



City of West Hollywood
Innovation & Strategic Initiatives Division

REQUEST FOR PROPOSALS

**CIVIC INNOVATION ACADEMY
(WEHOX INNOVATIONS AND TECHNOLOGY PROGRAM)**

ISSUED BY:

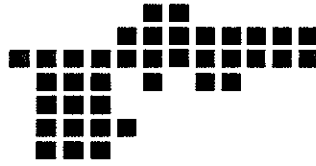
**City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069**

CITY REPRESENTATIVE:

**Francisco Contreras
Innovations and Strategic Initiatives Manager
City of West Hollywood**

RESPONSES DUE:

FRIDAY JANUARY 29, 2016 AT 4:00 P.M.



City of West Hollywood
California 1984

CIVIC INNOVATION ACADEMY
(WEHOX INNOVATIONS AND TECHNOLOGY PROGRAM)

The City of West Hollywood ("CITY"), invites proposals for development of a Civic Innovation Academy training program. The deadline for submitting Qualifications is January 29, 2016 no later than 4 p.m. Qualifications shall be submitted in writing in a sealed envelope marked on the outside: "Sealed Qualifications for Civic Innovation Academy RFP." No oral, telephonic, or telegraphic submission or modification of submissions will be considered.

Qualifications must be addressed as follows:

Office of the City Clerk
Qualifications: Civic Innovation Academy
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069

The Procurement Schedule is as Follows:

Request for Qualifications Release:	01/05/2016
Final Date for Submitting Questions:	01/19/2016
Final Date for Submitting Qualifications:	01/29/2016
Qualifications Evaluation by City:	02/01-02/19/2016
Negotiations begin with Finalists:	02/22-03/04/2016
Contracts Begin:	03/07/2016
Innovation Academy Begins:	05/02/2016

Minimum Qualifications

Proposer must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least three (3) years. Less than the minimum required experience may eliminate that Proposer from further consideration.

Proposer must have the staffing resources to provide the services required for the scope of work outlined in the specifications.

Evaluation Criteria

- Qualifications of Firm
- Qualifications of Personnel
- Approach and Understanding of the Scope of Work
- Cost of Services

Please Refer to Full Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City and to take all proposals under advisement for a period of ninety (90) days. No Proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

BY ORDER OF the City of West Hollywood,

By: *Yvonne Quarker*
Yvonne Quarker, City Clerk

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: 1/5/16
Signature: Beth Thernick