

**City of West Hollywood
Communications Department
REQUEST FOR PROPOSALS (RFP)**

Realtime Closed Caption Encoding

Introduction

The City of West Hollywood ("City") is seeking proposals from qualified firms to provide high quality; realtime closed captioning services for broadcast on the City's Public, Education, and Government (PEG) access stations.

For a full copy of the realtime closed captioning (RFP) with detailed instructions, please contact the City Clerk's office at 323-848-6409, or visit the City's RFP/RFQ/BID web page at <http://www.weho.org/rfp> or the PlanetBids system at <http://bit.ly/2owpViv>.

Questions or Clarifications Pertaining to the RFP

Questions or requests pertaining to this RFP may be submitted via PlanetBids (<http://bit.ly/2owpViv>) or by phone or via email no later than April 13, 2017 at 4pm Pacific Time. City responses will be posted on a timely basis so Proposers are encouraged to submit questions or requests for clarifications early in the process. Final responses by the City will be posted by April 27, 2017 at 4pm Pacific Time. Proposers that contact City personnel or City Council members after the City releases the RFP and throughout the evaluation period may have their proposals disqualified from consideration.

Submittal Instructions

The deadline for submitting Proposals is **April 17, 2017** no later than 4:00 P.M. (Pacific Time).

The Proposer shall submit one (1) digital copy of the submission on PlanetBids (<http://bit.ly/2ngNPTH>). Proposals received after this time and date shall be disqualified. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals shall be considered.

PlanetBids Submission

The Proposer is solely responsible for "on time" submission of their electronic proposal via PlanetBids through the following link: <http://bit.ly/2owpVjv>. The City will only consider proposals that have been transmitted successfully and have been issued an e-bid confirmation number with a time stamp from the PlanetBids Bid Management System indicating that proposal was submitted successfully. Proposer shall be solely responsible for informing itself with respect to the proper utilization of the bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the proposer to successfully submit an electronic proposal shall be at the Proposer's sole risk and no relief will be given for late and/or improperly submitted proposals. Proposers experiencing any technical difficulties with the proposal submission process may contact PlanetBids at (818) 992-1771. Neither the City, nor PlanetBids, makes any guarantee as to the timely availability of assistance, or assurance that any given problem will be resolved by the submission deadline.

The City reserves the right to reject any and all proposals and award the contract to the Proposer who best meets the requirements set forth in the RFP.

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: MARCH 29, 2017
Signature: [Handwritten Signature]