



ORLEANS PARISH SCHOOL BOARD

Procurement Department
2401 Westbend Parkway, Suite 5055
New Orleans, LA 70114
Telephone (504) 304-3917 | FAX (504) 309-2879
Paul A. Lucius, Executive Director of Procurement

REQUEST FOR PROPOSAL NO. 27-0017

MUNICIPAL AND COMMUNITY AFFAIRS SERVICES

ELECTRONIC PROPOSAL SUBMITTAL DEADLINE:

TUESDAY, AUGUST 25, 2026 @ 10:00 A.M.

VIRTUAL PRE - PROPOSAL MEETING: FRIDAY, AUGUST 7, 2026 @ 10:00 A.M.

PROPOSER: _____

SIGNATURE: _____

NAME (PRINT OR TYPE): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

TERMS: _____

**ORLEANS PARISH SCHOOL BOARD
Procurement Department
2401 Westbend Parkway, Suite 5055
New Orleans, Louisiana 70114**

ADVERTISEMENT

REQUEST FOR PROPOSAL NO. 27-0017

MUNICIPAL AND COMMUNITY AFFAIRS SERVICES

Electronic Responses to Request for Proposal relative to the above will be received via email submission to the Purchasing Department for the Orleans Parish School Board (“OPSB” or “the District”) at 2401 Westbend Parkway, Suite 5055, New Orleans, Louisiana 70114 until **10:00 A.M. (CST) on Tuesday, August 25, 2026.**

Specifications and qualifications documents may be obtained by visiting the District’s website at www.nolapublicschools.com; or by contacting the Executive Director of Procurement at procurement@nolapublicschools.com.

The District will host a Virtual Pre-Proposal meeting to be held on **Friday, August 7, 2026, at 10:00 A.M. (CST).** The Virtual link can be found below:

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/d3u7LRLEQCK7VZ1Wlymb6A>

The District reserves the right to reject any or all Responses to Request for Proposal whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived.

Paul A. Lucius
Executive Director of Procurement

FIRST INSERTION DATE: THURSDAY, JULY 30, 2026

SECOND INSERTION DATE: THURSDAY, AUGUST 6, 2026

NOLA Public Schools shall make every effort to provide reasonable accommodations for persons with disabilities. The requests for any reasonable accommodation shall be submitted in writing to the Executive Director of Procurement, no less than seven (7) days in advance of any meetings.

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1.0 OVERVIEW

1.1 Introductions to Proposers

One signed original proposal shall be submitted electronically and clearly marked: REQUEST FOR PROPOSAL NO. 27-0017 ON AUGUST 25 , 2026 AT 10:00 A.M. to Mr. Paul A. Lucius, Executive Director of Procurement: procurement@nolapublicschools.com.

The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a Proposal not properly addressed or identified.

The Orleans Parish School Board will not assume the responsibility for any delay as a result of failure of any entity to deliver Proposals on time.

The Proposal Submission Checklist is provided in Appendix A of this RFP. The checklist contains the required documents needed to be submitted with vendor proposal. All vendors shall refer to the checklist while preparing their proposals to ensure all required documents are submitted (See Appendix A). Failure to submit required documents shall result in rejection and proposals will not be reviewed by the Evaluation Committee.

No Proposal will be accepted after August 25, 2026 @ 10:00 A.M. under any conditions unless in the best interest of NOLA-PS by an addendum notification.

Pre-Proposal Meeting (via Virtual)	Friday	August 7, 2026 @ 10:00 A.M.
Last Day for Questions@ 4:00 P.M. (CST)	Thursday	August 13 , 2026
Last Day for Addendum	Tuesday	August 18, 2026
PROPOSAL SUBMISSION DEADLINE no later than 10:00 A.M.		August 25, 2026
Oral Presentations (if applicable)		September 3 – September 4, 2026
Evaluation Committee Meeting		September 3 – September 4, 2026
Award Notification (approximate)		TBD
Execution of Agreement (approximate)		TBD

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.

REQUEST FOR PROPOSAL DOCUMENTS: A complete set of Request for Proposal documents shall be used in preparing proposals; neither the Orleans Parish School Board nor its representatives assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Request for Proposal Documents.

The forms furnished as part of the specifications **MUST** be used for filing of Request for PROPOSALS and must be signed by the proposer. **No proposals will be considered unless made on the forms provided and must not be detached from the proposal document of which it forms a part.** Failure to follow these instructions may result in your proposal being disqualified.

OBJECTION TO THE AWARD: If any Proposer who submitted a proposal has an objection to the award of the contract to the Selected Proposer, the objecting Proposer shall furnish that protest, in writing, to the Executive Director of Procurement (or Designee) within ten (10) Business Days of the notification of non-award. The protest shall describe in detail the basis for the protest and shall request a determination under this section of the Instructions to Proposers.

If a protest is filed in a timely fashion, the Executive Director of Procurement (or Designee) will review the basis for the protest and relevant facts under such terms and conditions as he considers proper. Upon completion of the review, the Executive Director of Procurement (or Designee) shall submit applicable findings and recommendations to the Superintendent and/or Chief Financial Officer, who shall then review the matter under such terms and conditions, as deemed proper. Upon receipt of authority to act from the Superintendent or NOLA-PS, the Executive Director of Procurement (or Designee) will notify those Proposers involved of its decision. The decision shall be final and binding on the objecting Proposer.

WITHDRAWAL OF BID: Any bid may be withdrawn if clear and convincing sworn, written evidence of obvious mechanical, clerical or mathematical error is furnished by the proposer to the Executive Director of Procurement within 48 hours of proposal receipt.

SUPPLIER PERFORMANCE AND EVALUATION: The proposer, vendor, service provider and/or supplier performance process will involve evaluating the proposer, vendor, service provider and/or supplier's overall quality status, as well as evaluating the quality of each material or service the NOLA-PS wishes to purchase. Prior to the invoice submission, the proposer, vendor, service provider and/or supplier, shall meet with a purchasing representative to discuss and review deliverables and timeline events for said services. Contract with automatic renewals will be based upon the NOLA-PS evaluating and analyzing proposer, vendor, service provider, and/or supplier performance.

DEBARMENT AND SUSPENSION: To ensure that the Orleans Parish School Board does not enter into a contract with a debarred or suspended company or individual, each responsive proposer must include a certification statement with each bid. By signing the certification statement, the proposer certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred or suspended by a Federal Agency. It is the responsibility of each proposer to sign the attached certification statement and submit it with the bid. Failure to comply with this requirement will cause your bid to be disqualified and declared non-responsive.

BACKGROUND CHECK: Contractor will not employ any person to provide services who has been convicted, or pled nolo contendere to, any one of the crimes listed in the Louisiana Child Protection Act. La R.S. 15:587.1 (C). Criminal History Record must be obtained by contractor for

all employees to be hired and shall be retained during the duration of the employment. Records are to be updated on an annual basis.

PERFORMANCE INVESTIGATIONS: As part of the proposal evaluation process, the NOLA-PS may make inquiries and investigations, including verbal or written references from the firm's customers, to determine the ability of the firm to provide service.

EMPLOYMENT: It is understood that all employees will be employees of the successful firm(s), including but not limited to the successful firm's subcontractors, partners, etc.

NOTICE TO OFFEROR: The NOLA-PS shall consider the intentional employment by the selected firm of unauthorized aliens in violation of U.S. immigration laws cause for unilateral cancellation of the contract resulting from this RFP.

PROPOSAL FORMAT: Proposals should be prepared simply but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Please carefully read Sections as outlines within the Table of Contents. Emphasis should be on completeness and clarity of content.

SELECTION: Selection shall be made of one or multiple firm(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors contained in this RFP. Fee structure/pricing will be considered, but will be one among many determining factors. The NOLA-PS may cancel this RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous. Should the NOLA-PS determine in writing and in its sole discretion the firm(s) that is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, a contract may be awarded to that firm.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM:

The Disadvantaged Business Enterprise (DBE) Program is race & gender-neutral, and open to all business owners regardless of race, ethnicity or gender. DBE firms currently certified with the Louisiana Unified Certification Program (LAUCP), or the State & Local Disadvantaged Business Enterprise (SLDBE) Program must submit a copy of their certification letter for eligibility with the offer/response to this solicitation.

The Proposer shall submit the following forms below:

- DBE Responsiveness Form 1
- DBE Responsiveness Form 2
- DBE Certification Letter (for each company)
- DBE Verification Form
- DBE Professional Services Compliance Certification Checklist

“DBE Provisions (Attached), which is hereby made a part of this RFP. Failure to include DBE participation; including all signatures and notary, shall cause a firm's proposal to be non-responsive and cause for rejection. **All DBE forms must be properly completed whether or not they are applicable to Proposer. All DBE forms must have a signature and dated. All DBE forms must be properly completed, whether or not they are applicable to Proposer.**”

COMPUTED COST SCORE:

The cost evaluation shall constitute fifteen percent (15%) of the total points assigned and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$\text{CSF} = (\text{LPC}/\text{PC} \times \text{X})$$

CSF = Cost Scoring Formula
LPC = Lowest proposed cost
PC = Proposer's cost
X = n% of the total number of points assigned

PURCHASES USING FEDERAL GRANT FUNDS (2 C.F.R. 200).

When NOLA-PS seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2C.F.R. 200 (sometimes referred to as the “Uniform Guidance” or new “EDGAR”). (EDGAR FORM ATTACHED)

All Vendors awarded a contract under this proposal must complete the NOLA-PS EDGAR Contract Addendum before a purchase order can be entered as proof of their willingness and ability to comply with certain requirements which may be applicable to specific NOLA-PS purchases using federal grant funds.

This information will be made available to the NOLA-PS for its use while considering their purchasing options when using federal grant funds.

1.2 Purpose

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).

1.3 School District Profile

OPSB currently oversees 71 charter schools and a school with two educational programs for students in secure-care facilities

One of the District’s core responsibilities, as a charter school authorizer, is to hold these schools accountable to a set of performance expectations that help ensure every student is provided with a high-quality education.

The vision of the OPSB is as follows: every student receives a high-quality education that fosters their individual capabilities, while ensuring that they thrive and are prepared for civic, social, and economic success.

The District's geographical boundaries are concurrent with those of the City of New Orleans. The District, however, is a separate entity, independent of the City of New Orleans. The District's governing body is a seven-member elected board.

The District serves more than 43,875 students across Orleans Parish. As of February 2022, the student population was approximately 77.41% African American, 10.71% Hispanic, 8.09% White, 1.65% Asian, 1.9% Multi-Racial, and .18% Native American. Further, the District serves a student population that is 86.22% economically disadvantaged. Approximately 7.28% of the students have limited English proficiency.

The District's administration has approximately 269 employees. The District's total proposed general fund budget for 2022-2023 is \$556 million dollars, system-wide, and of that \$35.5 million is allocated to the District's administration.

PROPOSAL REJECTION: NOLA-PS shall have the right to reject any or all proposals and in particular to reject a proposal not accompanied by data required by the RFP or in any way incomplete or irregular, including omission of cost and budget information, i.e. in the best interest of NOLA-PS. Conditional proposals will not be accepted.

CONTRACT AWARD: Award shall be made to the Most Qualified Proposer(s) whose proposal is determined to be the most advantageous; thus, when taking into consideration the evaluation factors set forth in the sections that follow, including overall long-term value to the NOLA-PS. Fees/pricing consideration will not be the sole determining factor. There is no obligation on the part of the NOLA-PS to award a contract.

CONTRACT TERM AND RENEWAL: Contract term will be for a period of one (1) year with an option to renew two (2) additional one (1) year periods. If warranted terms and conditions for an amendment to the contract will be in writing, negotiable and subject to NOLA-PS approval.

ERRORS: NOLA-PS is not liable for any errors or misinterpretations made in responding to this Request for Proposal.

PROPOSAL SUBMISSION: One electronic original Proposal document to be submitted as per date and time established/set within this Request for Proposal.

INQUIRIES: NOLA-PS will not give verbal answers to inquiries regarding the Request for Proposals, or verbal instructions prior to the award of a contract. A verbal statement regarding same by any person shall be non-binding. The NOLA-PS is not liable for any increased costs resulting from the acceptance of verbal direction. Cost or problems associated with misinterpretation of the intent of the NOLA-PS will be the responsibility of the proposing firm.

All inquiries must be in writing and addressed to: Paul A. Lucius, Executive Director of Procurement at procurement@nolapublicschools.com. All inquiries will be answered in the form of an addendum after the pre-proposal meeting. No contact in any form or manner is to be made with any employee of the District except through the Executive Director Of Procurement. Violation of this provision shall be considered grounds for disqualification.

REQUEST FOR PROPOSAL DOCUMENTS: A complete set of Request for Proposals documents shall be used in preparing proposals. Neither the Orleans Parish School Board, nor its representatives assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Request for Proposal Documents.

ADDENDUM TO REQUEST FOR PROPOSAL: NOLA-PS reserves the right to revise and amend the specifications prior to the date set for the opening. Proposers are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in this RFP in writing and request the modification or clarification desired. NOLA-PS will issue an addendum to evidence any revisions or amendments made to this RFP. Addenda are made available on the NOLA-PS website under community/business resources/solicitations. Please acknowledge receipt of addendum on Signature Page. **Failure to acknowledge all Addenda will result in the proposal being rejected.**

All questions must be in writing and electronically submitted to the Executive Director of Procurement at procurement@nolapublicschools.com no later than **4:00 P.M. on Thursday, August 13 , 2026**. No addendum will be issued later than **Tuesday, August 18, 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.

Times and dates are final unless there is an unexpected “emergency” beyond NOLA-PS’s control.

ORAL PRESENTATIONS via ZOOM: (Optional)

PRESENTATION DATES: SEPTEMBER 3 – SEPTEMBER 4, 2026

NOLA-PS, at its sole discretion may invite the top two to four (2-4) Proposers to provide oral presentations and justify how they propose to meet the Districts’ objectives with **RFP No. 27-0017**. Commitments, if any, made by the Proposer at the oral presentation will be considered binding. The evaluation committee has the option to conduct initial reviews of proposals and only host oral presentations of the top 2 to 4 firms in the best interest of the District.

Each firm selected should be prepared to conduct a presentation to the NOLA-PS Evaluation Committee. The presentations must be shown that the firm clearly understands the requirements of the solicitation and possesses the knowledge, skills, and capacity to complete the work. Firms presenting for the oral presentation process will be notified of their allotted presentation time with the District on **Wednesday, September 2, 2026**. The time frame for the presentations will follow the schedule provided below:

- 10 minutes for vendor set-up and brief Introductions
- 20 minutes for presentations to NOLA-PS Evaluation Committee demonstrating firms’ Qualifications and Expertise with the requirements as it relates to the RFP services
- 15 minutes for question/answer session
- 5 minutes for closing

NOLA-PS is requesting firms respectfully adhere to the assigned time allotted for presentations.

2.0 SCOPE OF WORK/SERVICES

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.

3.0 GENERAL TERMS AND CONDITIONS

3.1 SPECIFICATIONS:

- 3.1.1 NOLA-PS SPECIFICATIONS have been developed by the Using Department to show minimal standards as the usage, materials, services, and contents based on their needs.
- 3.1.2 MANUFACTURER'S SPECIFICATIONS (DESIGN GUIDE). Whenever an article in this proposal is defined by description as either a proprietary product or by using the name of a manufacturer, the Proposer is encouraged to offer an item which is equal in quality, durability and in full compliance with our Specifications. If the term equivalent, alternate, or equal is not inserted, it shall be implied. The specified article or material shall be understood as descriptive, not restrictive.
- 3.2 RESPONSIBLE VENDOR. A responsible vendor is a vendor who has adequate financial resources (or the ability to obtain such resources), can comply with the delivery requirements, and is a qualified and established firm regularly engaged in the type of business that provides the items listed herein.
- 3.3 FINANCIAL RESPONSIBILITY. NOLA-PS assumes no financial responsibility for any costs incurred by Proposers in developing and submitting a proposal or any amendments or addenda, participating in pre-proposal meetings, participating in any negotiation sessions or discussions, or any other costs incurred by Proposers pursuant to this RFP.
- 3.4 BEST AND FINAL OFFERS must be received by the date and time provided during discussions and/or negotiations, or the originally submitted proposal will be used for further evaluation and award recommendation.
- 3.5 EVALUATION OF PROPOSALS takes into account the following considerations: price, quality, suitability for the intended use, probability of continuous availability, proposer's service, safety record, and date of proposed delivery and placement. It is not the policy of NOLA-PS to purchase on the basis of low proposals alone. (See 6.0 Evaluation and Award of Proposal(s))
- 3.6 WITHDRAWAL OF PROPOSALS will not be allowed for a period of 120 days following the proposal opening. Rejection or withdrawal after offer is accepted shall constitute a breach of contract.
- 3.7 RETENTION OF PROPOSAL DOCUMENTATION. All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of NOLA-PS.
- 3.8 REBID. NOLA-PS may elect to rebid this project if NOLA-PS believes that, in its sole discretion, it is in the best interest of NOLA-PS to do so.
- 3.9 MULTIPLE CONTRACT AWARDS. NOLA-PS reserves the right to award multiple contracts under this RFP, including multiple contracts for each product/service category. Product/Service categories are established at the sole discretion of NOLA-PS. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with

NOLA-PS. These facts should be taken into consideration by each Proposer.

- 3.10 OPEN RECORDS POLICY. NOLA-PS is a governmental entity subject to the Louisiana Public Information Act. Proposals submitted to NOLA-PS as a result of this RFP may be subject to release as public information after contracts are executed or the procurement is terminated. If a Proposer believes that its response, or parts of its response, may be exempted from disclosure under Louisiana law, the Proposer must specify page-by-page and line-by-line the parts of the response that it believes are exempt. In addition, the Proposer must specify which exception(s) to the Louisiana Public Information Act are applicable and provide detailed reasons to substantiate the exception(s). Vague or general claims to confidentiality will not be accepted. NOLA-PS assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Proposers.
- 3.11 NOLA-PS RESERVATIONS reserves the right to:
1. Cancel this solicitation in whole or in part, at the sole discretion of NOLA-PS.
 2. Accept, reject, or negotiate modifications in any terms of the Proposer's proposal or any parts thereof.
 3. Conduct oral interviews/discussions or presentations necessary to select the best value Proposer and/or to obtain request for pricing.
 4. Reject and/or disqualify any or all proposals received.
 5. To award contracts for individual products or services as may appear advantageous.
 6. To negotiate separately in any manner necessary to serve the best interest of NOLA-PS.
 7. Waive any formalities, technicalities, or other defects if deemed in the best interest of NOLA-PS.
 8. Request clarification and/or correction by Proposer(s) to eliminate minor errors, clerical errors, and/or non-substantive irregularities.
 9. Be the sole judge of quality and equality.
 10. Award one or more contracts, in part or in whole, to a single or multiple Proposers, in NOLA-PS's sole discretion.
 11. Make all decisions regarding this RFP, including, without limitation, the right to decide whether a proposal substantially complies with the requirements of this RFP.
- 3.12 DEFAULT CONDITIONS. If the Proposer breaches any provision of the proposal stipulations, becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors, NOLA-PS will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate this contract with five (5) days written notice to the Proposer.

NOLA-PS will then be relieved of all obligations, except to pay the value of the Proposer's prior performance (at a cost not exceeding the contract rate). The Proposer will be liable to NOLA-PS for all costs exceeding the contract price that NOLA-PS incurs in completing or procuring the service as described in the proposal. NOLA-PS's right to acquire strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance, or course of dealing.

4.0 SPECIFICATIONS

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.

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, appropriated boards and commissions or study group meetings;
 - Representing OPSB on legislative and intergovernmental affairs on issues related to the district and its interests.

5.0 SPECIAL TERMS & CONDITIONS

5.1.0 AWARD OF CONTRACT

In accordance with applicable laws, rules, and regulations for public procurement, award(s) will be made to the responsible Vendor(s) whose proposal(s) is/are determined after evaluation by NOLA-PS to be the best value to NOLA-PS. To qualify for evaluation, a proposal must have been submitted sealed and on time and must materially satisfy all mandatory requirements identified in this document.

5.2.0 DEVIATIONS AND EXCEPTIONS TO REQUIREMENTS

Deviations or exceptions **MUST BE** stipulated in Vendor's response. Deviations and Exceptions may result in disqualification or acceptance i.e. To be Determined in the BEST interest of NOLA-PS.

5.3.0 CONTRACT BUDGET

Annual budget \$55,000.00

6.0 EVALUATION CRITERIA /PROCESS

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).

	Criteria	Points Assigned	
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	

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 Governmental Relations 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

D. Tab 4 – Methodology and Approach

- a. Describe the firm’s approach to carrying out the product/service as described in the RFP (Scope of Work, Specifications, and Special Terms and Conditions)
- b. Include similar projects

E. Tab 5 – Firm’s Financial & Compliance Standing

A statement of the firm’s financial stability and ability to complete all services. In addition, provide an explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for non-performance or poor performance, and issue was either litigated or not litigated. If default occurred, list name, address, and telephone number of the party. If NO such termination occurred for default, declare it. The District will evaluate the facts, and may, at its sole discretion, reject the vendor's proposal.

F. Tab 6 – Timeline (Table Form)

- a. Include start date, end state, activity, and team member(s) assigned to complete activity

G. Tab 7 – Project Staff

- a. Brief summary of backgrounds, qualifications, and experiences of all staff/team members participating with the project
- b. Include the role and responsibility of each team member on this project

H. Tab 8 – Firm’s Organizational Chart

- a. Include Key Members and Titles

I. Tab 9 – References – (Provide three (3) to Five (5) References of similar scope)

- a. Include organization’s name
- b. Industry Type
- c. Contact name, title, phone number, and email address
- d. Contract Date (s) or Years of Service(s)

J. Tab 10 – Proposal Cost

K. Tab 11 – DBE and Partnerships-(Appendix B)

- a. DBE Responsiveness Form 1
- b. DBE Responsiveness Form 2
- c. DBE Certification Letter (for each company)
- d. DBE Professional Services Compliance Certification Checklist

L. Tab 12 – Appendices

- a. NOLA-PS Forms (Completed and signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS)(**Appendix A**)
- b. Resumes or CVs of project participants
- c. Sample Work (if requested)

APPENDIX A

NOLA-PS Required Documents

Please ensure that your proposal includes the following required documents:

☐ **Appendix A – NOLA- PS Required Documents:**

- ☐ NOLA-PS Cover Sheet - (RFP/RFQ Cover Sheet)
- ☐ 8.0 Authority to Contract on behalf of Company
- ☐ 9.0 Cost Proposal Form
- ☐ 10.0 References
- ☐ 11.0 Indemnity & Insurance
- ☐ 12.0 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-
- ☐ 13.0 Certifications Regarding Lobbying
- ☐ 14.0 Proposer 's Certification
- ☐ 15.0 Non-Collusion Statement
- ☐ 16.0 Vendor Registration Form
- ☐ 17.0 Orleans Parish School Board Standards Prohibiting Conflicts of Interest
- ☐ 18.0 Proposer Guaranties and Warranties
- ☐ 19.0 Edgar Contract Addendum

☐ **Appendix B – Disadvantaged Business Enterprises Required Documents:**

- ☐ DBE Responsiveness Form 1
- ☐ DBE Responsiveness Form 2
- ☐ DBE Verification Form
- ☐ DBE Certification Checklist (**must be notarized**)
 - ☐ Professional Services Compliance Certification Checklist (**or**)
- ☐ Contractor Compliance Certification Checklist

8.0 Authority to Contract on behalf of Company

Corporate Resolution or written evidence (i.e. memo, letterhead, or board minutes) of the authority of the person signing the proposal is required to be attached and submitted with the Proposal Documents.

PRINCIPALS OF THE COMPANY

PRESIDENT: _____

VICE-PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

PROPOSER: _____

SIGNATURE: _____

NAME: _____

ADDRESS: _____

CITY, STATE, and ZIP: _____

AREA CODE & PHONE: _____

EMAIL: _____

LIST THE PROPOSER'S FEDERAL TAX IDENTIFICATION NUMBER _____

PROPOSER is (check one) _____ Sole Proprietorship; _____ Partnership; _____ Corporation
(If corporation, in what state incorporated) _____; or _____ Joint Venture
Identify parties:

9.0 Cost Form



ORLEANS PARISH SCHOOL BOARD

Procurement Department
2401 Westbend Parkway, Suite 5055
New Orleans, Louisiana 70114

RFP NO. 27-0017

MUNICIPAL AND COMMUNITY AFFAIRS SERVICES

The total **ANNUAL** fee for providing: _____

Fee: _____
(in figures)

Fee: _____
(in words)

NAME: _____ TITLE: _____

COMPANY: _____

SIGNATURE: _____ DATE: _____

ORLEANS PARISH SCHOOL BOARD (NOLA-PS) reserves the right to consider/approve additional products/services available during the life of this agreement that have yet to be developed but would enhance the products/services provided under this agreement. Such considerations should be made available as part of the routine products/services included in this agreement and made available to client similar to ORLEANS PARISH SCHOOL BOARD (NOLA-PS) at no additional fee.

Should additional fees be required for products/services not yet developed, ORLEANS PARISH SCHOOL BOARD (NOLA-PS) shall receive a cost justification proposal for the added product or service and shall have the right to accept or reject any such offer independent of the original agreement, to negotiate with the successful vendor for additional value and to counteroffer additional value, which may include pricing, additional warranty, technical support and/or training.

Signature _____ Date _____

10.0 REFERENCES

Please complete References below:

1. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

2. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

3. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

4. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

5. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

**12.0 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-
Lower Tier Covered Transactions (Form AD-1048)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS THAT FOLLOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name:

Name and Title of Authorized
Representative:

Signature:

Date:

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

13.0 CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS EXCEEDING \$100,000 IN FEDERAL FUNDS

The undersigned certifies, to the best of this or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub- awards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Vendor: _____

Address of Vendor: _____

Title of Submitting

Official: _____

Signature: _____

Date: _____

15.0 NON-COLLUSION STATEMENT

State of Louisiana

Parish of Orleans

States that he/she is _____ (a partner of the firm, officer of the corporation, or individual making the foregoing proposal or bid); that said bid is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person to put in a sham bid or to refrain from bidding, collusion, or communication or conference, with any person, to fix the bid price or affiant or any other proposer, or to fix any overhead, profit or cost element, or that of any other proposer, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said bid or proposal are true.

(Signature)



ORLEANS PARISH SCHOOL BOARD

Procurement Department

16.0 VENDOR REGISTRATION FORM

☐ Individual

☐ Business

DATE (MM/DD/YYYY):

COMPANY NAME:

CONTACT:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL ADDRESS:

TAX ID NO:

DUNS NO.

☐ DBE Vendor Name of Certifying Agency _____

EVER EMPLOYED BY THE
NOLA-PS?

YES ☐ NO ☐

IF YES, LAST DATE OF
EMPLOYMENT _____

☐ MANUFACTURER ☐ DISTRIBUTOR ☐ SALES OFFICE ☐ SERVICES ☐ STATE CONTRACT
NO. _____

PLEASE IDENTIFY COMMODITIES AND/OR SERVICES THAT YOUR COMPANY PROVIDES:

COMPANY REPRESENTATIVE

TITLE

The most recent W-9 Form as provided by the Internal Revenue Service can be accessed at:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

18.0 PROPOSER GUARANTIES AND WARRANTIES

- A. Proposer warrants that it is willing and able to comply with the State of Louisiana laws with respect to foreign (non-state of Louisiana) corporations/entities.
- B. Proposer warrants that it will obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of NOLA-PS.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- E. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Sections I - IV required.

Signature of Official:

Name (printed):

Title:

Firm:

Date:

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name/Company Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Email Address: _____

Date: _____

APPENDIX B

Disadvantaged Business Enterprises Required Documents

