

City of West Hollywood Request for Proposals (RFP) Digital Procurement Lean Process Improvement Project

Introduction

The City of West Hollywood ("City") is seeking qualified professionals to lead a lean process improvement project ("Project"). The City wants to digitize its procurement process, from proposal submittal to contract execution. Improvement of the procurement process is the first phase in a multi-step procurement digitization project and is intended to improve both internal and external processes for staff and vendors.

Best practices in the digital industry typically begin with Lean Process Improvement. Lean process improvements identify inefficiencies, reduce process steps, reduce process time, and reduce errors in work. Applying lean methodologies to the City's contracting workflow will facilitate moving to a fully digital procurement process.

The City of West Hollywood recently launched the WeHo Smart City Strategic Plan. WeHo Smart City calls for enhancing existing workflows, connecting more effectively with each other, and exploring new alternatives to service delivery through experimentation. One of the core goals of this plan is to use technology to enhance internal collaboration and streamline workflows. Technology should help make it easier to work together within City Hall and with our vendors.

This Project is one of the first WeHo Smart City projects to launch. It is being led by the City's Finance Department and Innovation Division, and includes team members from the offices of the City Clerk, Economic Development, Risk Management, and Assistant City Manager.

For a full copy of the 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/2qLLU9G>.

Questions or Clarifications Pertaining to the RFP

All questions or requests pertaining to this RFP shall be submitted via PlanetBids only (<http://bit.ly/2qLLU9G>) no later than May 7, 2018 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 May 14, 2018 at 4pm Pacific Time. No questions regarding this RFP will be answered over the phone or via email.

Submittal Instructions

The deadline for submitting Proposals is **June 4, 2018 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/2qLLU9G>). 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/2gLLU9G>. 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 contracts to the Firms/Team that best meets the requirements set forth in the RFP.

City Clerk
Yvonne Quarker

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 23, 2018

Signature: Alyssa T. Palko