

**City of West Hollywood  
Information Technology Division**

**Request for Proposal  
Information Technology Strategic Plan**

**Overview:**

The City of West Hollywood (the City) is seeking proposals from qualified consultants for the following services:

- Development of an Information Technology Strategic Plan

The objective of this project is to develop and articulate a vision for the effective use of technology to support the work of the City of West Hollywood. The City is focused on the proposed IT Strategic Plan as the cornerstone of our efforts to improve the balance between demand for more and better technology, innovation, security, and available IT resources, capital, and operating funds.

Vendor's personnel to be used for this project shall be knowledgeable in their areas of expertise. We reserve the right to perform investigations as may be deemed necessary to ensure that competent persons will be utilized in the performance of the contract.

**Instructions:**

A Copy of the RFP can be downloaded from the City's website at: [www.weho.org/rfp](http://www.weho.org/rfp)  
The RFP can also be downloaded by registering with the City's bid portal at the following URL: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Proposals must be submitted electronically on the City's bid portal:  
<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**Deadline for Proposal Submission:**

Proposers must submit the following required documents through the online portal by **10:00 AM on August 12, 2019** in order to be eligible for this RFP.

**Questions:**

All questions concerning this solicitation must be submitted online via the Q&A section of the bid management software. The official responses to questions or requests for interpretation to this solicitation will be posted on the Q&A section of the bid management software. The cut-off for the submission of questions or deviations shall be on July 29, 2019, before 9:00 AM. Any information resulting from questions that causes a material change in the solicitation will be posted on the Addenda & Emails section of the bid management system as an addendum.

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: JUL 27, 2019

Signature: [Handwritten Signature]