

City of West Hollywood

Request for Proposal (RFP)

COMMUNITY ENGAGEMENT & CONTENT DEVELOPMENT SUPPORT SERVICES FOR AN AIDS MONUMENT

The City of West Hollywood ("CITY") is soliciting proposals from consultant teams to provide community engagement, content development, and related support and advisory services for the purpose of collecting stories through community engagement strategies. The selected consulting team will also curate and prepare these stories for archival purposes in support of an AIDS Monument which will be sited in West Hollywood Park that is currently under development by the Foundation for the AIDS Monument (FAM) and artist Dan Tobin, in collaboration with the City.

The City is looking for a consulting team with knowledge of the AIDS crisis and the local community of people, organizations and institutions who have been and are affected by the AIDS crisis, prevention, support services and education campaigns. The consulting team should have within its cohort some or all of these skill sets:

- community outreach and engagement
- story-telling and story collection strategies
- archiving personal narratives
- content development for memorials, monuments, or permanent exhibits
- experience that might be found in museum educators or curators.

Instructions:

The deadline for submitting Proposals is **Tuesday, April 25, 2017 at 4:00 PM (Pacific Daylight Time)**

Proposals shall be submitted in sealed envelopes plainly marked with the following information:

Proposal
Name of Consultant(s)
Name of Contact Person
Address
Telephone / Email Address

Proposal submission shall include one **(1) digital copy**, a PDF of less than 10MB emailed to acampbell@weho.org with the subject line "Community Engagement and Content Development for the AIDS Monument RFP Submission," **ten (10) bound copies** and **one (1) unbound copy** of each proposal shall be submitted to the Office of the City Clerk no later than **April 25, 2017 at 4 P.M. PDT**.

Proposals must be addressed as follows:

Office the City Clerk
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069
**Attn: Community Engagement and Content Development
Support Services for an AIDS Monument RFP**

Proposals shall be typewritten and signed in ink by the president, chief executive officer, or individual authorized to act on behalf of the company, with current Power of Attorney if applicable. The name and mailing address of the individual submitting the proposal must be provided. Proposals shall be complete in all material respects in order to be considered.

For a full copy of the Request for Proposal (RFP) please visit www.weho.org/rfp or contact the City's Arts Division at 323-848-6883 or by e-mail at acampbell@weho.org.

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

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: APRIL 5, 2017

Signature: Alysa T. Johnson