

**NOLA Public School  
Procurement Department  
2401 Westbend Parkway, Suite 5076,  
New Orleans, LA 70114  
Paul A. Lucius, Executive Director of Procurement**

**June 18, 2026**

**Addendum No. 1**

**REQUEST FOR PROPOSAL NO. 26-0127**

**MUNICIPAL AND COMMUNITY AFFAIRS SERVICES**

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued June 17, 2026. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so may subject proposal to disqualification.

**This Addendum consists of 7 Page(s).**

**CLARIFICATION:**

**PLEASE BE ADVISED THAT THE CODE OF SILENCE REMAINS IN EFFECT FOR THIS PROJECT PLEASE REVIEW POLICY BELOW;**

**CODE OF SILENCE:**

From the date the RFP is issued; through the time the Agreement is finally awarded by NOLA-PS Elected Officials, Proposers shall not contact any Representatives of NOLA-PS, nor the District Staff, nor their Advisors or Consultants with respect to this RFP, or RFP process, other than to submit questions or protest in accordance with the Instructions to Proposers therein. This prohibition does not apply to questions or comments sent in writing to the Director of Procurement, or questions made at Pre-Proposal conferences, in presentations before evaluation committees, or during contract negotiations. Proposers who violate this Code of Silence may be deemed non-responsive, and their proposal may be rejected for cause.

**FAILURE TO ADHERE TO THE CODE OF SILENCE MAY BE CAUSE FOR REJECTION OF PROPOSAL**

**PLEASE BE ADVISED THAT ALL QUESTIONS PERTAINING TO PROPOSAL SHOULD BE DIRECTED AS FOLLOWS:**

All questions must be in writing and electronically submitted to the Executive Director of Procurement at [procurement@nolapublicschools.com](mailto:procurement@nolapublicschools.com) no later than **4:00 P.M. on Wednesday, July 8, 2026**. No addendum will be issued later than **Friday, July 10, 2026 or 72 hours prior to proposal due date**, except an addendum withdrawing the proposal or postponing the opening of the proposal. It is the responsibility of each Proposer, prior to submitting the qualifications response, to determine if addenda were issued and, if so, to acknowledge the addendum on the applicable form.

## 2.0 SCOPE OF WORK/SERVICES

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### SCOPE OF SERVICES:

The selected contractor shall provide comprehensive municipal affairs and community relations services to support the Orleans Parish School Board (OPSB) and NOLA Public Schools (the District). The contractor will serve as a strategic partner in advancing the District's priorities through proactive stakeholder engagement, effective municipal intergovernmental coordination, and responsive community outreach.

### Services shall include, but are not limited to, the following:

- Cultivate and strengthen relationships with municipal elected officials and key stakeholders across New Orleans, including community leaders and community-based organizations to identify opportunities and strategically enhance collaboration, alignment, and coordination with external partners;
- Serve as a representative of OPSB to organizations and community groups, attending key community events as a district spokesperson when deemed appropriate in coordination with members of the administration;
- Develop and refine written communications to support municipal affairs and community relations efforts, ensuring materials effectively advance relationship-building with key stakeholders and constituencies;
- Engage stakeholder groups to strengthen understanding of and coordinated support for OPSB's & the district's work, fostering alignment and sustained collaboration;
- Advise on municipal affairs and community relations priorities;
- Support the development of strategic approaches to address issues impacting OPSB's & the district's interests, including facilitating collaborative and mutually beneficial resolutions;
- Coordinate meetings between OPSB and district administration, elected officials, community members, and relevant organizations, and sustain those relationships to effectively support and advance the district's interests;
- Provide additional municipal and governmental relations support as requested, ensuring alignment with and the protection of OPSB's current and long-term interests.

The Scope of Work will be Repeated in Section 4.0 Specifications.

**REPLACE WITH;**

## **2.0 SCOPE OF WORK/SERVICES**

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### **SCOPE OF SERVICES:**

The selected contractor shall provide comprehensive municipal affairs and community relations services to support the Orleans Parish School Board (OPSB) and NOLA Public Schools (the District). The contractor will serve as a strategic partner in advancing the District's priorities through proactive stakeholder engagement, effective municipal intergovernmental coordination, and responsive community outreach.

The Scope of Work will be Repeated in Section 4.0 Specifications.

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## **4.0 SPECIFICATIONS**

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**SPECIFICATIONS:**

1. Inform NOLA-PS and OPSB of anticipated or planned changes in state or city policies, regulations, legislation, or procedures that may impact the district. At the conclusion of each legislative session, provide a comprehensive report outlining all changes affecting the district.
2. Provide advocacy at the Louisiana State Capitol and with state elected/appointed officials as requested, including, but not limited to:
  - Identifying and monitoring both proposed and introduced legislation that affects or potentially affect OPSB;
  - Providing OPSB with copies of monitored legislation and amendments which affect or potentially affect OPSB;
  - Appearing before legislative committees and presenting testimony on behalf of OPSB, as requested;
  - Coordinating individual meetings with legislators and other elected or appointed officials;
  - Coordinate writing legislation or amendments on behalf of OPSB
  - Monitoring of legislation, interim committee activities, and action of relevant regulatory bodies, appropriate boards and commissions or study group meetings;
  - Representing OPSB on legislative and intergovernmental affairs on issues related to the district and its interests.

## **REPLACE WITH**

### **SCOPE OF SERVICES:**

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- Provide additional municipal and governmental relations support as requested, ensuring alignment with and the protection of OPSB's current and long-term interests.

**6.0 EVALUATION CRITERIA /PROCESS**

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**EVALUATION OF PROPOSALS**

The evaluation of the proposal will be performed by a committee consisting of designees of NOLA-PS. It is critical to the ultimate award of this Request for Proposal the proposal be complete and accurate. While cost is an important factor, it should be understood that the NOLA-PS is under no obligation to accept the lowest proposal. In evaluating qualified proposals, the following considerations will be taken into account for award recommendations (if applicable).

	<b>Criteria</b>	<b>Points Assigned</b>	
A.	Successful experience working with the Louisiana State Legislature, including knowledge of the Minimum Foundation Program (MFP), state budget, appropriations, and capital outlay processes.	25	
B.	Successful experience working with the Office of the Mayor, New Orleans City Council, Orleans Parish Legislative Delegation, and State Bond Commission.	20	
C.	Qualifications of the firm's primary lobbyist/personnel assigned to the project	20	
D.	Performance history, including costs, control, work quality, and ability to meet schedules and deadlines	10	
E.	Cost	15	
F.	Disadvantaged Business Enterprise Goal (DBE) of 35%	10	
	Total points possible	100	

**REPLACE WITH:**

**6.0 EVALUATION CRITERIA /PROCESS**

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	<b>Criteria</b>	<b>Points Assigned</b>	
A.	Experience working with the City of New Orleans and key municipal stakeholders, including the Office of the Mayor, City Council, elected officials, community leaders, and community groups, with established key relationships.	25	
B	Qualifications of the firm’s primary personnel assigned to this project.	20	
C	Comprehensive understanding of the historical and operational landscape of NOLA-PS and OPSB.	15	
D	Firm’s methodology & approach to executing the scope of work, including the introduction of innovative strategies.	15	
E	Cost	15	
F	Disadvantaged Business Enterprise Goal (DBE) of 35%	10	
	Total points possible	100	

**End of Addendum No.1**