

**City of West Hollywood  
Social Services Division of the  
Human Services and Rent Stabilization Department**

**Request for Proposals (RFP)  
To deliver social services to members of the West Hollywood  
community**

The City of West Hollywood has been operating social services programs for the community by contracting with non-profit organizations since July, 1985. The City Council has a firm commitment to enhancing the quality of life of the City's community members by meeting their social services needs. For the purposes of social services funding, a West Hollywood community member is: a resident, a person who works in the City, a person who attends school in the City, a property owner, or a person who is homeless and spends the majority of their time in the City.

The City will allocate approximately \$5 million in this funding process to local nonprofit organizations which provide services to meet community need for food and nutrition, employment, and shelter; to care for people whose medical conditions cause need for special services; to encourage community stability, and to enrich the quality of life.

Social services target populations include seniors (with an emphasis on those that are frail and homebound); lesbian, gay, bisexual, transgender, queer, and non-binary community members; women, children, youth and families; Russian immigrants and immigrants who are in the U.S. to protect their safety; people living with disabilities including HIV/AIDS; people who are homeless in the City; people who are at risk of homelessness; and people who are in need due to poverty or low incomes.

Awards are for services for a one-year period, beginning October 1, 2019 to September 30, 2020 with two one-year options for renewal based on continued community need for the service, satisfactory progress toward established program goals, and availability of funding. The City assumes that the second and third-year program and funding is essentially the same.

**Instructions**

If you have any questions, you may e-mail City staff (see list on p.8 of the RFP) or call (323) 848-6410. Deadline to submit questions is **6:00 p.m. on Wednesday, May 29<sup>th</sup>, 2019**. Answers to questions will be posted on the City's RFP page no later than Friday, May 31<sup>st</sup>, 2019.

The deadline for submitting proposals is **Wednesday, June 5, 2019 no later than 6:00 P.M. (PST)**.

Responses received after that time and date will not be considered. Proposals received after the scheduled closing time for filing will be returned to the proposer unopened. Mailed proposals must be postmarked before June 6<sup>th</sup>. No faxed or emailed proposals will be accepted.

The Proposer will submit one original and 12 copies to:

Yvonne Quarker, City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

For a full copy of the Request for Proposals (RFP) with detailed instructions, please contact the Social Services Division at 323-848-6510 or visit [www.weho.org/notices](http://www.weho.org/notices)

BY ORDER OF THE CITY OF WEST HOLLYWOOD

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: May 9, 2019  
Signature: Albert Pohlado