

City of West Hollywood Request for Proposals (RFP) Data Sharing Standards and Data Governance Guidelines

PUBLIC NOTICE IS HEREBY GIVEN of a Request for Proposals to develop an internal data sharing and data governance guidelines project.

The City of West Hollywood aspires to become a data-driven organization. For this Request for Proposals (“RFP”), the City seeks a team (“Team”) to develop data sharing standards and data governance guidelines. Data sharing standards will set processes for how data passes from the data owner to other teams inside the organization or the public. Data sharing standards are essential to successful collaboration between multiple teams with different data interests and access privileges. Data governance guidelines include decisions around data collection procedures, data quality control, maintaining datasets over time, and storing and manipulating data within new or existing tools. The City is looking for a qualified Team who understands the importance of standardizing data to improve government services and programs. The maximum budget for this project is \$40,000. Proposals may include tiered pricing options for additional services.

For reference, the WeHo Smart City Strategic Plan is available for download at www.wehosmartcity.org.

Submittal Instructions

All submissions must be uploaded electronically through the PlanetBids portal only (<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/84878>). The deadline for proposal submissions is **Monday, July 26, 2021 at 4:00pm PST**. 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.

A copy of the RFQ can also be downloaded from the City’s website at: <http://www.weho.org/rfp>.

All interested firms are invited to submit a proposal.

BY ORDER OF the City of West Hollywood.

Melissa Crowder,
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: July 12, 2021
Signature: \\Alyssa T. Poblador\
Office of the City Clerk