

City of West Hollywood

Revenue Management Division

Request for Proposals Business Tax Software RFP

The City of West Hollywood ("City") is soliciting proposals from qualified vendors to provide the City with new business tax software that allows for the online collection and reporting of business taxes, as well as related implementation services. The software to be provided shall allow for the transfer of all data from the City's existing software, provide all the same key features and functions as the City's existing software, allow for the online completion of business tax renewals and new applications, as well as secure online payments of business taxes.

The selected vendor shall also oversee and ensure the successful implementation of the software, including transfer of all of the City's existing business tax records from the City's existing software to the new software, training of all applicable staff on the usage of the new software, and testing of the new software. It is the City's desire to have a user-friendly system that easily integrates with existing City financial software.

Instructions

A copy of the RFP can be downloaded from the City's website at: www.weho.org/rfp.

The RFP can also be downloaded by registering with the City's bid portal at this URL: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

DEADLINE FOR PROPOSAL SUBMISSION: DECEMBER 14, 2015 by 5:00 PM

Proposals must:

1. Must be submitted electronically on the City's bid portal (<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>)
2. All submissions must have a cover sheet that states "Business Tax Software RFP" and identifies the firm.
3. All submissions must include a signed and scanned copy of Appendix A.
4. All submissions must include a completely filled out copy of Appendix B

All proposals shall include the following:

- A. Summary Section
- B. Table of Contents
- C. Letter of Transmittal
- D. General Consultant/Vendor Information
- E. Project Approach/Scope of Services/Timeline
- F. Compensation Proposal
- G. Certification of Proposals

For a full copy of the Request for Proposal, please visit the City's website at www.weho.org/rfp. If you have any questions, please contact John Leonard by email at jleonard@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.

City of West Hollywood
Revenue Management Division
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Business Tax Software RFP

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: 11/20/15
Signature: Beth Kertac