

**CITY OF WEST HOLLYWOOD
REQUEST FOR QUOTE
STAFFING ANALYSIS-RENT STABILIZATION and HOUSING DIVISION**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites Request for Quote (RFQ) for the above-stated service and will only receive such proposals no later than the hour of **5:00 PM PDT, Monday, May 13, 2019.**

The City of West Hollywood is seeking a quote from Human Resources Consulting firms with experience in conducting job study analysis, preferably for government agencies that includes independent time study and workload assessment of staff members.

The assessment will be for the Rent Stabilization and Housing Division, which is one of the three divisions in the Human Services and Rent Stabilization Department. www.weho.org/rsh The Division includes eleven (11) existing staff positions, headed by the division manager. Titles and number of incumbents are: Housing Project Development Administrator, Rent Stabilization and Housing Information Coordinator (5), Legal Services Analyst, Senior Administrative Specialist, Administrative Specialist IV, Administrative Specialist III (2).

Scope of Work

The successful consultant shall review division processes and workflows, and provide an assessment report with recommendations regarding operational structure, job descriptions, classifications, and potential future staff need. The division has been converting processes from paper-based on digital/online. Beginning in 2014, the division converted all property files and records to microfiche, in 2017 the division began accepting online payments for annual program fees, in Q3 2019 the division anticipates converting its registration processes from paper to online, at this time a new and updated cloud-based database and data entry system will be introduced. Separate from these process changes, one of the programs administered by the division has seen substantial growth and an assessment is needed to understand staffing need.

Compensation

Identify whether the proposed compensation, or any part thereof, is (a) fixed price or (b) time and expense. Provide hourly rates for all proposed personnel, and estimated total costs, including expenses, for each Phase and timeline for each Phase.

Selection Process

Proposals received will be reviewed and evaluated according to the following categories:

- Approach & Understanding Scope of Work (40%)
- Qualifications & Experience (50%)
- Overall Cost (10%)

Submit questions by Wednesday, May 8, 2019, 12:00PM PDT to: pnoonan@weho.org

Submit proposal by Monday, May 13, 2019, 5:00PM PDT to: pnoonan@weho.org

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Pete Noonan, Housing Manager
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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 29, 2019
Signature: Alyson Powell