

**City of West Hollywood
Request for Qualifications (RFQ)
Civic Innovation and Smart City Consultants**

Introduction

From time to time, the City of West Hollywood seeks assistance from creative professionals that can work on an "as needed" basis for a variety of innovation, data and design services. The City is currently gathering qualifications from interested professionals to establish a pool of individuals and firms who can provide such services to the City on an as-needed basis.

For example, the City of West Hollywood's Innovation Division runs two programs which often need assistance from creative and technical contractors. WeHoX, the City's Innovation program, encourages staff to think outside the box, bringing services and information to constituents in bold, new ways. WeHo Smart City, the City's smart city strategic plan for implementation of future-forward technology, probes the City to incorporate data, workflow improvements, and technology pilot projects to enhance the services and programs we provide to our community.

Examples of needed ongoing civic innovation and smart city services include but are not limited to:

- developing simple websites,
- creating interactive maps,
- producing data visualizations,
- analyzing data sets,
- storytelling using data,
- creating infographics,
- artificial intelligence,
- producing animation and live video projects,
- developing or enhancing mobile applications,
- creating branded content,
- live scribing at meetings and events, and
- other emerging technologies.

Do you have a skill not listed above? Please submit your qualifications and tell the City how you can help us be innovative and creative. All ideas considered!

For a full copy of the RFQ 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>.

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 JotForm (<https://form.jotform.com/90877612841161>). 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.

The City reserves the right to reject any and all submissions and award contracts to the Team(s) that best meets the requirements set forth in the RFQ.

City Clerk
Yvonne Quarker

AFFIDAVIT OF POSTING

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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:

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Signature: Alma Pineda