



**REQUEST FOR PROPOSAL  
CONSULTING SERVICES FOR  
ENTERPRISE RESOURCE PLANNING (ERP)  
PROJECT PLANNING AND RFP DEVELOPMENT  
IN THE CITY OF WEST HOLLYWOOD**

NOTICE IS HEREBY GIVEN that the City of West Hollywood is requesting proposals for Consulting Services for Enterprise Resource Planning (ERP) Project Planning And RFP Development according to specifications set forth in this Request for Proposals (RFP). The request for proposal submissions will be reviewed to evaluate proposers on who can best address the City's needs. Said proposals will be evaluated and results will be made public after completion of the negotiation process with the selected consultant. The City reserves the right to reject any or all proposals and to waive any informalities or irregularities in any proposal or in the proposal process.

**The Procurement Schedule is as Follows:**

- February 14, 2022 Request for Proposal released
- February 25, 2022 Deadline for Requests for Clarification – 5:00 p.m.
- March 18, 2022 Deadline for Proposal Submission – 5:00 p.m.

**Instructions**

For a full copy of the RFP, please see the City's website at [www.weho.org/notices](http://www.weho.org/notices) or contact Beth Rosen, City of West Hollywood, Department of Finance and Information Technology Services, 8300 Santa Monica Boulevard, West Hollywood, California 90069, phone 323-848-6539, or send an email to Beth Rosen at [brosen@weho.org](mailto:brosen@weho.org). It is the proposer's sole responsibility to monitor this website for possible addenda to this RFP.

Proposals must address the requirements of the RFP in the exact order set forth in the RFP.

Proposals must be submitted by email to [finadmin@weho.org](mailto:finadmin@weho.org).

For any questions regarding this RFP, please call or email Beth Rosen at 323-848-6539 or [brosen@weho.org](mailto:brosen@weho.org).

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: February 14, 2022  
Signature: \\Kimberle English\  
Office of the City Clerk