

REQUEST FOR PROPOSALS # RFP – 2025-009 -002

Administrative Support Services for the New Orleans Regional Business Park

Issue Date: November 10, 2025

Response Due Date: December 4, 2025

REQUEST FOR PROPOSALS

Administrative Support Services **the New Orleans Regional Business Park**

I. BACKGROUND

The New Orleans Regional Business Park (the “**NORBP**”) is a body politic and political subdivision of the state of Louisiana, as defined in Article VI, Section 44 of the Constitution of Louisiana created pursuant to the authority of Chapter 12-A of Title 33, Section 4701 through 4708 of the Louisiana Revised Statutes of 1950, as amended, (the “**Act**”), as amended, the principal address of which is 13801 Old Gentilly Road, New Orleans, LA 70129. The purpose of the NORBP is to stimulate industrial and commercial development in Orleans Parish and the parishes adjacent to Orleans Parish by developing stable and more extensive employment opportunities, promoting economic development, especially in disadvantaged communities, improving infrastructure, and promoting the overall welfare of the citizens of Orleans Parish. The operations of the NORBP are governed by a Board of Commissioners (the “**Board**”) appointed pursuant to the Act. The primary asset of the NORBP is immovable property located at 13801 Old Gentilly Road in New Orleans, Louisiana (the “**NORBP Site**”).

The Board does not currently have staff. The Board holds all of its meetings in person at locations in the City of New Orleans (the “**City**”) The Board generally meets once a month. The Board also has several committees which also meet once a month.

The NORBP is seeking a qualified company or individual (the “**Consultant**”) to provide comprehensive administrative support services to the Board. The company or individual selected will ensure that the Board operates efficiently, maintains compliance with applicable laws of the State of Louisiana (the “**State**”) and the City, and has the necessary administrative infrastructure to fulfill its mission set forth in the Act.

Proposals shall conform to the provisions set forth herein.

The NORBP intends to award a contract for a period of one (1) year to the Consultant that meets the qualification criteria set forth herein. Upon satisfactory performance by the Consultant and mutual agreement of both parties, the NORBP may renew the contract for two (2) additional one-year periods. The successful bidder will be required to enter into a contract with the NORBP for the services requested in this RFP within a reasonable time after award. The Consultant submitting a proposal must be prepared to use the standard contract form provided by the NORBP rather than its own contract form.

A. NORBP Contact

The NORBP contact (the “*Contact*”) for this Request for Proposal (the “*RFP*”) is the sole point of contact for this procurement. All communication shall be in writing and submitted to the Contact as designated below. Consultants are not permitted to communicate with other NORBP staff, representatives or officials about this RFP, except during pre-proposal meetings and/or interviews, unless otherwise directed by the Contact. Direct written questions and/or correspondence related to this RFP to:

María Julianna Auzenne
Special Counsel to the NORBP
Email: info@norbp.net
Copy: maria@auzennelaw.com

Consultants interested in participating in this RFP should immediately provide the Contact with a telephone number, and an e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete proposals. (See Section V for proposal submittal address).

B. Deadline for Submitting Questions

Any questions regarding the RFP must be submitted to the Contact referenced above no later than **November 18, 2025, at 4:00PM Central Time**. Reference the RFP Number and Title when making inquiries.

C. RFP Schedule

1. RFP Deadlines

Request for Proposals Released November 10, 2025
for Submitting Questions. November 18, 2025, at 4:00 PM CT
Response to Questions November 21, 2025
Deadline for Submitting Proposals.DECEMBER 4, 2025, at 4:00 PM CT
Evaluation of Proposals Completed December 16, 2025

2. RFP Tentative Scheduling

Professional Service Agreement (PSA) Commencement Date..... January 01, 2026

II. MINIMUM QUALIFICATIONS AND EXPERIENCE

The Consultant must demonstrate:

- A. Experience providing administrative services to public boards, commissions, or similar entities.
- B. Knowledge of Louisiana Open Meetings and Public Records laws.
- C. Capacity to manage multiple projects with accuracy and discretion.
- D. Strong organizational and communication skills.

III. SCOPE OF WORK

- A. The Consultant shall act as the administrative arm of the Board, providing day-to-day operational support, governance assistance, and stakeholder coordination.

PLEASE REFER TO ATTACHMENT A FOR COMPLETE SCOPE OF WORK.

IV. PROPOSAL FORMAT

The proposal shall consist of two parts: a technical proposal and a fee proposal. Proposals must be submitted in PDF format. Mistakes may be crossed out with corrections typed or written adjacent thereto and initialed in ink by the individual(s) signing the proposal prior to scanning in PDF format.

Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Each section of the technical proposal shall be tabbed according to the numbering system shown below.

A. TECHNICAL PROPOSAL

TAB - 1 COVER LETTER

The cover letter shall be on company letterhead, signed by a duly authorized officer, employee, or agent of the Consultant. If Consultant is an individual, the cover letter shall be on the individual's letterhead and signed by the individual. The cover letter shall include the following information:

- a. A statement that the proposal is submitted as a response to **RFP – 2025-009 -002 Administrative Support Services for the New Orleans Regional Business Park**
- b. An introduction of the Consultant including: legal name; address and telephone number of office headquarters, along with the local office; email address, type of business entity [sole proprietor, partnership, Limited liability company, or corporation (including state of incorporation)]; and date founded. If Consultant is an individual, legal name; address and telephone number; email address; length of time providing administrative services.
- c. A brief discussion of general background and qualifications and a description of any special knowledge or capabilities material to the services requested in the RFP. Be sure to include whether the Consultant has done similar work and/or work for public sector clients.
- d. A statement addressing any proprietary information that might be contained in the proposal, in accordance with **ATTACHMENT B - Section I, paragraph 10** herein.
- e. Indicate which individual(s) by name, title, if applicable, address, and telephone number are authorized to negotiate and execute the PSA with the NORBP on behalf of the Consultant.
- f. A statement that Consultant has read and understands the RFP in its entirety, including, without limitation, the scope and nature of the work, all appendices, attachments, exhibits, schedules, and addendum, as applicable. Should the Consultant have any objections to the RFP, they must be clearly stated in the cover letter, specifically referencing the particular section number, paragraph, and page number of the objection. Making an objection, however, does not relieve the Consultant from complying with the requirements of the RFP.

TAB 2 – UNDERSTANDING

Understanding of the Scope of Work; demonstrated knowledge of the work; identification and knowledge of the administrative requirements of the Louisiana Public Records law and the Louisiana Open Meetings, as applicable to the required service.

TAB 3 – APPROACH TO SCOPE OF WORK

Provide a compendium of the issues applicable to the required work from the Consultant’s perspective. Describe the proposed approach and methodology to performing the work. Information should demonstrate the Consultant’s:

- a. Knowledge of the technical and functional needs of the position;
- b. Describe each service you provide and how you go about obtaining that information;
- c. Online capability; and
- d. Issues pertinent to this RFP that are not addressed in **Section II, Scope of Work**.

TAB - 4 Experience

The technical expertise and professional competence in areas directly related to the RFP; number of years’ experience in performing similar work; demonstrated ability to manage and coordinate the services, deliver quality services, be a reliable service provider, breadth, and depth of resources.

TAB - 5 References

Provide a minimum of three (3) references of recent demonstrated experience in providing consulting services similar in nature and size to the Scope of Work and include any government references. Provide a short description of the work performed, dates of service, names, addresses, telephone numbers, facsimile numbers, locations, and contract amount.

TAB - 6 Addenda

Include signed addenda in chronological order, as applicable.

B. FEE PROPOSAL

The Fee Proposal shall be prepared in the following manner:

One (1) copy of the Fee Proposal, in a separate pdf document, shall be submitted and clearly entitled as follows:

**FEE PROPOSAL FOR RFP – 2025-009 -002
Administrative Support Services for the New Orleans Regional Business
Park**

Proposals without a separate Fee Proposal will not be accepted.

Consultant shall present their proposal in a professional, clear, and concise format.

V. PROPOSAL SUBMISSION

The deadline for submitting a proposal is **4:00 PM (Central Time) on December 4, 2025**. Any proposals received after this time will be considered.

Electronically submit one (1) pdf copy of the Technical Proposal and one (1) pdf copy of the Fee Proposal. Both the Technical Proposal and the Fee Proposal shall be digitally signed.

The Technical Proposal and the Fee Proposal(s) **must** be in separate pdf documents and shall be clearly marked:

TECHNICAL PROPOSAL – RFP - 2025-009 -002 Administrative Support Services for the New Orleans Regional Business Park and

FEE PROPOSAL – RFP – 2025-009 -002 Administrative Support Services for the New Orleans Regional Business Park

The two pdf Proposals shall be sent together in a single electronic mail. The subject line shall contain the Consultant's name and shall clearly read as follows:

RESPONSE TO NORBP RFP – 2025-009 -002 Administrative Support Services for the New Orleans Regional Business Park s

Proposals will be rejected if not addressed and packaged as indicated above. E- mailed proposals are required and shall be sent to:

María Julianna Auzenne
Special Counsel to the NORBP
Email: info@norbp.net
Copy: maria@auzennelaw.com

VI. SELECTION PROCESS

A. Evaluation

Fee Proposals will remain sealed and held until all responsive Technical Proposals are evaluated and ranked. The evaluation process will be as follows:

1. A panel designated by the NORBP will perform an evaluation and assign a score to each responsive Technical Proposal.
2. Once the ranking of the Consultants has been determined, the Fee Proposal of the three (3) top ranked firms will be opened by the Contact or his/her designee. Thereafter, the NORBP may begin negotiations (if required) with the Consultant obtaining

the highest combined score. Should negotiations with the highest ranked Consultant fail, the NORBP will cease further efforts in reaching an agreement and commence negotiations with the Consultant who received the next highest score. The NORBP will continue negotiations with Consultants in order of the next highest ranking until negotiations are successful.

3. The selection process will conclude upon execution of a Professional Services Agreement (“*PSA*”). The selected Consultant will be required to execute a *PSA* in the form provided by the NORBP and to comply with all of the terms and conditions contained therein.
4. Pricing will be evaluated separately after technical scoring.

B. Selection Criteria

The selection criteria may consist of solely an evaluation of the submitted proposals to determine which, if any, proposals meet the minimum qualifications and experience detailed above or may consist of both an evaluation of the submitted proposals and panel interviews with the top ranked Consultants as determined by the scores of the evaluated proposals. If the NORBP decides to conduct interviews with the top-ranked Consultants, the NORBP reserves the right to evaluate and make their selection of the top ranked firm or individual based solely on the panel interview scoring. If interviews are not conducted, the proposal evaluation scores shall be the sole basis for the determination of the top-ranked Consultant.

Proposals will be evaluated against the criteria listed below:

- 1 . Understanding: Understanding of the Scope of Work; demonstrated knowledge of the work **20 points**
- 2 . Approach: The methodology and systems reflecting the ability to provide the requested services; thorough discussion of objectives; management, coordination of services and quality controls; attention to detail and creativity. **30 points**

- 3 Experience: The technical expertise and professional competence in areas directly related to this RFP; required number of years' experience in performing similar work; demonstrated ability to manage and coordinate the services, deliver quality products/services, be a reliable service provider, stay within budget, and meet deadlines; level of experience and training of key personnel assigned, including sub-consultants, if applicable; breadth and depth of resources. **30 points**
- 4 References: References provided within the proposal will be evaluated. **5 points**
- 5 Completeness: Overall completeness and thoroughness; initiative; compliance with RFP instructions; exceptions to or deviations from the RFP. **15 points**

ATTACHMENT A: SCOPE OF WORK

The NORBP is seeking a qualified company or individual (the “*Consultant*”) to provide comprehensive administrative support services to the Board. The company or individual selected will ensure that the Board operates efficiently, maintains compliance with applicable laws of the State of Louisiana (the “*State*”) and the City, and has the necessary administrative infrastructure to fulfill its mission set forth in the Act. The Consultant’s responsibilities will include, but are not limited to:

1. Scope of Services

The services to be rendered by the Consultant shall include all services as described herein and shall consist of all such services as are customarily rendered when providing professional services of this type. The work shall include, but not be limited to, the following:

a. *Meeting Management*

- Assist in the preparation of agendas, notices, and supporting materials in compliance with Louisiana Open Meetings Law.
- Distribute agendas, notices, and meeting packets to Commissioners five (5) business days in advance of all Board and committee meetings.
- Record, transcribe, and maintain official minutes.
- Draft minutes within 10 business days after meetings
- Provide staff support during meetings to manage logistics (including securing meeting venues), attendance, and documentation.

b. *Records Management*

- Maintain accurate and secure records of Board actions, resolutions, bylaws, policies, and correspondence.
- Implement organized filing systems for physical and digital records.
- Ensure compliance with Louisiana Public Records Law, including responses to public requests, in coordination with Board Counsel.

c. *Communication and Coordination*

- Serve as the primary point of contact for Commissioners, stakeholders, public officials, and community members.

- Manage Board correspondence and facilitate timely responses to inquiries.
- Coordinate scheduling and maintain the official Board calendar.
- d. ***Financial and Compliance Support***
 - Process invoices, track expenditures, and support basic financial administration, in coordination with the Board Accountant.
 - Ensure timely filing of reports and certifications required under State and City laws, in coordination with the Board Accountant and Board Counsel.
- e. ***Special Projects and Strategic Support***
 - Provide research (non-legal), reporting, and administrative assistance for special initiatives approved by the Board.
 - Support economic development activities within the jurisdiction of the NORBP.
 - Prepare summaries, presentations, or briefing materials as directed.

NORBP's Ownership of Materials and Equipment

All services provided by the Consultant, and all materials, documents, reports, and other information of all types, including computer models developed by the Consultant for the project, and all works based thereon, incorporated therein, or derived therefrom, and all intellectual property and proprietary rights in these materials, documents, reports, and other information of all types, shall be the sole and exclusive property of the NORBP.

ATTACHMENT B: TERMS AND CONDITIONS

I. TERMS AND CONDITIONS

In addition to the foregoing requirements contained in this RFP, the Consultant shall adhere to the following terms and conditions, and perform or make provisions for requirements set forth therein.

1. **Late Proposal**
Late proposals will not be considered. It is the Consultant's responsibility to ensure that the proposal arrives on or before the specified time. The NORBP shall not be responsible for proposals not properly delivered.
2. **Ambiguity, Conflict, or Errors in the RFP**
Any ambiguity, conflict, discrepancy, omissions, or other error discovered in the RFP must be reported immediately in writing to the NORBP.
3. **Addenda**
The NORBP may modify and issue addenda to this RFP. A signed copy of all addenda shall be submitted as part of the proposal. Failure to include the addenda may result in a non-responsive submittal. Addenda shall become a part of this RFP and any PSA, which may result from this solicitation.
4. **Modifications**
Any proposed changes or alternatives must be clearly identified in the proposal and are subject to approval by the NORBP. Proposals that are submitted with conditional clauses, alterations, items not requested herein, or irregularities of any kind are subject to rejection at the discretion of the NORBP.
5. **Proposal Commitment**
The proposal shall be firm and binding for ninety (90) days after the submittal deadline. Submission of a proposal shall constitute a commitment on the part of the Consultant to furnish the services set forth in this RFP.
6. **Proposal Withdrawal**
Prospective consultants may withdraw a submitted proposal at any time up to the proposal due date and time. This may be done via written request signed by an authorized representative and delivered electronically to the Contact for the RFP. The Consultant may submit another proposal at any time up to the closing date and time.

7. **Proposal Errors**

The NORBP is not responsible for errors or omissions on the part of the Consultant in drafting their proposals. The NORBP is not responsible for any conclusions or interpretations made by the Consultant regarding information provided by the NORBP.

8. **Submission Cost**

The NORBP shall not be liable for any costs incurred in the preparation of proposals or incidental to the preparation and presentation of qualifications orally or in writing. All costs for preparation, submission of proposals, submission of additional information, delivery, and/or any other aspect of the RFP incurred by the Consultant are the sole responsibility of the Consultant.

9. **Property of NORBP**

All proposals and materials submitted become the property of the NORBP and may be used by the NORBP in any way it deems appropriate. In addition, proposals received will be subject to the Louisiana Public Records Act.

10. **Proprietary Information**

If any proposal contains trade secrets or other information that is proprietary by law, a request to keep such information confidential must be made in writing and attached to the envelope or other medium used to submit the proposal. The Consultant shall specifically identify the page numbers that contain the confidential information in the cover letter (Tab 1), and said information shall be readily separable from the response in order to facilitate eventual public inspection of the non-confidential portion of the response. Requests are subject to review by the NORBP to determine whether confidentiality can be maintained under law. If confidentiality cannot be maintained, the Consultant has the option of withdrawing the proposal or advising the NORBP in writing of its understanding that this information will become public record. The price of products or services proposed shall not be designated as proprietary or confidential information.

11. **Additional Information**

The Consultant shall provide the NORBP with any additional information the NORBP deems necessary to accurately determine ability to perform services proposed. During evaluation and selection, the NORBP may conduct any reasonable inquiry from any and all sources concerning the proposal, including reference verification to determine the responsibility of the Consultant. Furthermore, submission of a proposal constitutes permission by the Consultant for the NORBP to verify all information contained therein. Failure to comply with any

request for additional information may disqualify the Consultant from further consideration. Such additional information may include evidence of financial ability to perform.

12. Negotiations

The NORBP may require potential consultants to participate in negotiations, submit revisions to pricing, technical information, and/or other items of their proposal as may result from such negotiations.

13. Sub-contracting

The Consultant shall act as the single principal for all services set forth in the RFP and resulting PSA. Any sub-consultants shall be subject to the same terms and conditions as the Consultant. The Consultant shall be fully responsible for the performance and payments of any sub-consultants.

14. Material Misstatements or Misrepresentations

If in the course of the RFP process or in the administration of a resulting PSA, the NORBP determines that the Consultant has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the NORBP, the Consultant may be terminated from further participation in the RFP process or in the event a PSA has been awarded, the PSA may be immediately terminated. In the event of termination under this provision, the NORBP is entitled to pursue any available legal remedies.

15. Contractual Obligation

After the NORBP selects a consultant, the contents of the submitted proposal will become a contractual obligation. The RFP and any addenda, the Consultant's proposal, and the resulting PSA between the Consultant and the NORBP constitute the entire agreement between the Consultant and the NORBP. Failure of the Consultant to agree to include all portions thereof as a contractual agreement may result in cancellation of the award.

16. Agreement Deadline

If a contract is awarded, the Consultant is required to sign and return the resulting PSA and all pertinent documents within ten (10) days of written request.

17. Reservation of Rights

The NORBP reserves the right to modify and/or suspend any and all aspects of the RFP, at its own discretion. This includes without limitation, the right to obtain further information from any consultant responding to this RFP, to waive any defect as to form or content of this RFP or any response thereto, to extend deadlines for accepting

responses, to reject any and all responses to the RFP, and to choose the firm that best serves the NORBP's interests. Should all proposals be rejected a written notification will be sent to all consultants. Selection as a Consultant in accordance with this RFP is not a guarantee that the NORBP will enter into a contract with the selected Consultant.

18. Right of Action

No individual or firm responding to this RFP shall obtain any claim or right of action against the NORBP by reason of any aspect of the RFP, defects or abnormalities contained in the RFP and/or the selection process, the rejection of any proposal, the acceptance of any proposal, any statements, representation, acts or omissions of the NORBP, the exercise of any discretion by the NORBP in connection with any of the foregoing, or any and all other matters arising out of all or any of the foregoing.

19. Disclaimer

This RFP does not commit the NORBP to continue with the procurement of the subject services nor to enter into an agreement with any consultant. The NORBP makes no representation that any contract will be awarded. The NORBP may re-issue the RFP at any time for any reason at its sole discretion.

In the event of award, the NORBP makes no guarantee to expend any agreement amount to its maximum. Award of a contract requires authorization by the Board of Commissioners of the NORBP. In the event that the selected consultant is unable to perform the services for any reason or is dismissed from the project, the NORBP may select another consultant from this RFP solicitation.

20. Commencement of Work

Services shall commence after all required documents are on file with the NORBP as follows:

- Completed Vendor Application Form (if applicable).
- Completed IRS Form W-9.
- Copy of the Consultant's and Sub-Consultant's City of New Orleans Business Occupational License (if applicable).
- Copy of the Consultant's and Sub-Consultant's State Authorization's and Licenses (if applicable).
- Insurance Certificates and Endorsements as required by the NORBP.
- Two fully executed copies of the PSA between the NORBP and the Consultant, (including all attachments) with original signatures.
- Executed Worker's Compensation Certificate.