

**City of West Hollywood  
Department of Finance and Technology Services**

**Request for Qualifications (RFQ)  
Consultant Services Related to a  
Deferred Compensation Plan Provider Study**

The City desires to hire a consultant to analyze the current deferred compensation plans and recordkeeping fees; issue a Request for Proposal to record-keeping providers; propose options for plans going forward; and possibly, at the City's sole discretion, provide on-going review and advisory services for the City's deferred compensation plans.

**Instructions:**

**Interested firms must their statement of qualifications to the City Clerk's Office at 8300 Santa Monica Boulevard, West Hollywood, CA 90069, no later than 4:00 pm on Thursday, January 12th.**

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

The RFQ can be found on the City's website.

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

For a hard copy of the RFP please contact Yaasmin Mauris, Human Resources Analyst, (323) 848-6345, [ymauris@weho.org](mailto:ymauris@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:

- a. Demonstrated knowledge and experience with similar projects.
- b. Qualifications, capacity and technical capabilities.
- c. Project approach and proposed work plan.
- d. Firm's reputation and its staff qualifications and experience.
- e. Cost of services.
- f. How well the overall response meets the City's needs.

Yvonne Quarker  
City Clerk

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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:

Date: December 16, 2016

Signature: *[Handwritten Signature]*