

December 03, 2025

NEW ORLEANS REGIONAL BUSINESS PARK | 13801 OLD GENTILLY ROAD | NEW ORLEANS, LOUISIANA 70129

RESPONSES TO QUESTIONS RECEIVED

Administrative Support Services for the New Orleans Regional Business Park

RFP No. 2025-009-002
Issue Date: November 10, 2025

Following are the responses to the questions received as of November 21, 2025, to the above referenced RFP.

QUESTIONS AND RESPONSES

1. Is this an in-house position or virtual (where the person only comes in the day of board/committee meetings)?
 - a. Answer: **At this time, the NORBP does not have a physical office that can accommodate meetings or a workforce. The contracted individual would be required to attend all meetings of the Board of commissioners (the “Board”) and all meetings of the various committees of the Board (the “Committees”).**
2. Are there set days that board meetings occur?
 - a. Answer: **Board and Committees meet monthly and more frequently if necessary.**
3. Page 9: Section a – *“Provide staff support during meetings to manage logistics (including securing meeting venues), attendance, and documentation.”* – What type of documentation need to be managed (minutes, resolutions)?
 - a. Answer: **Timely posting of agenda at 13801 Old Gentilly Blvd and at the location of the Board and/or Committee meetings. Minutes need to be prepared.**
4. Page 9: Section b – *“Implement organized filing systems for physical and digital records.”* – Please specify the type of physical records and where they are to be stored..
 - a. Answer: **At this time all records must be stored digitally.**
5. Page 10: bottom paragraph – *“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.” – What is considered computer models??

- a. Answer: **Any and all software used to create NORBP documentation.**
6. Page 13: top paragraph – “*Such additional information may include evidence of financial ability to perform.*” – Can you give an example of the type of financial evidence?
- a. Answer: Financial evidence could include a credit report or similar financial inquiry

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