



**City of New Orleans
New Orleans Aviation Board
Louis Armstrong New Orleans International Airport
Request for Proposals
For
Court Reporting
CNO RFP No. 3908**

Request for Proposals:

The City of New Orleans (“City”), by and through the New Orleans Aviation Board (“NOAB”), is requesting qualifications from persons, firms, and teams of firms (“Proposers”) to provide Environmental Consulting 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 qualifications 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:

Please refer to attachment A of the RFP.

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, May 15, 2024 at 4:00 PM C.T.**

- a. One (1) digitally signed response in PDF format, titled **“RFP #3908 On Court Reporting Services”**.
- b. A signed cover letter including the company’s name, address and primary contact for the request for qualifications. 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, May 15, 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 #3908: Court Reporting 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: April 17, 2024, April 24, 2024 & May 1, 2024.