



REQUESTS FOR PROPOSALS TEMPORARY STAFFING SERVICES

The City of West Hollywood is seeking proposals from qualified firms for Temporary Staffing Services.

Qualified firms who meet the following minimum criteria are invited to respond to the Request for Proposals (RFP). The firm must:

- Qualification of Agency
- Qualification of Personnel
- Approach and Understanding of Scope of Services
- Cost and Adherence to Alternate Work Schedule

The complete RFP can be found on the City's website at:

<https://www.weho.org/city-government/city-clerk/public-notice/rfp-rfq-bid-notice>

For a hard copy of the RFP please contact Yaasmin Mauris, Human Resources Analyst, (323) 848-6345, ymauris@weho.org

Proposers must submit one (1) original and four (4) copies of their proposals by 5:00 p.m., Monday, September 9, 2019 addressed to:

City of West Hollywood
RFP for Temporary Staffing Services
City Clerk's Office
8300 Santa Monica Blvd
West Hollywood, CA 90069

The exterior of the envelope shall clearly state the name "Temporary Staffing Services" and include the statement "Bid Documents Do Not Open with Regular Mail".

Proposals received after that date and time will not be considered.

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: August 28, 2019
Signature: Alycia Powell