



**City of New Orleans
New Orleans Aviation Board
Louis Armstrong New Orleans International Airport
Request for Proposals
For
Federal Auditing Services
CNO RFP No. 3813**

Request for Proposals:

The City of New Orleans ("City"), by and through the New Orleans Aviation Board ("NOAB"), is requesting proposals from persons, firms, and teams of firms ("Proposers") to provide shared tenant services to the NOAB which will be subject to periodic review of satisfactory performance, negotiation of terms (including price) and the availability of funds for the Louis Armstrong New Orleans International Airport. As provided below, and incident to City Charter Section 6-308(5) and Executive Order LC 20-01, it requests proposals from experienced firms to provide the needed services.

It is imperative that all Proposers read, review, and understand this RFP and all attachments. Attention should be directed to **Attachment "B" – Professional Services Agreement**. Specific terms and conditions of the Agreement to be awarded under this RFP are contained herein.

Needed Services:

The selected Proposer will be required to perform all services as set forth in **Attachment "A" - Scope of Services**.

Minimum Qualifications:

Proposers must meet the following minimum requirements:

- Proposer and team should have a minimum of five (5) years of IT System Support experience similar to the scope of work outlined in this procurement document.
- Proposer and team should have experience working for at least two (2) commercial services airports in the last five (5) years.

Obtaining a Copy of the Solicitation:

Copies of the solicitation and related information are available at the City's purchasing website: <https://nola.gov/view-bid-opportunities/>.

Instructions:

PLEASE NOTE: Proposers are strongly encouraged to submit the following electronically via Email to seth.leger@nola.gov (cc: procurement@flymsy.com), **not later than, February 27, 2024 at 4:00 PM C.T.**

- a. One (1) digitally signed response in PDF format, titled "**RFP #3813 FEDERAL AUDITING SERVICES**".
- b. A signed cover letter including the company's name, address and primary contact for the request for proposal. The primary contact information shall include submitter name, telephone, and email address.
- c. Proposers must complete all required attachments and submit along with the electronic proposal submissions.

For proposals submitted via sealed envelope:

Applicants should submit the following to the Department of Finance/Bureau of Purchasing, Attention: Chief Procurement Officer, Assistant Purchasing Administrator, City Hall, 1300 Perdido St., Room 4W07, New Orleans, LA, **not later than, February 27, 2024 at 4:00 PM C.T.**

- a. Proposers should provide six (6) bound and tabbed copies of the proposal in a sealed envelope; envelope should be marked "**RFP #3813: FEDERAL AUDITING SERVICES**".
- b. Proposers should also provide two (2) digitally signed proposals in searchable PDF format: one (1) on a CD or DVD, and one (1) on a flash drive.

For additional information contact the NOAB Procurement Department at procurement@flymsy.com.

Advertising Dates: January 23, 2024, January 30, 2024 & February 6, 2024.