

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS (RFP)
FISCAL CONSULTANT SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, as AGENCY, invites Request for Proposals (RFP) for qualified consultants or firms to provide Fiscal Consultant Services for the City’s social services contracts and funding programs, to be received only by submitting electronically at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> and will only receive such submissions no later than **11:59 P.M. Pacific Time on Friday, January 9, 2026.**

Since 1985, the City has partnered with a network of community-based organizations to deliver high-quality social services to community members. Each year, the City allocates approximately \$8 million in contracts to service providers. The Human Services Division oversees these contracts, manages fiscal compliance, and ensures the equitable distribution of public funds.

The Division seeks an experienced professional to conduct fiscal audits of City-funded agencies and to update and streamline fiscal policies, processes, and reporting tools in alignment with best practices and the City’s current contracting framework.

The purpose of this Request for Proposals (RFP) is to engage a consultant who will strengthen fiscal oversight, standardize reporting practices, ensure compliance with City, state, and federal regulations, and build internal capacity within both the Human Services Division and its contracted social service partners. The preferred candidate(s) will have extensive experience working with government and nonprofit organizations and will collaborate closely with City staff to achieve these objectives.

Applications must be submitted online as outlined in the City’s RFP document to be considered. Questions regarding the RFP should be submitted on Planet Bids.

A copy of the RFP can be downloaded from the City's website at:
<https://www.weho.org/city-government/city-clerk/public-notices/rfp-rfq-bid-notices>

Proposals must be submitted electronically on the City's bid portal:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

SCHEDULE

RFP issued by the City	December 4, 2025
Deadline for Questions	January 6, 2026
Deadline for submittals	January 9, 2026
City completes screening the process, including proposal evaluation and interviews	January – February 2026

Contract start date	March 2026
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The City of West Hollywood reserves rights to reject any and all submissions, and/or elect not to proceed with the project should it deem appropriate for the public good.

By Order of the City of West Hollywood

Melissa 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 I posted this notice on:

Date: **December 4, 2025**

Signature: *Eric Matikosh*
Office of the City Clerk