

**City of West Hollywood
Social Services Division of the
Human Services and Rent Stabilization Department**

**Request for Proposals (RFP)
To Deliver Fiscal Consultant Services To The Department Of Human Services,
Division Of Social Services**

The City of West of West Hollywood is seeking proposals from licensed individuals and/or firms interested in providing fiscal consultant services to the Department of Human Services, Division of Social Services in the review of project cost-reports or other reports submitted to the City of West Hollywood by contracted non-profit, 501 (c) (3) Social service agencies.

The City of West Hollywood has been operating social services programs for the community by contracting with non-profit organizations since July, 1985. The City Council has a firm commitment to enhancing the quality of life of the City's community members by meeting their social service's needs.

Social services target populations continue to be Seniors; children, youth and families; Gay, Lesbian, Bisexual and Transgender community members; immigrants; people living with disabilities including HIV/AIDS; people who are homeless in the City; people who are at risk of homelessness; and people who are in need due to poverty or low income.

The contract term will be for (1) one year. Upon satisfactory completion of the scope of services for grant year Oct 2018-Sept 2019, the City reserves the right to extend the contract for three additional twelve month periods under the same terms to run co-terminus with the social service three-year grant cycle of 2019-2022.

Instructions

The deadline for submitting proposals is **Wednesday, August 22, 2018 at 6:00 PM PST.** Responses received after that time and date will not be considered. Proposals received after the scheduled closing time for filing will be returned to the proposer unopened. Mailed proposals must be postmarked before August, 22, 2018. No faxed or emailed proposals will be accepted.

The Proposer will submit:

- One original and three copies to:

Yvonne Quarker, City Clerk
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069

For a full copy of the Request for Proposals (RFP) with detailed instructions, please contact the Social Services Division at 323-848-6510 or visit www.weho.org/notices

BY ORDER OF THE CITY OF WEST HOLLYWOOD
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: July 30, 2018

Signature: [Handwritten Signature]