

REQUEST FOR PROPOSALS

REVIEW AND UPDATE OF THE CITY'S ADMINISTRATIVE FINANCIAL/REVENUE POLICIES AND PROCEDURES

IN THE CITY OF WEST HOLLYWOOD

NOTICE IS HEREBY GIVEN that Proposals will be received by the **City of West Hollywood**, as CITY, for qualified Firms to review and update the City's Administrative Financial Policies and Procedures Manual and review the City's existing Revenue Procedures and Practices. Qualified Firms who meet the following minimum criteria are invited to respond. Firms must:

- Have demonstrated experience and ability to review, update, and provide recommendations on financial/revenue policies and procedures; and
- Have technical knowledge relating to city/local government processes and procedures.

Deadline for Questions is Monday, November 18, 2013; all requests shall be submitted via email to Lorena Quijano at lquijano@weho.org.

Deadline for Proposal Submission: Proposals will be received until **4:00 P.M.** on **Monday, December 23, 2013**, in the office of:

**City of West Hollywood
Attn: Corey Schaffer, City Clerk
8300 Santa Monica Boulevard
West Hollywood, CA 90069**

Proposals shall be submitted as outlined in proposal documents, marked on the outside as follows:

"RFP - REVIEW AND UPDATE OF THE CITY'S ADMINISTRATIVE FINANCIAL/REVENUE POLICIES AND PROCEDURES"

****DO NOT OPEN WITH REGULAR MAIL****

A Complete set of said proposal documents may be obtained from the **City of West Hollywood**, Department of Finance and Information Technology Services, 8300 Santa Monica Boulevard, West Hollywood, California 90069, by sending an email to Lorena Quijano at lquijano@weho.org. For any questions regarding this RFP, please call or email Lorena Quijano at 323-848-6513 or lquijano@weho.org.

If you are a qualified Firm, meet these minimum qualifications and wish to respond to this RFP, please submit a contact person via email to lquijano@weho.org.

Corey Schaffer, City Clerk