



**REQUEST FOR PROPOSALS
FOR**

**THE AGING IN PLACE, AGING IN COMMUNITY 5-YEAR
STRATEGIC PLAN: EVALUATION SERVICES**

The City of West Hollywood is seeking a consultant team to provide evaluation services for the Aging in Place, Aging in Community 5-Year Strategic Plan. The RFP is available at <http://www.weho.org>

The Procurement Schedule is as Follows:

August 3, 2016	City issues RFP
August 18, 2016	Proposals due to the City 5:00 p.m.
August 19 – 26	City review of proposals
August 31	Consultant(s) selected
September 19	City Council Review of Contract
October 1	Contract Begins

The City reserves the right to adjust this schedule as it deems necessary

Project

The City of West Hollywood initiated the development of the five-year Strategic Plan to help the City evolve as a community where aging is embraced, and where people can remain in the housing of their choice as long as possible. The goal of the Strategic Plan is to articulate an integrated approach that builds on existing policies and programs in West Hollywood, such as arts and cultural events, lifespan-friendly housing, senior services, and other approaches to wellness, while responding to the demographic trend of people living longer and living independently in their homes. The Strategic Plan was developed through a diverse stakeholder and community process with the vision of

supporting individuals as they choose to live at home within a community they know where safety and independence are given, regardless of age, income, or ability level.

The Strategic Plan uses the World Health Organization's Eight Domains of Livability as a framework, which is also used by AARP's Network of Age-Friendly Communities. The eight domains as adapted to suit the needs of the City of West Hollywood include:

1. Open Spaces and Buildings
2. Transportation
3. Housing
4. Social Participation
5. Respect & Inclusion
6. Civic Participation & Employment
7. Communication & Information
8. Health & Community Services

Building on what West Hollywood already does well to serve its community, the goal of this action-oriented plan is to identify needs that should be addressed, and address those needs through innovation, more community connectivity, and incorporating other government or non-profit agency help.

For more information on the City of West Hollywood, visit www.weho.org and to read the Strategic Plan, visit <http://www.weho.org/residents/aging-in-place>.

The work of the evaluation team will include the development of logic models, a theory of change, specific process goals, short-term goals, long-term goals, metrics at the specific initiative-level, and metrics at the macro city-wide level. Ultimately the project will measure, refine and demonstrate the impact of specific programs and demonstrate whether there has been a collective impact across the community. The evaluation framework will measure community-wide impact and help establish to what degree West Hollywood is effectively using its resources in accomplishing improvements for its older adults as well as its consciousness about aging.

Evaluation Criteria

Each Proposal shall be evaluated on the following criteria, weighting, and maximum points, as follows:

Criteria	Maximum Score
Cover letter description of the firm's approach, required qualifications, demonstrated knowledge of West Hollywood demographics and cultural competency	20
Scope of services – comprehensive and complete	50
Fee schedule	10
Project team resumes	10
Consultant's Capabilities in Grant Advisory Services	10

Total	100
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Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents, available at www.weho.org. Proposers are strongly encouraged to review the Instructions for 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 Elizabeth Savage, at 323-848-6490 or via email at esavage@weho.org. All questions should be submitted by email only and all replies will be posted on the City's website in the RFP section.

BY ORDER OF the City of West Hollywood.
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: AUGUST 3, 2016

Signature: *Alycia T. Pollock*