

**CITY OF WEST HOLLYWOOD  
REQUEST FOR PROPOSALS SUBCOMMITTEE  
HUMAN SERVICES COMMISSION  
AGENDA**

**4:30 p.m., Tuesday, May 14, 2013  
Community Conference Room, City Hall  
8300 Santa Monica Boulevard, West Hollywood**

In compliance with the Americans with Disabilities Act of 1990, Assistive Listening Devices (ALD) will be available for check-out at this meeting. If you require special assistance to participate in this meeting (e.g., a signer for the hearing-impaired), you must call (323) 848-6471 or submit your request in writing to the Department of Human Services at least 48 hours prior to the meeting. The City TTD line for the hearing-impaired is (323) 848-6496.

Special meeting-related accommodations (e.g., transportation) may be provided upon written request to the Department of Human Services at least 48 hours prior to the meeting. For information on public transportation, call 323.GO.METRO (323-466-3876) or go to [www.metro.net](http://www.metro.net).

- I. CALL TO ORDER – 4:30 pm  
Roll Call, Report on Posting of Agenda, and Procedure for Public Comment
- II. ITEMS FROM THE PUBLIC – 4:35 pm  
The public may address the subcommittee on items within its responsibility.
- III. UNFINISHED BUSINESS – 4:40 pm  
There is no unfinished business.
- IV. NEW BUSINESS – 4:40 pm
  - A. REPORTS FOR COMMISSION – 4:40 pm  
Staff will review the reports which will be prepared for the Human Services Commission to assist with the review of proposals.
  - B. HOW TO REVIEW A PROPOSAL – 5:45 pm  
Staff and the subcommittee will review what to look for in a proposal narrative, scope of services, and budget.
- V. ITEMS FROM THE PUBLIC – 5:45 pm  
The public may address the subcommittee on items within its responsibility.
- VI. ADJOURNMENT – 5:50 pm  
The subcommittee will adjourn.

Written materials distributed to the Commission within 72 hours of the meeting are available for public inspection immediately upon distribution at West Hollywood City Hall, 8300 Santa Monica Blvd., during normal business hours. They will also be available for inspection during the Commission meeting at the staff liaison table.