

**CITY OF WEST HOLLYWOOD
REQUEST FOR QUALIFICATIONS
City of West Hollywood's Disabilities Advisory Board Professional Facilitator**

Project Description

The City of West Hollywood seeks to establish a pool of qualified professional facilitator's for the purpose of assisting the City with oversight and facilitation of the City's Disabilities Advisory Board and related programming that falls under the purview of the Board.

From the pool of qualified experts, the City will have the ability to select one or more consultants for the Board's monthly meetings, agenda review meetings, subcommittee meetings and various projects related to the Board. The principal responsibility of the selected consultant(s) will be to work with Board Members to develop meeting agendas, facilitate monthly meetings and subcommittee meetings and to assist in the planning, coordination and implementation of projects that fall under the Board's purview, including events related to Disabilities Awareness Month. The pool of consultants shall have sufficient expertise in group facilitation, knowledge and understanding of the Americans with Disabilities Act (ADA) and other legislation pertinent to the disabled community. The professional facilitator will encourage the participation of all members and create conditions that support the contribution of all members.

Scope

The service provider is expected to provide program deliverables as designated in the following list:

- (a) Schedule and facilitate new appointee orientations.
- (b) Facilitate monthly agenda review meetings, along with other subcommittees meetings as agreed upon by the Board.
- (c) Facilitate the monthly Disabilities Advisory Board meeting.
- (d) Work with City staff to implement projects as approved by the Board.
- (e) Maintain ongoing communication with City staff to manage room reservations, submit set-up requests, assist with recording of minutes and the completion and submission of reports to the City Council.

Minimum Requirements

Respondents must have the following minimum qualifications:

- (a) Experience in group facilitation that encompasses the following abilities:
 - a. create and maintain collaborative board member relationships;
 - b. create and sustain a participatory environment;
 - c. ability to guide the group to appropriate and useful outcomes; and
 - d. ability to model positive, professional attitude.
- (b) Knowledge and understanding of the West Hollywood disabled community.
- (c) Knowledge of the City's core values.
- (d) Knowledge and understanding of the American's with Disabilities Act (ADA).
- (e) Knowledge of the Brown Act and Rosenberg's Rules of Order.

Qualifications Package Submission

Qualifications package submissions shall include at least the following:

- (a) Name, street and email address, and telephone number of the applicant.
- (b) A description of how the applicant understands the work required.
- (c) Résumé, including the qualifications and professional experience of the individual applicant.
- (d) References.

Four (4) bound copies of the qualifications package, one (1) unbound copy suitable for reproduction, and one (1) copy in .pdf format are to be submitted to the following address:
one (2) unbound copy suitable for reproduction to be submitted to the following address:

City of West Hollywood
City Clerk's Office
8300 Santa Monica Blvd.
West Hollywood, CA 90069

Qualifications package submissions shall be sealed and clearly labeled **Disabilities Advisory Board Facilitator**. All packages shall be submitted by **4:00 p.m. local time** on June 30, 2016. Upon submission, all packages shall become the property of the City of West Hollywood and will not be returned.

Selection Criteria

In evaluating responses to this Request for Qualifications, the City of West Hollywood intends to select a highly qualified individual(s) capable of providing a high level of service. The City will give preference to applicants who successfully address the following factors, in no specific order:

- Recent experience in group facilitation/community engagement.
- General knowledge of the City of West Hollywood Boards and Commission structure.
- Ability to respond to the City of West Hollywood's needs in a timely and appropriate manner.

Miscellaneous

- All costs of RFQ preparation shall be borne by the applicant.
- All RFQ submissions become the property of the City, which reserves the right to use any or all of the ideas in these proposals, without limitation. Selection or rejection of a submission does not affect these rights.
- The City reserves the right to extend the RFQ submission deadline if, in the City's sole judgment, such action is in its interests. If the deadline is extended, applicants will have the right to revise their submissions.
- The City reserves the right to reject all, or any, of the submissions it receives.
- The City reserves the right to withdraw or modify this RFQ, and to refrain from awarding contracts altogether.
- The City reserves the right to request additional information during the RFQ evaluation process.

Inquiries

Inquiries regarding this RFQ should be directed to:

City of West Hollywood
Human Services and Rent Stabilization
Attn: David Giugni, Social Services Manager
8300 Santa Monica Blvd.
West Hollywood, CA 90069
E-mail: dgiugni@weho.org

Advertisement

The City of West Hollywood seeks to establish a pool of qualified professional facilitators for the purpose of assisting the City with the staffing of the Disabilities Advisory Board.

Copies of the RFQ are available by contacting:

City of West Hollywood
City Clerk's Office
Attn. Rocio Martinez
8300 Santa Monica Blvd.
West Hollywood, CA 90069
rmartinez@weho.org

BY ORDER of the City of West Hollywood

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 agenda on:

Date: June 17, 2016
Signature: 