



April 28, 2014

REQUESTS FOR PROPOSALS GRANT WRITING SERVICES

The City of West Hollywood is seeking proposals from qualified firms for Grant Writing Services.

Qualified firms who meet the following minimum criteria are invited to respond to the Request for Proposals (RFP). The complete RFP is posted on the City's website at <http://www.weho.org/city-hall/city-clerk/public-notice> and is also available by way of the Office of the City Clerk. The firm must:

- have the expertise to provide comprehensive grant writing services;
- possess the appropriate qualifications and experience working with similar agencies; and
- ensure that the firm and all assigned key professional staff are properly licensed to practice in California.

If your Firm meets these minimum qualifications and wishes to respond to this RFP, please submit a proposal to:

City of West Hollywood
Attn: Yvonne Quarker, City Clerk
8300 Santa Monica Blvd
West Hollywood, CA 90069

Proposers must submit an original and five (5) copies of their proposals by 4:00 p.m., Thursday June 5, 2014 addressed to:

**City of West Hollywood
Attn: Yvonne Quarker, City Clerk
8300 Santa Monica Blvd
West Hollywood, CA 90069**

The exterior of the envelope must identify the name of the Firm and it shall clearly state the name "Grant Writing Services RFP" and include the statement "RFP Documents Do Not Open with Regular Mail".

Proposals received after that date and time will not be considered.