

**City of West Hollywood
Request for Proposals (RFP)
Staffing Analysis and Optimization Plan**

Introduction

Determining and maintaining optimal staffing levels is critical to an organization's efficiency. A staffing optimization plan is intended to assist City officials when making important decisions related to services and programs provided to constituents.

The City seeks to retain the services of a highly qualified consulting firm experienced in successfully managing and completing staffing analysis projects; to conduct an in-depth analysis of the City's current staffing and operations; assess staffing needs and optimal staffing levels based on current service levels, as well as the various work plans for each of the City's departments.

The City of West Hollywood ("City") invites qualified consultants to respond to a Request for Proposals (RFP) for the creation of a detailed organizational staffing optimization plan.

A copy of the full Request for Proposal (RFP) is available at no cost from the City and the following website links:

City of West Hollywood: <http://www.weho.org/rfp>

or

PlanetBids: <https://www.planetbids.com/portal/portal.cfm?companyid=22761>

Procurement Schedule

- RFP Release:
 - April 11, 2019
- Final date for submitting questions :
 - April 22, 2019 (5:00 P.M. PST)
- Answers Posted
 - April 25, 2019
- Final date for submitting the RFP:
 - May 6, 2019 (5:00 P.M. PST)
- Awarding of Contract:
 - June 17, 2019

Proposal Package

All proposals shall include the following:

- Cover letter
- Executive summary
- Company background

- Understanding of scope of project
- Proposed professional services
- Proposed fee
- References
- Optional communication material

Questions regarding this RFP should be submitted on PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761> by 5:00 P.M. Pacific Standard Time on Monday, April 22, 2019.

Submittal Instructions

The deadline for submitting Proposals is **May 6, 2019 by 5:00 P.M. Pacific Standard Time.**

The Proposer shall submit one (1) digital copy of the submission on PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761>. Proposals received after the deadline will be disqualified and unopened. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed or telegraphic proposals or modifications of proposals will be considered.

PlanetBids Submission

The Proposer is solely responsible for "on time" submission of their electronic proposal via PlanetBids through the following link: <https://www.planetbids.com/portal/portal.cfm?companyid=22761>.

The City will only consider proposals that that have been transmitted 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 and electronic1 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

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: April 11, 2019

Signature: Amat Pollada