeles, California (the "CRA/LA") is soliciting proposals from interested and qualified individuals and firms to conduct a series of organizational development, capacity-building workshops for 501(c)(3) arts organizations in North Hollywood, CA. Firm will also coordinate Peer Review of Capacity Plans developed by participants through the workshops.

Please complete the bottom portion of this letter and return it to CRA/LA within five (5) days of receipt so your firm can be placed on the "Registered List of Firms" for this RFP. You may FAX this section to (213) 626-0090 or submit your request via E-MAIL to Ms. Jennifer Brueggemann, Contracts Specialist, at jbrueggemann@cra.lacity.org.

The RFP will be available for downloading on the CRA/LA website (www.crala.org) and/or on the Los Angeles Business Area Virtual Network (www.labavn.org) on or after February 18, 2011.

Sincerely,

Flora O'Brien
Contracts and Purchasing Manager – Contracts Unit

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 PLEASE ADD MY FIRM TO THE REGISTERED LIST OF FIRMS FOR RFP NO. NP-13968

Business Name:		
Address:		
City/State/Zip		
Contact Person:		
Telephone:	FAX:	E-Mail:

RETURN THIS FORM TO:

CRA/LA

**Contracts & Purchasing Department, Attn: Ms. Jennifer Brueggemann
1200 West 7th Street, Suite 200
Los Angeles, CA 90013 or OR FAX (213) 626-0090**