

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

July 30, 2026

Addendum No. 1

REQUEST FOR PROPOSAL NO. 27-0009

**STAFF TRAINING FAMILY ENGAGEMENT SPECIALTY IN ENGLISH
LEARNER, IMMIGRANT, LEP POPULATION**

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued July 15, 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 2 Page(s).

CLARIFICATION:

1. **Question :** Is a list of the 25 anticipated school sites available, or will site assignment happen after award? If available now, can it be shared as an addendum?

Answer : The contractor will receive the list of school sites after award.

2. **Question :** How were the approximately 500 students / 25 sites estimated — is this based on current EL enrollment data, and will the contractor receive site-level EL enrollment counts before proposal submission?

Answer:. The contractor will receive the counts per school site after award.

3. **Question :** May a Proposer submit as a prime with a subcontractor, or as a joint venture with another organization? If so, does Section 8.0 (Authority to Contract) need to be completed by all JV parties, or only the prime? (DBE will answer)

Answer: Both Parties shall submit all required forms from Appendix A and Appendix B, unless a corporate resolution identifies the primary Signature of Authority.

4. **Question :** If the prime firm is already DBE-certified, does that alone satisfy the 35% DBE participation goal, or must DBE subcontractors/subconsultants still be separately identified and paid to meet the goal?(DBE will answer)

Answer: Proposers identified as a DBE Prime Firm is required to submit all required forms identified within the solicitation, and are required to sign all Signatures of Authority within all identified sections of the DBE Provisions. Additional DBE Subconsultants may not be identified, if the DBE Prime is performing a minimum of 35% of the contract. However, the DBE Prime must identify the scope(s) of work performed via itemized services rendered within proposal.

5. **Question :** Is there a preference or scoring distinction between a single firm delivering both scope areas (family engagement + staff training) versus a team where different partners lead each area?

Answer : Each proposal will be scored in its entirety for how the proposal will meet the scope of work and specifications. Partners may submit a joint proposal.

6. **Question :** The Purpose section (1.2) asks proposers to specify a rate per service, but the Cost Form (9.0) requests one total annual fee. Should the annual fee be a rollup of per-service rates, with per-service rate detail included as backup documentation to the Cost Form?

Answer : .Yes, annual fee be a rollup of per-service rates, with per-service rate detail included as backup documentation to the Cost Form

7. **Question :** Are interpretation/translation services expected to be included within the proposer's rate, or billed as a separate reimbursable cost?

Answer : As interpretation/translations services are not included in the scope of work, the contractor cannot bill NOLA PS for incurred costs. It is expected the contractor provide services to families in the language that families prefer.

8. **Question :** Is the \$150,000 figure in Section 5.3.0 a firm budget cap, or an estimated planning figure that proposers may exceed if justified by scope/cost?

Answer. Firm budget cap.

9. **Question :** What is the anticipated contract start date / first date of service delivery — is there an expectation to begin during the 2026–27 school year?

Answer:. Anticipated start date is Sept 1, 2026.

10. **Question :** Is there an existing data-tracking or case-management platform OPSB expects the contractor to use or integrate with, or is the contractor expected to build and maintain its own system?

Answer: The contractor is responsible for the case management and data tracking specified in section 4.0.

11. **Question :** Are family workshops and staff trainings expected to occur primarily during the school day, or should the contractor anticipate significant after-school, evening, and/or weekend programming (e.g., report card nights, open houses) to reach working immigrant families? Is there a specific cadence for trainings?

Answer: Contractors should anticipate significant after-school and evening programming per school-specific events for families.

12. **Question :** Does the criminal history/background check requirement (La. R.S. 15:587.1) extend to subcontractor personnel as well as direct employees?

Answer: Criminal history/background check requirement are required for both subcontractor and direct employees.

13. **Question :** . Is bilingual capacity required in order to apply for this RFP? Specifically, do I or my subcontractor need to be bilingual to support this work?

Answer : Per section 6.0, "diversity of language options in which services are provided for families" is considered in scoring.

14. **Question : Days/terms:** Is there a fixed number of days required? The Cost Proposal Form requests an **annual fee**—should we price the full year, or provide a **not-to-exceed fee** with a limit, such as a 150-day cap?

Answer: There is no fixed number of days required. The cost proposal form should detail a rate of service per service type, quantity of services per service type, not to exceed the budget outline in section 5.3.

15. **Question:** What counts as a “day”: How does OPSB define a billable service day (in-person only vs partial/virtual, and how do you want travel/prep/check-ins categorized)?

:

Answer: The scope of work is comprised of two services types (family-facing sessions and school-facing sessions) and the rate per service should be inclusive of all costs. Per section 4.0 "Include indirect costs in billable rate, for example the rate should cover the time spent providing the service, and any other time related to that service (i.e. mileage reimbursement at approved federal reimbursable rate, administrative time to complete documentation, etc)

16. **Question : Deliverables & distribution across sites:** Can you confirm the expected quantities for **family workshops, staff training, and coaching/evaluation sessions**—and what kinds of deliverables are anticipated for each?

Answer: Per the scope of work, there are two services types: family-facing sessions and school-facing sessions. It is expected that the contractor provide a sequence of sufficient staff trainings and family workshops to meet the scope of work and fall within the project budget.

17. **Question : Scheduling/cancellations:** What are the site scheduling expectations and **cancellation terms/windows** (minimum notice vs. illness + how fees are handled)?

Answer: The vendor will set its cancellation policy and charge schools directly for any cancellation fees.

18. **Question : Data requirements:** What’s required for data collection/reporting (format and survey expectations)?

Answer: Data specifications are outlined in section 4.0 including the requirement for an annual report.

19. **Question : DBE — Self-performing proposers: Form 1**
OVNV intends to self-perform all services under this contract using its own employed staff, with no subcontractors of any kind. On DBE Responsiveness Form 1, there are two checkbox options: (1) committed to achieving the 35% DBE goal, or (2) unable to meet the DBE goal but committing to a minimum percentage via Good Faith Efforts. Neither option appears designed for a vendor that has no subcontracting at all. Please advise which box OVNV should check, or whether a written explanation in lieu of either box is appropriate.

Answer : It is the policy of the Orleans Parish School Board (OPSB) to ensure that every opportunity is made available to include disadvantaged business concerns in its contracts and purchases. A proposer’s intent to self-perform work does not, by itself, remove the DBE requirements stated in the solicitation. Proposers should complete DBE Responsiveness Form 1 in accordance with their proposed approach and the requirements of the RFP.

20. Question : DBE — Self-performing proposers: Good Faith Efforts and remaining forms

If OVNV is required to check the second box and document Good Faith Efforts, please specify exactly what documentation must be submitted to satisfy that requirement — for example, whether OVNV must provide written evidence of having contacted DBE-certified firms, and if so, how many contacts are required and in what form. Additionally, please clarify how OVNV should complete DBE Responsiveness Form 2, the Verification of DBE Certification Form, and the Market Research Analysis given that no subcontractor will be used

Answer: Response (a): DBE Responsiveness Form 1 does not require a proposer to submit written evidence of contacts with DBE-certified firms as part of that form. The second checkbox option states that the respondent is unable to meet the DBE target goal but is committing to a minimum percentage of DBE utilization before notice to proceed, will utilize Good Faith Efforts, and will require all subcontractors/subconsultants to assist in achieving 35% DBE participation before the project is substantially complete. However, Proposers may use (as a guide) the DBE Professional Services Mobilization Report 2 | Good Faith Efforts Report, which located on pages 64-68 of the advertised solicitation. This report is not a required submittal.

Response (b): OPSB cannot prescribe the minimum number of DBE firms a proposer must contact or source.

Response (c): OPSB cannot advise a proposer on how to complete a required DBE Responsiveness Form or what response the proposer should provide. Proposers should complete all required DBE forms based on their proposed approach and the requirements of the solicitation. All submitted forms must be signed by an authorized representative where required.

21. Question : DBE — Market Research Analysis
Appendix B lists a "Market Research Analysis" as the first required DBE document. This document does not appear to be included in the RFP as a form or template. Please clarify what this document should contain and whether a template will be provided.

Answer : A copy of the DBE Market Survey Analysis is included on page 58 of the advertised solicitation.

22. Question : Page limit — appendices
Section 7.2 states that the proposal response may not exceed 20 pages. Please confirm whether the 20-page limit applies only to the narrative proposal (Tabs 1–9) or whether it includes Tab 10 (Cost Form), Tab 11 (DBE forms), and Tab 12 (Appendices including NOLA-PS required forms and resumes). (Procurement will Answer).

Answer: The 20-page maximum applies to the narrative proposal. NOLA-PS required forms and DBE Forms are excluded from the 20-page limit.

23. Question : OVNV's W-9 is signed by the organization's finance consultant on behalf of the organization, not by the Executive Director. Please confirm this is acceptable, provided the EIN on the W-9 matches the proposing entity.

Answer: Please be advised that a Corporate Resolution or written evidence (i.e. memo, letterhead, or board minutes) granting the authority to finance consultant to sign the W-9 on behalf of the entity submitting the Proposal documents is required.

24. **Question** : **References form**
Section 7.1 and the References form (10.0) state that references should show evidence of past "HVAC Maintenance Services." Please confirm that references for Staff Training and Family Engagement services are the correct references to submit, and that the HVAC language is a typographical error carried over from another RFP template.(Procurement will Answer).

Answer: DELETE PAGE NO. 23

7.0 PROPOSAL FORMS/SUBMISSIONS

7.1 PROPOSAL SUBMISSION REQUIREMENTS

In addition to the requirements stated above, the proposal must address the following:

1. Three (3) to Five (5) client references (see attached form) from school districts to show evidence of past HVAC Maintenance Services. References must include the complete name of the district and individual contact name, title, phone and email information.
2. A summary of any litigation filed against your company or any of its employees in the past three (3) years which is related to the service that the company provides in its regular course of business. The summary should state the nature of the litigation, a brief description of the case, the outcomes or projected outcomes, and the monetary amounts involved.
3. A summary of any litigation filed against any entity by you or any of your principals or employees in the past ten (10) years.

7.2 SUBMITTAL REQUIREMENTS/SPECIFICATIONS:

To enable the Orleans Parish School Board to efficiently evaluate the Request for Proposals packages, it is requested that Respondents use the following format in preparing their proposals. **Electronic proposals that DO NOT conform to the prescribed format may be rejected and may not be evaluated.**

Responses to this RFP will detail applicant's ability to address the Proposal Requirements using the following outline:

Proposal Response Format (Proposal Response Not to exceed 20 Pages)

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Tab 1 – Cover Letter – *Letter of Interest/Executive Summary***
 - a. Must be on Firm's Letterhead
 - b. Signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS
 - c. Include primary contact person
- B. Tab 2 – Description of Firm's Background**
 - a. Brief summary of professional experience
 - b. Number of years in business
 - c. Firm's goal and objectives
 - d. Firm's overall organizational focus
- C. Tab 3 – Experience and Qualifications of Firm**
 - a. Describe the firm's ability to provide the product/service as described in the RFP

REPLACE WITH:

7.0 PROPOSAL FORMS/SUBMISSIONS

7.1 PROPOSAL SUBMISSION REQUIREMENTS

In addition to the requirements stated above, the proposal must address the following:

1. Three (3) to Five (5) client references (see attached form) from school districts to show evidence of past Staff Training Family Engagement Specialty in English Learner, Immigrant, LEP Population References must include the complete name of the district and individual contact name, title, phone and email information.
2. A summary of any litigation filed against your company or any of its employees in the past three (3) years which is related to the service that the company provides in its regular course of business. The summary should state the nature of the litigation, a brief description of the case, the outcomes or projected outcomes, and the monetary amounts involved.
3. A summary of any litigation filed against any entity by you or any of your principals or employees in the past ten (10) years.

7.2 SUBMITTAL REQUIREMENTS/SPECIFICATIONS:

To enable the Orleans Parish School Board to efficiently evaluate the Request for Proposals packages, it is requested that Respondents use the following format in preparing their proposals. **Electronic proposals that DO NOT conform to the prescribed format may be rejected and may not be evaluated.**

Responses to this RFP will detail applicant's ability to address the Proposal Requirements using the following outline:

Proposal Response Format (Proposal Response Not to exceed 20 Pages)

Proposals submitted for consideration should follow the format and order of presentation described below:

D. Tab 1 – Cover Letter – *Letter of Interest/Executive Summary*

- a. Must be on Firm's Letterhead
- b. Signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS
- c. Include primary contact person

E. Tab 2 – Description of Firm's Background

- a. Brief summary of professional experience
- b. Number of years in business
- c. Firm's goal and objectives
- d. Firm's overall organizational focus

F. Tab 3 – Experience and Qualifications of Firm

- a. Describe the firm's ability to provide the product/service as described in the RFP

25. **Question:** 2. On page 23, Section 7.1, "Proposal Submission Requirements," the RFP states that applicants must provide three to five client references from school districts to show evidence of past HVAC maintenance services. This requirement also appears to be referenced on pages 9–10 under the Evaluation Procedures section. Since this RFP is not for HVAC maintenance services, can you please confirm whether this requirement is applicable to this solicitation, or if it should be disregarded?

Answer : Please see Answer To Question No.24.

BOTTOM OF PAGE 9 DELETE:

EVALUATION PROCEDURES:

All proposals will be evaluated by the RFP Evaluation Committee that will conduct an independent, objective evaluation of proposals for HVAC Maintenance Services. All members of the Evaluation Committee must execute a disclosure certifying they do not possess a conflict of interest with any of the proposers. Before beginning the evaluation

process, the Evaluation Committee must review the

REPLACE WITH:

EVALUATION PROCEDURES:

All proposals will be evaluated by the RFP Evaluation Committee that will conduct an independent, objective evaluation of proposals for Staff Training Family Engagement Specialty in English Learner, Immigrant, LEP Population Services. All members of the Evaluation Committee must execute a disclosure certifying they do not possess a conflict of interest with any of the proposers. Before beginning the evaluation process, the Evaluation Committee must review the

TOP OF PAGE 10 DELETE:

RFP, concerning not only the scope of work but also the qualifications and the evaluation criteria. See Evaluation criteria – Section 6.0.

The purpose of the Evaluation Committee is to conduct an independent, objective evaluation of the Request for Proposals for HVAC Maintenance Services.

REPLACE WITH:

RFP, concerning not only the scope of work but also the qualifications and the evaluation criteria. See Evaluation criteria – Section 6.0.

The purpose of the Evaluation Committee is to conduct an independent, objective evaluation of the Request for Proposals for Staff Training Family Engagement Specialty in English Learner, Immigrant, LEP Population Services.

End of Addendum No.1