

**City of West Hollywood
Request for Proposals (RFP)
Data Training Program for City Hall**

Introduction

As part of the WeHo Smart City Strategic Initiative, the City of West Hollywood (“City”) is developing a data training program for City staff.

Data analytics is fast becoming one of the most sought-after skills, providing an extra edge to businesses and governments whose employees know how to gather and use data effectively. Establishing a culture of data within City Hall can improve customer service and user experience, boost the City’s ability to make evidence-based decisions, and provide staff with enhanced professional knowledge.

For this Request for Proposals (“RFP”), the City seeks a team (“Team”) to train staff in basic data skills, including data analytics, visualizations, storytelling and open data concepts using expert instructors with experience teaching data fundamentals in-person and online to students from a wide range of professional backgrounds and skill levels.

The City is looking for a qualified Team who understands the importance of using data to improve government services and programs. The maximum yearly budget for this training program is \$40,000. Proposals may include tiered pricing options for varying levels of training.

For reference, the WeHo Smart City Strategic Plan is available for download at www.wehosmartcity.org.

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 <https://bit.ly/2UdutPk>.

Submittal Instructions

The deadline for submitting Proposals is **April 19, 2019 no later than 4:00 P.M. Pacific Time**.

The Proposer shall submit one (1) digital copy of the submission on PlanetBids (<https://bit.ly/2UdutPk>). 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: <https://bit.ly/2UdutPk>. 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 Team(s) that best meets the requirements set forth in the RFP.

City Clerk
Yvonne Quarker

AFFIDAVIT OF POSTING

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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: APRIL 1, 2019

Signature: YVONNE QUARKER