



City of West Hollywood  
California 1984

## **HUMAN RESOURCES CONSULTING SERVICES IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Human Resources Consulting Services to be received only by submitting electronically at:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

### **The Procurement Schedule is as Follows:**

- July 18, 2016 Request for Proposal released
- July 25, 2016 Deadline for Requests for Clarification – 1:00 p.m.
- August 1, 2016 Deadline for Proposal Submission – 4:00 p.m.

The City of West Hollywood (CITY) is seeking a qualified firm to provide Human Resources Consulting Services. Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

### **Minimum Qualifications**

Consultant 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 five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.

Consultant's team shall hold clear and valid professional license to perform requested services in the State of California. In addition, all professional staff and sub-consultants shall be appropriately licensed be in the State of California.

**Evaluation Criteria**

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

**Please Refer to Other 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 of West Hollywood 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.

Point of contact for this project is Seantea Burroughs at 323-848-6365 or via email at sburroughs@weho.org.

BY ORDER OF the City of West Hollywood.

Yvonne Quarker, City Clerk

AFFIDAVIT OF POSTING  
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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:

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