

City of West Hollywood
Department of Finance and Technology Services

Request for Qualifications (RFQ)
Consultant Services Related to Potential Local Tax Initiatives

The City desires to hire one or more expert consultants to assist City staff with placing one or more tax initiatives on the March 2017 municipal ballot. This assistance (as detailed in the RFQ) should include initial strategic planning, technical assistance, public opinion research/polling, assistance drafting ballot arguments/rebuttals, and overall general advisory services from contract execution through Election Day.

Instructions:

Interested firms must submit a statement of qualifications by Tuesday, July 26, 2016, through the City's online bid portal (PlanetBids).

PlanetBids: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

The City is requesting concise statements of qualifications in letter form, of no more than five pages in response to this RFQ. Each submittal should include a description of the firm, the firm's experience with similar projects, the firm's typical approach to similar projects, and a fee proposal. See the RFQ for specific requirements.

The RFQ can be found on PlanetBids and the City's website. Please note - you must register with PlanetBids to submit your statement of qualifications.

City Site: <http://www.weho.org/city-hall/city-clerk/public-notice/rfp-rfq-bid-notice>

For a hard copy of the RFP please contact John Leonard in the Revenue Management Division: 323-848-6446 or jleonard@weho.org.

Responses will be evaluated by the City to determine if each submittal meets the requirements of the RFQ. No single criterion, including price, will dictate the City's ultimate selection. The selected consultant will be based on: 1) Demonstrated knowledge and experience with similar projects; 2) Qualifications, capacity and technical capabilities; 3) The firm's reputation and its staff qualifications and experience; 4) Fee Proposal; and 5) How well the overall response meets the City's needs

Yvonne Quarker
City Clerk

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Signature: *Allyson Powell*