



## City of West Hollywood Communications Department REQUEST FOR QUALIFICATIONS (RFQ)

**Professional Writing Services for the City of West Hollywood  
(as needed) | Date Issued: July 18, 2019**

**Description** — The City of West Hollywood is gathering qualifications from writing professionals to establish a pool of individuals who can provide such services to the City on an as-needed basis on a range of writing projects requiring different techniques and styles to suit the medium and the audience.

**Eligibility** — This Request for Qualifications is open to experienced writing professional web developers with demonstrated Experience in producing a variety of written content under aggressive timelines; a background in journalism and/or PR is preferred.

**Timeline** — The City of West Hollywood's Communications Department staff will convene a minimum of three times on a regular basis and as needed to review submissions through this Request for Qualifications period.

Deadline to submit: 12/31/2019

**Schedule and Budget** — Should prospective writing professionals be considered for project(s), the City will issue a contract for services. The issuance of a contract is not a guarantee of work. Following the establishment of a contract, project(s) may be assigned on an as-needed basis and each project will require an approved scope of work with estimated hours, rate/fee, not-to-exceed amount, and a purchase order issued by the City's Finance Department before work may begin. The consultant will be required to have and maintain general liability and auto insurance for the contract period to meet the minimum requirements established by the City. Prior to commencing work, the consultant must attend an orientation with Communications Department staff.

**Instructions** — Applications must be submitted online and must include completed general contact information, hourly rate/fee schedule, CV/resume, work samples, and references <https://form.jotform.com/91967761062162>

**Questions** — For all questions related to this Request for Qualifications, please contact Sheri A. Lunn, City of West Hollywood Public Information Officer, at (323) 848-6391 or [slunn@weho.org](mailto:slunn@weho.org)

The City reserves the right to reject any and all Qualifications and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

The City of West Hollywood reserves the right to cancel or postpone this Request for Qualifications at any time.

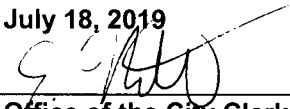
Yvonne Quarker, City Clerk, City of West Hollywood

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 notice on:

Date:               **July 18, 2019**

Signature:  \_\_\_\_\_  
                  **Office of the City Clerk**