

**City of West Hollywood  
REQUEST FOR QUALIFICATIONS (RFQ)**

**Needs Assessment of Access to Social Services  
by Community Members of Color**

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of West Hollywood's Social Services Division invites Statements of Qualifications (SOQ) through this Request for Qualifications (RFQ) process, to be received only by submitting electronically at <https://www.planetbids.com/portal/portal.cfm?companyID=22761> for the above stated work and will only receive such statements no later than **6:00 PM ON MONDAY, SEPTEMBER 13, 2021.**

The City of West Hollywood, California invites a professional consultant or a team of consultants, to submit Statements of Qualifications to prepare a needs assessment focusing on access to Social Services by community members of color. This assessment will include the administration of stakeholder interviews; focus groups; pop-up workshops and at least *one community meeting*. Other assessment components may be included based on suggestions from applicant consultant.

The overarching goal of the assessment is to identify gaps in, and barriers to access of Social Services programming by community members of color. Findings from the assessment will inform the City's priorities for the next social services funding process.

Bids must be submitted electronically for the exact item(s) requested in the bid solicitation documents. Copies of the bid and associated documents are available from the City's website at: <http://www.weho.org/bid>, and on the City's electronic bidding portal: <https://www.planetbids.com/portal/portal.cfm?companyID=22761> under the above stated project. Please note that all documents submitted will be public documents in accordance with State law.

**Duration:** The City anticipates entering into an agreement based on a negotiated fee and scope of work. The assessment and final report must be completed by April 1, 2022.

**Requests for Information (RFI's) and Questions/Clarifications:** All requests for information and questions/clarifications shall be submitted electronically at <https://www.planetbids.com/portal/portal.cfm?companyID=22761> under the above stated project. Any questions must be submitted no later than 6:00 p.m. on Tuesday, September 7, 2021, through the City's electronic submission process. The system will not allow responses to be received after the deadline and it is the sole responsibility of the bidders to allow adequate time to upload all required bidding documents.

Additional information about the City of West Hollywood can be found on the City's website: [www.weho.org](http://www.weho.org), along with the 2019 Community Study prepared for the City, <https://www.weho.org/services/social-services/community-study/-fsiteid-1>.

**Point of contact:** David Giugni at [dgiugni@weho.org](mailto:dgiugni@weho.org).

**BY ORDER OF THE CITY OF WEST HOLLYWOOD**  
Mellissa 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: August 18, 2021  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk