

**CITY OF WEST HOLLYWOOD  
REQUEST FOR QUALIFICATIONS**

**CONSULTING SERVICES FOR  
HUMAN SERVICES PRIORITY INITIATIVES**

NOTICE IS HEREBY GIVEN that the City of West Hollywood ("the City") solicits qualifications from experienced consultants to provide services in connection with the Human Services priority initiatives as set forth in this Request for Qualifications (RFQ), including the HIV Zero Initiative, Homeless Initiative, Poverty Reduction Initiative, and the Aging in Place/Aging in Community Initiative and projects, such as the recently launched West Hollywood Care Team, a behavioral health mobile response program. The City is looking for consultants to support the initiatives and projects above by assisting with the following sub-areas:

1. Program Evaluation
2. Communications Support
3. Professional Writing
4. Demographic Studies and Analysis
5. Community Engagement

Through this RFQ, the City seeks to select qualified consultants ("Consultant Bench") with which the City may contract for support related to Human Services priority initiatives and projects. The purpose is to select a bench of consultants to provide technical expertise in one or more of the sub-areas listed above.

The City anticipates entering into a bench contract with the selected individual(s) and/or firm(s). Scope and fee will be negotiated on a project-to-project basis. Work is not guaranteed, but as the need for professional services arises, the City will contact the firm(s) to negotiate a scope and fee for the specific work tasks. The anticipated term of the contract is three years, and as of this RFQ's issue date, individual agreements shall not exceed \$300,000. This RFQ does not commit the City to award a contract, and there is no obligation by the City to procure any specified amount of services. The City will award a contract, if any, in its best interest and based on a proposal that best meets its needs as set forth herein.

The City will review qualifications and create a list of qualified on-call consultants for each sub-area. The City is not seeking or expecting team responses or expertise in every aspect of each sub-area. As appropriate, the City may conduct an additional competitive process (e.g., solicit bids or issue Requests for Proposals) before awarding contracts. The City anticipates that all services will be as-needed or on-call.

Responses to the RFQ will be accepted online through the City's PlanetBids Vendor Portal (<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/111533>) until **6:00 p.m. PST on Thursday, December 14, 2023.**

Applications must be submitted online as outlined in the City's RFQ document to be considered.

All requests for information and questions/clarifications shall be submitted electronically via the PlanetBids portal entry for this project. Any questions must be submitted before 6:00 p.m. on Wednesday, November 29th, 2023. The system will not allow questions/clarifications to be received after the deadline. The City will respond to all questions submitted by Monday, December 4, 2023.

The City of West Hollywood reserves the right to reject any submissions or elect not to proceed with the project should it be deemed appropriate for the public good.

By Order of the City of West Hollywood  
Melissa Crowder, City Clerk

AFFIDAVIT OF POSTING

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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  
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Signature: \\Alyssa T. Poblador\  
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