City of West Hollywood
Public Safety Department

REVISED
10.11.13

Request for Proposals (RFP)
Online Emergency Operations Center/Incident Management System

The City of West Hollywood is requesting proposals for an Online Emergency Operations Center/Incident Management System according to specifications set forth in this Request for Proposals (RFP). In order to provide greater support for staff during times of an emergency, the City is seeking proposals for hosted software that organizes and displays incidents, locations, resources and the status of all three in a clear, flexible and easily moderated method.

It is the City's intention to implement a system that allows for:

- Sharing information relating to incident/disaster locations and their status amongst multiple users.
- Manage resources over the broad needs of the City in a large scale disaster by using mapping, incident tracking and resource tracking.
- Allow multiple users to input information into one platform.
- Increase efficiency for personnel to manage incidents/disasters.

Instructions
Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: "Sealed Proposals for the City of West Hollywood Online Emergency Operations Center/Incident Management System." **Two (2) copies of the proposals shall be submitted no later than 4:00 PM, Monday, November 4, 2013.** (Proposals will not be accepted by facsimile or email.)

Proposals must be addressed as follows:

City Clerk
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Proposal: Online Emergency Operations Center/Incident Management System

Proposals shall be typewritten and signed by a duly authorized officer of the proposer. Proposals shall be complete in all material respects in order to be considered.

All proposals shall include the following:

A. An executive summary
B. A brief history of the vendor's background and experience
C. Complete answers to Section 2 of the full RFP
D. An implementation plan
E. Detail any exceptions to the full RFP

For a full copy of the Request for Proposals (RFP) please contact the City Clerk's office at 323-848-6409 or the Public Safety Department by email at kcook@weho.org.

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Corey Schaffer
City Clerk

AFFIDAVIT OF POSTING
State of California)
County of Los Angeles)
City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this notice on:

Date: October 11, 2013

Signature:_____
Office of the City Clerk