

**City of West Hollywood
Marketing Services for The PickUp
Bidder Questions**

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)
 - a. **City Response: Proposals from firms outside of the United States could be accepted by the City.**

2. Whether we need to come over there for meetings?
 - a. **City Response: The City anticipates that in-person meetings would be required from time to time.**

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
 - a. **City Response: It is the City's preference that tasks related to this RFP be performed by staff in the United States. Staffing plans for this project should be clearly defined in your proposal.**

4. Can we submit the proposals via email?
 - a. **City Response: No, proposals must be submitted by mail or in person to the City of West Hollywood as described in the RFP.**

5. Under number 10, "INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS" on the document, the third bullet point "Submission of Proposal," it is stated that the proposals must be submitted by the end of the business day, Friday, May 19, 2017. However, on both the cover page and under number 3 "RFP Schedule" the deadline for submitting the proposals is Friday, May 5, 2017.
 - a. **City Response: Proposals are due on May 5th. This error has been corrected in the RFP document.**

6. Who is the incumbent providing social media services for The PickUp?
 - a. **City Response: The City currently contracts with Symblaze Inc. to provide marketing services for The PickUp.**

7. What is the anticipated not-to-exceed budget for this project?
 - a. **City Response: A budget for this project will be negotiated with the selected vendor. About \$40,000 is currently budgeted each year for marketing services for The PickUp.**