

REQUEST FOR QUALIFICATIONS
CITY OF WEST HOLLYWOOD
MEETING & GROUP FACILITATOR



Date Released: September 30, 2021

Submission Deadline: October 18, 2021 by 4PM

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PROJECT DESCRIPTION

The City of West Hollywood is seeking to establish a prequalified list of individuals or firms to provide group and meeting facilitation services. The primary focus is the facilitation of public meetings of elected and appointed public officials (City Council, Advisory Boards, Task Forces, Commissions, and related subcommittees). Qualified professionals will be included in the City's pool of prescreened/prequalified group and meeting facilitators. The ideal candidate has facilitated discussions of groups comprised of diverse populations, including LGBTQ+ and BIPOC constituencies, as well as groups of individuals immersed in discussions focused on issues such as social justice, inequality, community development, inclusivity, racism, homophobia, transphobia, etc.

SERVICES

Successful candidates for the prequalified list will have extensive experience in facilitating group discussions and dynamics, excellent verbal communication skills, and the ability to guide group discussions in meetings with both formal and informal agendas. Groups may be comprised of staff, elected or appointed officials, and/or non-elected community members. Meetings are likely to be open to the public and streamed live on Zoom and/or YouTube, with recordings subsequently posted to the City's website.

Requested services may include but are not limited to the following. Activities may be virtual or in person depending on the specific situation:

- Agenda Planning: Work with group or group members to develop detailed agendas including timing, space, equipment, logistics, and other inputs necessary for successful meetings.
- Pre meeting research: Meet with group or group members to develop the facilitator's understanding of key issues, interpersonal dynamics, and other factors that may inform group discussions.
- Meeting facilitation: Facilitate meetings between/among group or group members to create a dynamic and productive experience for participants.
- Meeting summarization: In consultation with staff, group or group members, produce a written summary of the meeting including key deliberation points and recommendations within 2 business days.

ELIGIBILITY

The Request for Qualifications (RFQ) is open to experienced, qualified professionals. Applicants who meet the minimum qualifications below are invited to apply:

- At least 2 years of experience providing group facilitation services for governments, nonprofits, community-based organizations, educational institutions, and/or businesses.
- Experience working with public officials and/or facilitating public meetings.
- Ability to meet the City contractual and insurance requirements (see attached)

Qualified professionals who live in West Hollywood and/or are professionals of color, women, professionals living with disabilities, and LGBTQ+ professionals are highly encouraged to apply.

SELECTION & EVALUATION PROCESS

The City of West Hollywood's executive management team will convene a group to review submissions through this RFQ to select qualified professionals. Applications will be evaluated based on the completeness, organization, and quality of the response, with an emphasis on previous experience. Interviews (by video or in-person) may be requested and considered as part of the evaluation process. Selected respondents will be offered on-call services contract with the city for an initial term through June 30, 2022, and options to extend for up to three additional one-year terms. Service rates will be negotiated during the contracting process.

TO APPLY

Applications must be submitted online at the following link by the RFQ Deadline. Registration with PlanetBids is free and required in order to submit an application. No emailed, mailed, or faxed applications will be accepted. Respondents must use the submittal portal: <https://pbsystem.planetbids.com/portal/22761/portal-home>

Submittals must include the following components.

1. A **letter** addressed to:
City of West Hollywood
c/o Christine Safriet, Budget Officer
West Hollywood City Hall
Via Email: csafriet@weho.org

2. The letter should include the following:
 - a. Your interest in working with the City and the services you would offer
 - b. Understanding of West Hollywood's municipal meeting environment
 - c. Definition of a productive meeting
 - d. Approach to facilitating productive meetings
 - e. Please identify/discuss specific or special challenges that occur in a municipal setting and how you address them
 - f. Optional: Describe any strategies, technologies, or other tools you use to facilitate streamlined and productive meetings
3. **Resume** or summary of your qualifications and relevant experience.
 - a. If the respondent is a firm or team, names and resumes of staff who would provide services along with their specific areas of focus.
4. **References.** List at least 3 references for similar work. Preference is for references related to public sector or public facing work. References should include the name of the client, the services provided, the dates of the engagement, and a contact name, phone number, and email. The City may contact references.
5. **Pricing.** Provide your hourly rate or rates, or sample pricing for the different types of services offered and compensation for each.
6. **Conflict of Interest.** Provide a statement that you do not have any conflicts of interest. If you may have a real, perceived, or potential conflict of interest, disclose those in your application. Applicants will not be automatically disqualified for disclosing a real, perceived, or potential conflict.
7. **Optional.** Provide a link to a video of your services in action.
8. **Optional.** Provide a link to other relevant materials you feel would help the City evaluate your qualifications.

SCHEDULE

Complete submissions must be received by **Monday, October 18, 2021 at 4 pm Pacific Time.** The City must abide by this deadline in the interest of fairness in public processes. Late submissions will be disqualified.

The following dates represent the schedule that will be followed. The City reserves the right, at its sole discretion, to adjust this schedule, as it deems it necessary.

September 30, 2021 RFQ released
October 14, 2021 by 4 pm Deadline to submit questions
October 18, 2021 by 4 pm Deadline / Last day to submit responses
October 25, 2021 Review of submissions.

VISION 2020 MISSION STATEMENT

as a premiere city, we are proactive in responding to the unique needs of our diverse community, creative and finding solutions to managing our urban environment, and dedicated to preserving and enhancing its well-being. We strive for quality in all our actions, setting the highest goals and standards.

CITY OF WEST HOLLYWOOD

The City of West Hollywood was incorporated in 1984. It is 1.9 square miles in area and is bounded by Beverly Hills to the west, Hollywood to the east, and Los Angeles to the north and south. West Hollywood serves many diverse communities and cultural traditions. Its audiences include older immigrants from repressive political environments, children, families, singles, and a large LGBTQ population.

The City is home to approximately 36,000 residents and over 3,500 businesses. More than 80% of residents are renters. Approximately 40% of the City's residents identify as LGBTQ, 10% are Russian-speaking immigrants, and close to 20% are senior citizens. 75% of City residents identify as non-Hispanic White; 10% of residents identify as Hispanic/Latino of any race, 4% of residents identify as non-Hispanic Black or African American; 6% identify as non-Hispanic Asian or Pacific Islander, and 5% as non-Hispanic American Indian, Alaska Native, Some Other Race, or Multiracial.

The City of West Hollywood is a general law city that follows the laws of the State of California. The City is governed and managed by a City Council-City Manager form of government, where five elected Councilmembers set policy and delegate the management of day-to-day operations and implementation of policies to the City Manager and City staff.

The City Council has, throughout the years, created different Commissions and Advisory Boards. There are currently nine City Commissions, including: Arts & Cultural Affairs, Business License, Human Services, Historic Preservation, Planning, Public Facilities, Public

Safety, and Rent Stabilization, and Transportation. The City Council has also created Advisory Boards, which advise the City Council on needed programs and on proposed/existing policies. Currently, the City has six Advisory Boards, including: Disabilities Advisory Board, Lesbian & Gay Advisory Board, Russian Advisory Board, Senior Advisory Board, Transgender Advisory Board, and Women's Advisory Board.

The City Council has also created community-based Committees and Task Forces, including the Social Justice Task Force, West Hollywood Bicycle Task Force, Ethics Reform Task Force, 1343 N. Laurel Avenue Vision Concepts Committee, and Cannabis Business License Screening Application Evaluation Committee.

RFQ RELATED QUESTIONS AND RESPONSES

Responses to questions related to this RFQ will be posted online to PlanetBids.

Additional information

Placement on the Prequalified List does not constitute an offer to contract and does not guarantee any minimum amount of business.

Compensation will vary based on the overall project budget and scope of work for each project and may not be equally divided among the consultants on the prequalified list.

The City reserves the right to reject any and all applications when such rejection is in the best interest of the City or the application contains irregularities. Minor irregularities of the application may be waived by the City. The City also reserves the right to cancel this RFQ at any time and/or to solicit and re-advertise for other applications.

The cost of preparing any responses to the RFQ shall be borne by the respondents and shall not be reimbursed by the City. At the sole judgment of the City, applications are subject to disqualifications on the basis of a conflict of interest. Applicants are required to identify if they have a conflict of interest.

Applicants who are selected to enter a contract with the City of West Hollywood will be required to accept the City's terms and conditions, and insurance requirements, outlined in the attached agreement.

The City of West Hollywood reserves the right to cancel or postpone this RFQ at any time.



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