



**City of West Hollywood  
Communications Department  
REQUEST FOR QUALIFICATIONS (RFQ)**

**Professional Videography Services for the City of West Hollywood  
(as needed) | Date Issued: July 12, 2018**

**Description** — The City of West Hollywood is gathering qualifications from interested videography services professionals to establish a pool of vendors who can provide professional videography support to the City on an as-needed basis for a wide array of City projects, initiatives, and programs

**Eligibility** — This Request for Qualifications is open to experienced professional videographers with demonstrated training and experience in video production, including developing, writing, producing, editing, and packaging for online distribution.

**Timeline** — City of West Hollywood Communications Department staff will convene to review submissions through Request for Qualifications a minimum of four times per year — in September, in December, in March, and in June — and as needed as projects arise.

**Schedule and Budget** — Should prospective videography professionals be considered for project(s), the City will issue a contract for services. The issuance of a contract is not a guarantee of work. Following the establishment of a contract, project(s) may be assigned on an as-needed basis and each project will require an approved scope of work with estimated hours, rate/fee, not-to-exceed amount, and a purchase order issued by the City's Finance Department before work may begin. The consultant will be required to have and maintain general liability and auto insurance for the contract period to meet the minimum requirements established by the City. Prior to commencing work, the consultant must attend an orientation with Communications Department staff.

**Instructions** — Applications must be submitted online and must include completed general contact information, hourly rate/fee schedule, CV/resume, work samples, and references: <https://form.jotform.com/80666110572150>

**Questions** — For all questions related to this Request for Qualifications, please contact Lisa Marie Belsanti, City of West Hollywood Director of Communications, at (323) 848-6378 or at [lbelsanti@weho.org](mailto:lbelsanti@weho.org).

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

The City of West Hollywood reserves the right to cancel or postpone this Request for Qualifications at any time.

Yvonne Quarker, City Clerk, City of West Hollywood

**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: July 13, 2018  
Signature: [Handwritten Signature]