

City of West Hollywood
Arts and Economic Development Division

Request for Qualifications (RFQ)
Archivist - Consultant

The City of West Hollywood is seeking a qualified consultant to assist with management, conservation, and designing policies surrounding the City of West Hollywood's Archives.

The purpose of this Request for Qualifications (RFQ) is to provide the City with a qualified consultant who has the experience and capability to perform the tasks described in the Scope of Work. The successful candidate will possess a proven record and have demonstrated abilities in archive management.

The term of the proposed contract is expected to begin in April 2016 and shall conclude in October 2016.

The selected Consultant will work in conjunction with City staff to process and rehouse as needed materials in the City's Archives; draft recommended policies and procedures for the Archives; and identify and provide recommendations on storage options and possibilities.

Instructions:

The deadline for submitting Proposals is **Wednesday, March 9, 2016 no later than 5:00 pm.**

Proposals must be submitted using the City's online portal found at:

<http://www.weho.org/city-hall/city-departments/public-works/bids>
or
<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

All submittals shall include the following information, organized in one pdf document. The information should be concise and to the point.

1. Consultant Identification and Rate of Pay
2. Letter of Interest
3. References

For a full copy of the Request for Proposal (RFP) please go to the City's online portal found at: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761> or <http://bit.ly/WeHoRFQ>

Questions about this RFP must be directed in writing, via e-mail to:

Mike Che, Arts and Economic Development Coordinator
mche@weho.org

Last day for clarifying questions is February 24, 2016.

Responses to all questions will be posted on the City's online portal at <http://bit.ly/WeHoRFQ> at the end of the question period.

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.

Yvonne Quarker, City Clerk
