



**NEW ORLEANS REGIONAL BUSINESS PARK (“NORBP”)**

**REQUEST FOR QUALIFICATIONS (“RFQ”)**

**FOR PROVIDING ADMINISTRATIVE SUPPORT FOR NORBP  
BOARD OF COMMISSIONERS**

**November 20, 2024**

# **1. GENERAL INFORMATION**

## **1.1 Purpose**

This Request for Qualifications (RFQ) is issued by the NEW ORLEANS REGIONAL BUSINESS PARK, also known as NORBP, for the purpose of obtaining information to assist NORBP in identifying and selecting qualified, experienced organizations to support the “administrative services” to be performed to support the mission and operations of the Board. This “administrative assistance” to be provided to the NORBP in the areas in which the selected provider organization is located will be obtained through cooperative endeavor agreement, which are not required to be competitively awarded through public bid or request for proposal procedures. NORBP will only select one contractor to perform the required “administrative assistance” within the required time frames and budget.

This project will be instrumental in maintaining business support continuity, providing administrative assistance to NORBP, property tenants, and supporting the operations of the Board. This will foster the NORBP to continue meeting the needs of our tenants located at the property and support the growth of the organization.

Funding for these services is outlined in the NORBP operation budget for the 2024 FY. Budgets are subject to change.

The scope of work elements will include but not be limited to: Completing Meeting Minutes, Posting Agendas on all mandatory outlets, Working closely with NORBP attorney to support the drafting of agenda(s), Inquire support from website and telephone outreach from constituents, Support setting up NORBP technology (Microsoft 365, SharePoint, and other technology enabled software to support the organization operations), Website Management & Updating, Attendance to all board and committee meetings and any special meetings that are called to order, Ability to provide committee and board meeting minutes 1 week post meetings, Travel to post office to pick up mail, Ability to visit the NORBP property to provide the board members with updates on the state of the property, Support the Secretary/Treasurer, Attorney, and Accountant on printing documents for meetings, Support the NORBP Executive Committee on projects as assigned.

## **1.2 Scope of Services**

NORBP is seeking “administrative assistance” for current needs of the organization to support the operations and mission of the Board and its Commissioners.

NORBP shall contract with provider organization on an as needed, as requested basis, for the provision of “administrative assistance” to the organization as it sees fit.

NORBP will support the organization with office equipment as needed to perform the duties outlined in the scope of services. All office equipment will be property of NORBP and will requested to return if the Board does not renew the contract after the initial term of the contract outlined in the agreement.

For informational purposes only, current business practices, agreed upon guidelines and procedures may be referred to as an example of the nature and scope of work to be performed. However such practices, guidelines and procedures will be subject to change.

**1.3 Nature of Services – See Exhibit A**

**1.4 Required Qualifications – General**

The participating organization or individual should provide a brief description of the organization, its type (corporation, limited liability company, partnership, or other organization structure); whether the organization has been registered with the Louisiana Secretary of State’s Office, and has been authorized to do business in this state; its history; and number of years in business. The organization must have an annual report that is updated with the Louisiana Secretary of State’s Office, and is in good standing with that office.

**1.5 Required Qualifications - Specific**

The participating organization or individual must demonstrate that it is qualified and experienced in “administrative assistance” services consistent with the type of “administrative assistance” services described above in this RFQ and in Section 4.1. The organization or individual should describe its qualifications and experience relevant to the project, including how or in what manner they were obtained. The organization must demonstrate that it is adequately staffed and performing at capacity. Provide the organization’s number of employees and their special qualifications, experiences, responsibilities, and achievements, if any; including but not limited to working with organizations to support administrative services outlined in Section 4.1. The organization or individual must provide the geographic area located. The organization and individual is required to be based in Louisiana and be able to attend meetings in person. The organization should also provide the number of years in business, as well as a paragraph (no more than 200 words) describing 3 to 5 relevant projects and results in their submission.

NORBP welcomes ideas on a scope of work beyond what has been outlined in this RFQ. Please provide us with your ideas and suggestions to enhance the scope of work on this project. We know we have great talent in our state that can assist us in meeting the needs and to advance NORBP’s mission.

**1.6 Independence**

Conflicts of interest checks will be required. The organization may contract with NORBP for other general services but will be expected to perform a conflict checks prior to acceptance of any requested assignment, report any affiliation with board members or experience with NORBP is required in your submission. NORBP may not select an organization to perform these services or other general services if the organization or individual has any conflict or appearance of any conflict of interest with regard to any project.

**2. RFQ INFORMATION**

In order to consider your organization, we ask that your response to this RFQ include all of the following information:

## **2.1 Company Information**

Interested parties should submit: physical and mailing address, telephone and fax numbers, e-mail address and website. Indicate whether your firm is local, regional, or national. Will you use third parties for any of the services provided under this Contract? If yes, please provide the same information requested for your company.

## **2.2 Experience and Qualifications of Proposed Staff**

Participating organizations should include sufficient information to satisfy evaluators that the organization has the appropriate qualifications, experience, and knowledge to perform the “administrative services” as described herein.

- 1) The written response to this RFQ must show the identity of the Administrative Assistance who will be the point of contact performing the services for NORBP; and provide a list of key personnel who will participate in performing the scope of work, and indicate their necessary skills, experience, qualifications and any certifications or awards of the organization or its staff, and the availability of the staff to handle these engagements. The RFQ response should include education, any certifications or awards and recent experience of key individuals, with particular reference to their ability to handle these services.
- 2) Include a brief statement of why the organization feels it should be considered for this engagement.

## **2.3 Provide List of References**

Provide a list of three references that can speak to your work product or to the work of the organization.

## **2.4 Management Plan**

The RFQ response must include a detailed description of how the organization or individual will manage the scope of work and clearly articulate experience they will bring to accomplish each of the areas in the scope of work outlined in Section 1.3.

## **2.5 Cost Information**

The RFQ response must include an overview of the organization’s anticipated costs associated with delivering the proposed scope of work for these technical assistance services. An estimated budget, showing your total cost and your anticipated expenses, based on the scope of work your firm will provide in response to this RFQ is required. The budget should be broken out into an hourly rate for each of the services within the scope of work outlined in Section 1.3. The budget should provide an hourly detailed explanation for each service in the scope of work. Once NORPB has reviewed all qualifications and proposals and made a decision on qualified candidates, we will be in contact to discuss your suggestions, proposal, and specific budget categories in a final negotiation for your scope of work.

## **2.6 Billing and Payment**

The participating organization’s hourly rates will be inclusive of all work performed for services and related costs, including travel that is directed by NORBP Executive Committee, expenses that are

related to the operation and function of the Board (i.e., office supplies, refreshments, and fees incurred on behalf of a task prompted by NORBP). No organization that charges above the hourly rates or any statutory maximum fee per service rendered will be accepted. The organization will be expected to bill or invoice the NORBP for cost reimbursements not exceeding one invoice per calendar month, with supporting documentation outlining all activities performed and attached to the invoice. Receipts should also be included on the invoice for reimbursement of any costs incurred to perform a specific task. Invoices and supporting documentation will be submitted to the NORBP accountant, finance chair, chairman, vice chair, secretary/treasurer each month on a negotiated date to be reviewed by the finance committee and board members.

## **2.7 Selection Process**

All responses received shall be evaluated by the Finance Committee, assisted by technical personnel, for the purpose of selecting the provider organization with whom a contract may be executed. The Finance Committee will then recommend the selected organization to the Board of Commissioners for review and approval before an award is granted to the organization. NORBP reserves the right to reject all responses in whole or in part if in the judgment of the Finance Committee, the best interests of all parties will be served.

The initial phase of decision making on responses will involve an evaluation of the organizations' technical responses by the Finance Committee using the selection criteria below. The selection of the provider organizations will be determined by the highest total scores and recommended to the Board of Commissioners for review and approval.

The criteria and weight of consideration in making the selections are as follows:

### **Comprehension of the Project Purpose and Scope of Work: 25 Points**

The organization's response must exhibit an understanding of the project purpose, services, and goals as presented in the RFQ. The evaluation will be based on this understanding, approach, specific tasks, and allocation of time on them. Responding organizations should feel free to suggest other aspects of the scope of work as described in the RFQ for value-added purposes. The degree to which an innovative approach to the requested scope of work proposed beyond the suggested facets that will be accomplished is a positive.

### **References: 15 Points**

The organization and individual that provide three qualified references with contact information to reach out to validate organization will be a plus. NORBP will contact each reference during the evaluation process.

### **Capability and Qualifications: 25 Points**

The qualifications, experience, and technical expertise of the organization, project manager, and team members to be assigned to the project as specified in the response, including any third parties, and shall refer to experience and technical quality on similar projects. The organization's professional and project staff that work on the project must be the same staff that is identified in the response. Ability to reach disadvantaged businesses, minority and woman-owned businesses, veteran-owned businesses and the other small businesses of Louisiana is a plus.

### **Work Experience in Louisiana: 25 Points**

As a Louisiana organization, we value the expertise of firms in our state, and welcome the opportunity to contribute to the state’s economy. The organization’s team experience working as a cooperative Louisiana team with relevance to this project is a plus.

### **Budget: 10 Points**

NORBP has an approved operation budget to cover the costs for the administrative services outlined in the scope of work. Per section 2.5 above, regarding cost Information for this RFQ, NORBP will contact your organization for discussion of your budget based on scope of work to potentially negotiate terms of a contract.

Responders will be awarded points as indicated in Section 2.7 above.

<b>Criteria</b>	<b>Maximum Score</b>
Comprehension of the Project Purpose and Scope of Work	25
References	15
Capability and Qualifications	25
Work Experience in Louisiana	25
Budget	10
<b>TOTAL SCORE</b>	<b>100</b>

**To be considered by NORBP, responses to this RFQ must be received by 5:00 p.m., CST, December 11, 2024.**

## **3. ADMINISTRATIVE INFORMATION**

### **3.1 Term of Contract**

The term of any contract resulting from this RFQ is tentatively scheduled to begin in December 2024, for an initial 6-month contract, with an NORBP option to extend the term for one additional year, if services rendered and performance meet standards.

### **3.2 RFQ Coordinator(s)**

All questions regarding the RFQ process must be directed to the following:

NORBP Chair, Rep. Jason Hughes - [jhughes@legis.la.gov](mailto:jhughes@legis.la.gov)

NORBP Vice Chair, Otis Tucker - [otis@truckinginnovationnola.com](mailto:otis@truckinginnovationnola.com)

NORBP Secretary/Treasurer, Jonetta Bennett - [hse099@legis.la.gov](mailto:hse099@legis.la.gov)

NORBP Finance Chair, Josh Tatum - [jtatum@gnoinc.org](mailto:jtatum@gnoinc.org)

NORBP accountant, Michelle Diaz - [mdiaz@cpacfe.com](mailto:mdiaz@cpacfe.com)

NORBP attorney, Maria Auzenne - [maria@auzennelaw.com](mailto:maria@auzennelaw.com)

### **3.3 Participant Inquiries**

NORBP will consider written inquiries and requests for clarification regarding the Scope of Services and other substantive matters relating to this RFQ, submitted to the RFQ Coordinator, **by 5:00 p.m., CST, on December 11.**

NORBP reserves the right to modify the RFQ should a need for change be identified. Requests for email notification of such modifications may be made through the RFQ Coordinator.

### **3.4 RFQ Submissions**

Interested parties shall submit ONE copy of the completed RFQ response, signed by an authorized representative of the participating organization, via e-mail to the following:

NORBP Chair, Rep. Jason Hughes - [jhughes@legis.la.gov](mailto:jhughes@legis.la.gov)

NORBP Vice Chair, Otis Tucker - [otis@truckinginnovationnola.com](mailto:otis@truckinginnovationnola.com)

NORBP Secretary/Treasurer, Jonetta Bennett - [hse099@legis.la.gov](mailto:hse099@legis.la.gov)

Finance Chair, Josh Tatum - [jtatum@gnoinc.org](mailto:jtatum@gnoinc.org)

NORBP accountant, Michelle Diaz - [mdiaz@cpacfe.com](mailto:mdiaz@cpacfe.com)

NORBP attorney, Maria Auzenne - [maria@auzennelaw.com](mailto:maria@auzennelaw.com)

If the participating organization is a corporation, please also provide a copy of the corporation's Resolution authorizing the person signing this RFQ response, who will also be signing the contract/agreement for these administrative services.

***To be considered by NORBP, responses to this RFQ must be received by 5:00 p.m., CST, December 11, 2024.***

### **3.5 RFQ Consideration**

NORBP reserves the right to reject any and all submitted RFQ responses and to request additional information from any and all participating organizations.

### **3.6 RFQ Award**

NORBP will notify successful participating organization after review of applications and board approval.

## **4 EXHIBITS**

### **4.1 "Exhibit A" – Nature of Services**

The organization should be able to perform, but not limited to, the following services outline in the scope of work to perform the "administrative services" requested by the NORBP. The scope of services could change over time and will be negotiated with the organization if additional duties are requested of the organization to perform that supports the overall operation and mission of the NORBP. The organization should submit examples and have relevant work experience to performing the services outlined in the scope of work below.

**Scope of Work and Administrative Services Requested:**

- Completing Meeting Minutes
- Posting Agendas on all mandatory outlets
- Working closely with NORBP attorney to support the drafting of agenda(s)
- Inquire support from website and telephone outreach from constituents
- Support setting up NORBP technology (Microsoft 365, Sharepoint, and other technology enabled software to support the organization operations)
- Website Management & Updating
- Attendance to all board and committee meetings and any special meetings that are called to order
- Ability to provide committee and board meeting minutes 1 week post meetings
- Travel to post office to pick up mail
- Ability to visit the NORBP property to provide the board members with updates on the state of the property
- Support the Secretary/Treasurer, Attorney, and Accountant on printing documents for meetings
- Support the NORBP Executive Committee on projects as assigned