

**REQUEST FOR QUALIFICATIONS  
HEALTH EDUCATION CURRICULUM DEVELOPMENT  
Lesbian and Bisexual Women's Health Training Programs**

**City of West Hollywood, California**

**Project Description**

The City of West Hollywood is seeking experts in the field of LGBT health for the purpose of assisting the City with developing a cultural competency training curriculum, conducting trainings, and/or coordinating the logistics and operation of training programs for healthcare professionals and other healthcare workers.

The principal responsibility of the selected consultant(s) will be to advise and assist in developing a cultural competency training curriculum, conducting trainings, and/or coordinating the logistics and operation of training programs. Interested applicants shall have sufficient expertise in the design and development of cultural competency training program modules in lesbian and bisexual women's health and/or in organizing, managing and administering training programs and the logistical operations of implementing a multitude of training programs.

**Minimum Requirements**

Respondents must have the following minimum qualifications:

- (a) Understanding of LGBT health issues.
- (b) Knowledge of cultural core competencies.
- (c) Experience in health education curriculum design.
- (d) Background in conducting training programs.
- (e) Experience in program evaluation methods.

**Qualifications Package Submission**

Qualifications package submissions shall include:

- (a) Name, street and email address, and telephone number of the applicant.
- (b) One to two page Letter of Interest of how the applicant understands the work required, and the manner in which it would be undertaken and their anticipated level of effort during the development of a cultural competency training curriculum, and in conducting trainings, and/or coordinating the logistics and operation of training programs.
- (c) Fee schedule
- (d) Résumé, including the qualifications and professional experience of the individual applicant.
- (e) Three relevant professional references.  
Example of work product(s) relevant to LGBT cultural competency programs, training curriculum, program evaluation, coordinating programs, and/or other LGBT activities.

Teams of more than one applicant may submit a single proposal.

One (1) copy in .pdf format to be emailed and One (1) unbound copy suitable for reproduction, are to be submitted to the following postal and email address:

City of West Hollywood  
Office of the Assistant City Manager Human Services and Rent Stabilization  
Attn: Jeff Book  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
E-mail: jbook@weho.org

Submissions should be clearly labeled **Lesbian and Bisexual Women's Health Training**. All packages shall be submitted by **4:00 p.m. local time** on Friday, Jan. 30, 2015. Upon submission, all packages shall become the property of the City of West Hollywood and will not be returned.

### **Selection Criteria**

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 LGBT curriculum development and knowledge of cultural competencies as it relates to the health care system.
- Experience in facilitating and managing training programs.
- Ability to respond to the City of West Hollywood's needs in a timely and appropriate manner.
- Level of proposed fee structure, and willingness to work cooperatively with the City to reduce fees for required services.

### **Inquiries**

Inquiries regarding this RFQ should be directed to:

City of West Hollywood  
Office of the Assistant City Manager Human Services and Rent Stabilization  
Attn: Jeff Book, Administrative Specialist  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
E-mail: jbook@weho.org

Submissions are due no later than 4:00 p.m. Friday, Jan. 30, 2015.