



**City of West Hollywood
Communications Department
REQUEST FOR PROPOSALS (RFP)**

Realtime Closed Caption Encoding | Date Issued: May 3, 2021

Introduction

The City of West Hollywood ("City") is seeking proposals from qualified firms to provide high quality, realtime closed captioning services for broadcast on the City's Public, Education, and Government (PEG) access stations.

For a full copy of the realtime closed captioning (RFP) with detailed instructions, please visit the City's RFP/RFQ/BID web page at <http://www.weho.org/rfp> or the PlanetBids system at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Questions or Clarifications Pertaining to the RFP

Questions or requests pertaining to this RFP may be submitted only via PlanetBids (<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>) no later than May 18, 2021 at 4pm Pacific Time. Proposers are encouraged to submit questions or requests for clarifications early in the process. Proposers that contact City personnel or City Council members after the City releases the RFP and throughout the evaluation period may have their proposals disqualified from consideration.

Submittal Instructions

The deadline for submitting Proposals is Thursday, May 20, 2021 no later than 4:00 P.M. (Pacific Time). The Proposer shall submit one (1) digital copy of the submission on PlanetBids (<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>) Proposals received after this time and date shall be disqualified. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals shall be considered.

PlanetBids Submission

The Proposer is solely responsible for "on time" submission of their electronic proposal via PlanetBids through the following link: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Proposer shall be solely responsible for informing itself with respect to the proper utilization of the bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the proposer to successfully submit an electronic proposal shall be at the Proposer's sole risk and no relief will be given for late and/or improperly submitted proposals.

Proposers experiencing any technical difficulties with the proposal submission process may contact PlanetBids at (818) 992-1771. Neither the City, nor PlanetBids, makes any guarantee as to the timely availability of assistance, or assurance that any given problem will be resolved by the submission deadline.

The City reserves the right to reject any and all proposals and award the contract to the Proposer who best meets the requirements set forth in the RFP.

Melissa Crowder, Acting 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 this document was posted on:

Date: May 3, 2021
Signature: \\Alyssa T. Poblador\
Office of the City Clerk