

**City of West Hollywood**  
Information Technology Division

**Request for Proposals**  
**Microsoft Office 365 Implementation Services**

The City of West Hollywood (the "City") is soliciting proposals from qualified firms for an Office 365 Implementation Services.

**Instructions**

A copy of the RFP can be downloaded from the City's website at: [www.weho.org/rfp](http://www.weho.org/rfp) .

The RFP can also be downloaded by registering with the City's bid portal at this URL: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**DEADLINE FOR PROPOSAL SUBMISSION: December 10, 2018 by 2:00 PM (PT)**

**Proposals must:**

1. Must be submitted electronically on the City's bid portal (<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>)
2. All submissions must have a cover sheet that states "Office 365 Implementation Services" and identifies the firm.

**All proposals shall include the following:**

- SECTION 1 – Executive Summary
- SECTION 2 – Table of Contents
- SECTION 3 – Statement of Qualifications
- SECTION 4 – Organizational Information
- SECTION 5 – References/Recent Project History
- SECTION 6 – Project Approach/Methodology
- SECTION 7 – Cost of Proposal
- SECTION 8 – Acknowledgements, Additions and Exceptions
- SECTION 9 – Certificate of Insurance
- SECTION 10 – Certification of Proposal

For a full copy of the Request for Proposal, please visit the City's website at [www.weho.org/rfp](http://www.weho.org/rfp). If you have any questions, please contact the Information Technology Division by email at [eevans@weho.org](mailto:eevans@weho.org)

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

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: November 2, 2018

Signature: Alyssa P. Postlewa