

## Request for Proposals (RFP) Budget Planning Software

The City of West Hollywood is seeking a company to provide a budget planning software solution to support the City in the creation of its budgets. The scope of work for this project is further described in the RFP document available on the City's online bidding portal.

**Instructions** Interested firms must submit their complete proposals electronically through West Hollywood's Online Bidding Portal on Friday, April 17, 2020 by 11:59 pm.

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**Schedule** The timing of the proposal's review and selection process is subject to change, depending on the needs of the City, but is anticipated as follows. Please be prepared to interview on the dates shown below.

Request for Proposals Issued	March 18, 2020
Deadline for Questions	March 31, 2020 by 11:59 pm
Proposals Due	April 17, 2020 by 11:59 pm
Interviews & Software Demonstrations	April 27, 2020

**Contact** The City's principal contact for this proposal is Christine Safriet, Finance Department, (323) 848-6467, [csafriet@weho.org](mailto:csafriet@weho.org). Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

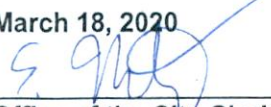
**Documents** A complete copy of the RFP can be found on the City's online bidding portal:  
<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

RFP Notices and related documents may be obtained online at:  
<http://www.weho.org/bid>

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 notice on:

Date: **March 18, 2020**  
Signature:   
Office of the City Clerk