CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS (RFP)
FOR RECREATION MANAGEMENT SOFTWARE

PUBLIC NOTICE IS HEREBY GIVEN that a Request for Proposals, (RFP), for the City of West Hollywood's Recreation Management Software. The purpose of the RFP process is to identify qualified vendors that meet the City's criteria and instructions outlined in the RFP document.

All proposals shall be completed by the President, Chief Executive Officer, or individual authorized to act on behalf of the Company, with current Power of Attorney, if applicable. The name and mailing address of the individual making the proposal must be provided. Proposers shall submit one (1) electronic PDF copy of their proposal to the PlanetBids submittal portal.

Proposals will be accepted up to the hour of 5:00 p.m. PST on Friday, March 27, 2026.

Any errors, omissions, or discrepancies found in RFP documents shall be called to the attention of the City by submission of a written request for clarification or question. Such submission, if any, must be sent using the "Q&A" tab of the electronic proposal system at:
http://www.planetbids.com/portal/portal.cfm?CompanyID=22761

Request For Proposals (RFP) documents may be obtained online at
https://www.weho.org/city-government/city-clerk/public-notices/rfp-rfq-bid-notices
&
http://www.planetbids.com/portal/portal.cfm?CompanyID=22761

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: **February 25, 2026**

Signature: *Eric Matikosh*
Office of the City Clerk