

**CITY OF WEST HOLLYWOOD
REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHIVIST**

(REVISED MARCH 2, 2018)

NOTICE IS HEREBY GIVEN that Request for Qualifications, (RFQ), submissions from professionals may be submitted to provide archive management and consulting services for the City of West Hollywood's Arts Division.

The purpose of the RFQ process is to identify qualified professionals who meet the City's criteria and instructions outlined in the RFQ document.

Replies to the RFQ will be accepted online and will be reviewed by City of West Hollywood's Arts Division.

Applications must be uploaded using the City's online portal found at:
<http://www.weho.org/city-hall/city-departments/public-works/bids>
or <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Deadline to apply extended to: **Thursday, April 12, 2018 at 2:00pm.**

Questions about this RFQ may be addressed to Andrew Campbell, Arts Manager, at acampbell@weho.org by March 22, 2018 at 5 p.m. Responses to questions will be posted at the end of the question period on the City's online portal at <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

The City of West Hollywood reserves rights to reject any and all submissions, and/or elect not to proceed with the project should it deem appropriate for the public good.

Yvonne Quarker, City Clerk

AFFIDAVIT OF POSTING

State of California)

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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: March 5, 2018

Signature: Alysa T. Polledo