

ORLEANS PARISH SCHOOL BOARD
Procurement Department
2401 Westbend Parkway, Suite 5010
New Orleans, LA 70114
Telephone (504) 304-5645 | FAX (504) 309-2879
Jonathan Temple, Director of Business Partnerships



ORLEANS PARISH SCHOOL BOARD
SPECIFICATIONS
FOR
TYPES 1 AND 3 CHARTER APPLICATION REVIEW

PROPOSAL SUBMITTAL DEADLINE:

Monday July 29, 2019 at 10:00 A.M.

NOTE: Proposal response to be provided as one (1) original, with five (5) copies and one (1) COPY on flash drive

PRE-PROPOSAL CONFERENCE: Tuesday, July 16, 2019 at 10:00 A.M., Suite 5000

PROPOSER: _____

SIGNATURE: _____

NAME: _____

(Print or Type)

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

TERMS: _____

**ORLEANS PARISH SCHOOL BOARD
Office of Business Partnerships
2401 Westbend Parkway, Fifth Floor
New Orleans, Louisiana 70114**

ADVERTISEMENT

REQUEST FOR PROPOSALS NO. 20-0007

TYPES 1 AND 3 CHARTER APPLICATION REVIEW

Sealed proposals relative to the above will be received in the Office of Business Partnerships for the Orleans Parish School Board at 2401 Westbend Parkway, Fifth Floor, Room 5055, New Orleans, Louisiana 70114 until 10:00 A.M. on MONDAY, JULY 29, 2019.

Specifications and proposal documents may be obtained upon request from the OPSB Office of Business Partnerships in writing, by email: (jonathan_temple@opsb.us) or by visiting the web site www.opsb.us.

PRE-PROPOSAL CONFERENCE: TUESDAY, JULY 16, 2019 AT 10:00 A.M., ORLEANS PARISH SCHOOL BOARD, SUITE, 5000, 2401 WESTBEND PARKWAY, NEW ORLEANS, LA 70114.

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

ORLEANS PARISH SCHOOL BOARD

BY: Jonathan Temple, Director
Office of Business Partnerships

FIRST INSERTION DATE:	FRIDAY, JUNE 28, 2019
SECOND INSERTION DATE:	FRIDAY, JULY 5, 2019
THIRD INSERTION DATE:	FRIDAY, JULY 12, 2019

INSTRUCTIONS TO PROPOSERS

One signed original (clearly marked) proposal, with five (5) copies and one (1) COPY on flash drive shall be submitted in a sealed envelope and clearly marked: RESPONSE TO REQUEST FOR PROPOSAL NO. 20-0007 - SPECIFICATIONS FOR TYPES 1 AND 3 CHARTER APPLICATION REVIEW TO BE RECEIVED ON MONDAY, JULY 29, 2019 AT 10:00 A.M. and addressed to the Purchasing Department, Orleans Parish School Board, 2401 Westbend Parkway, Room 5055, New Orleans, LA 70114. The name and address of the company submitting the Request for Proposal must appear on the top left corner of the envelope containing the proposal document.

Hand-carried and express mail PROPOSALS may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:30 p.m. local time, Monday through Friday, excluding holidays observed by the OPSB, and excluding Bid-date.

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.

No Proposal will be accepted after 10:00 A.M. July 29, 2019 under any conditions whatsoever. In order for your company to be provided proof of delivery time, proposals should be hand delivered, sent by registered mail, or private carrier only to the Office of Business Partnerships, c/o Jonathan Temple, 2401 Westbend Parkway, Room 5055, New Orleans, Louisiana 70114.

A. RFP Release Date	6/28/2019
B. Pre-Proposal Meeting	7/16/2019 @ 10:00 AM CST
C. Last Day for Questions	7/19/2019
D. PROPOSAL SUBMISSION DEADLINE	7/29/2019 @ 10:00 AM CST
E. Evaluation Committee Meeting (approximate)	TBA
F. Award Notification (approximate)	TBA
G. Execution of Agreement (approximate)	TBA

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 Director of Business Partnerships 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 Director of Business Partnerships 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 Director of Business Partnerships shall submit his findings and recommendations to the Superintendent and/or OPSB who shall then review the matter under such terms and conditions, as deemed proper. Upon receipt of authority to act from the Superintendent or OPSB, the Director of Business Partnerships 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 Director of Business Partnerships 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 Orleans Parish School Board wishes to purchase from the said proposer, vendor, service provider and/or supplier. 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 Orleans Parish School Board 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.

CONSIDERATION OF PROPOSAL: The Board reserves the right to select any part of the proposal or the whole proposal as well as to reject any and all bids whenever such rejection is in its best interest in accordance with law.

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.

PROPOSAL REJECTION: The OPSB 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. Conditional proposals will not be accepted.

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

CONTRACT TERM AND RENEWAL: Initial contract term will be for one (1) year. Terms and conditions for the renewal period(s) will be negotiable.

ORAL PRESENTATION: A firm or firms submitting proposals which meet the selection criteria and which are deemed to be most advantageous to the OPSB may be requested to give oral presentation(s) to OPSB officials. The OPSB is under no obligation to schedule an oral presentation with any specific firm, and any scheduling of oral presentations will be done by the OPSB.

ERRORS: The OPSB is not liable for any errors or misinterpretations made in responding to this Request for Proposal.

PROPOSAL SUBMISSION: One (1) original Proposal document and five (5) complete copies (or additional originals), and one (1) memory stick are to be submitted in a single sealed envelope or box. Please indicate with the response the name of the firm, contact person and contact information.

INQUIRIES: The OPSB 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 OPSB 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 OPSB will be the responsibility of the proposing firm.

All inquiries must be in writing and addressed to Mr. Jonathan Temple, Director of Business Partnerships at jonathan_temple@opsb.us, fax (504) 379-5645, or 2401 Westbend Parkway, Room 5010, New Orleans, Louisiana 70114. 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 Mr. Jonathan Temple. Violation of this provision shall be considered grounds for disqualification of the violator employer's proposal.

OPEN COMPETITION: The OPSB encourages free and open competition. Whenever possible, specifications and proposal terms and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the needs of the OPSB and to guarantee an economically sound solution. The signature on this proposal guarantees that the prices quoted have been established without collusion with other firms and without effort to preclude the OPSB from obtaining the best possible competitive value. The firm certifies that neither its officers nor its employees have bribed or attempted to bribe or influence in any improper manner any officer, employee or agent of the OPSB.

PREPARATION EXPENSE: All proposals submitted in response to this RFP must be submitted at the sole expense of the proposing firm, irrespective of the final decision of the OPSB as to contract award.

PERFORMANCE INVESTIGATIONS: As part of the proposal evaluation process, the OPSB 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 OPSB 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. Emphasis should be on completeness and clarity of content.

SELECTION: Selection shall be made of one firm 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 OPSB 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 OPSB determine in writing and in its sole discretion that only one firm 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 Program is race & gender-neutral, and open to all business owners regardless of race, ethnicity or gender. Businesses that are currently Disadvantaged Business Enterprise (DBE) 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 prior to, or with the offer/response to this solicitation.

DBE Provisions (Attachment-1), which is hereby made a part of this RFP. Failure to include DBE participation shall cause a firm's proposal to be rejected as non-responsive.

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.

INDEMNITY AND INSURANCE

- A. The Contractor shall indemnify and hold harmless the OPSB, its Board Members, Officers, Staff Directors, etc. for and against any and all losses, damages, and liabilities whatsoever for injury to or death of persons, or loss of or damage to property, including Government property of any kind or nature caused by or arising out of the performance of the work or services required hereunder by the contractor or the officers, employees, or agents of the Contractor.

- B. The Contractor shall, as a minimum, obtain and maintain during the entire period of performance of this contract insurance provided by insurers authorized to transact business in the State of Louisiana, has and maintains a minimum of a "A" rating or better financial size category as shown in the most current AM Best Company ratings the following coverage placements:
 - 1. Workers Compensation and Employers Liability: Workers' Compensation insurance limits as required by the Statutory Labor Code of the State of Louisiana and Employer's Liability coverage with a minimum limit of \$1,000,000. The policy shall include a waiver of subrogation in favor of the District (OPSB).
 - 2. General Liability insurance including Products/Completed Operations Coverage and Contractual Coverage. The minimum limits of liability for bodily injury shall be \$1,000,000 per occurrence and \$1,000,000 aggregate and for property damages no less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy shall include a waiver of subrogation in favor of the OPSB. The additional insured endorsement will also be needed.
 - 3. Automobile Liability insurance including coverage on all non-owned and hired vehicles used in conjunction with the contract. Minimum limits of liability \$250,000/\$500,000 bodily injury and \$100,000 Property Damage. The policy shall include a waiver of subrogation in favor of the OPSB.
 - 4. The proposer guarantees to give a minimum of thirty (30) days written notice of cancellation, major change, or expiration of insurance.
 - 5. The proposer shall furnish the OPSB with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The OPSB will be shown as the certificate holder.

ADDITIONAL INSURANCE REQUIREMENTS

The Contractor shall provide a Certificate of Insurance evidencing Errors and Omissions liability insurance coverage subject to limits of liability of not less than \$1,000,000.00. Furthermore, it shall be mutually agreed that OPSB shall be solely responsible for the contents of any information or documentation, which OPSB may provide to the Contractor to rely upon in the process of this service agreement. Notwithstanding the aforementioned provision, the Contractor shall be responsible for any damages or liabilities to the extent that they result from the Contractor's actual errors, omissions, or negligence pursuant to this Agreement. No changes, modifications, or limitations to these insurance requirements shall be permitted.

**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_____

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

NOTE: Each responsive proposer must include this certification statement with each proposal exceeding \$100,000, or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant providing the certification set out on the above in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, 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.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the U. S. Department of Agriculture regulations 7CFR 3017 implementing Executive Order 12 549. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
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.

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/ADDRESS OF VENDOR_____

TITLE OF SUBMITTING OFFICIAL_____

SIGNATURE_____DATE_____

PROPOSER'S CERTIFICATION

TO: ORLEANS PARISH SCHOOL BOARD

Office of Business Partnerships

2401 Westbend Parkway, Fifth Floor New Orleans, LA 70114

Acknowledgment of Addenda:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

1. Having read the Request for Proposal and the Specifications for TYPES 1 AND 3 CHARTER APPLICATION REVIEW (No. 20-0007) I, the undersigned, authorized to represent the corporation, partnership, sole proprietorship (the Company) listed below, hereby submit to the OPSB this Request for PROPOSALS for providing the service as listed above.

2. This proposal is submitted on behalf of:

Company: _____

Address: _____

Street Number/P.O. Box

Street Name

City

State

Zip

TOTAL PRICE:

In dollars

in words

3. I further certify that I/we have examined and fully comprehend the scope and conditions supplied for the consulting services for collections and that the Company agrees to furnish to the OPSB said services for the payment amount listed on the attached Price Proposal form.

4. In submitting this proposal, the Proposer agrees to the terms and conditions of the Request for Proposals, including the Specification and instructions to Proposers. If this proposal is signed by a partner, the person hereby states that he/she has the authority to bind the partnership; if signed by a corporate officer or employee, that person hereby states that he or she has the authority to bind the corporation. (Copy of corporate resolution attached).

Signature of Company Representative

Representative's Title

Date

PRINCIPALS OF THE COMPANY

PRESIDENT: _____

VICE-PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

BIDDER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, and ZIP: _____

AREA CODE & PHONE: _____

AREA CODE & FAX: _____

E-MAIL: _____

LIST THE BIDDER'S FEDERAL TAX IDENTIFICATION NUMBER _____

Bidder is (check one) _____ Sole Proprietorship; _____ Partnership; _____ Corporation

(If corporation, in what state incorporated) _____; or

_____ Joint venture. Identify parties:

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)

INTRODUCTION

The OPSB (District) is the Authorizer for Type 1 and Type 3 charter schools in Orleans Parish, Louisiana. As required by Louisiana Revised Statute 17:3982 (A)(1)(a)(i), OPSB shall engage in a transparent application review process, and provide an evaluation by an independent third party with educational, organizational, legal and financial expertise. The OPSB is therefore issuing this Request for Proposals (RFP) for experienced and highly-qualified providers to assist with the re-design of the charter authorization process, including application revisions, evaluation process and tools, management of charter applications, project management of the process, recruitment and training of the third-party evaluation team, and production of a final recommendation report for each application. Term of Engagement

Initial contract term will be for one (1) year. Terms and conditions for the renewal period(s) will be negotiable, subject to the annual review and recommendation of the Chief Operating Officer, the satisfactory negotiation of terms (including a price acceptable to both the OPSB and the selected firm), the concurrence of the OPSB and the annual availability of an appropriation.

ORLEANS PARISH SCHOOL BOARD AS AN AUTHORIZER

Across New Orleans, approximately 45,000 students currently attend charter schools. These schools have led to a dramatic increase in the number of students meeting academic proficiency standards and the performance gap between students in Orleans Parish and Louisiana as a whole has dramatically decreased.

Despite these gains, additional progress is needed. Every student deserves high quality schools where their interests will come first, where they and their families will have choice, and where educators will have the tools and support they need to be successful.

In November 2017, the Orleans Parish School Board voted to adopt a Unified Path Forward: Our Vision and Goals for Public Education in New Orleans, which will guide the work of the unified district over the next three years and represents a milestone of a year-long process soliciting and incorporating feedback from the community through a variety of means. The stated vision is to ensure that every student receives a high-quality education that fosters his or her individual capabilities, while ensuring that they thrive and are prepared for civic, social and economic success.

The Board identified the following [goals](#) to guide citywide charter schools over the next three years:

1. Advance equity for all students and families.
2. Increase the share of students at or above grade level in reading and math.
3. Raise the high school graduation rate.
4. Improve high school graduates' readiness for future success.
5. Increase the number of students attending "A" and "B" schools.
6. Increase the diversity of schools and programs offered to students and families.
7. Expand access to early childhood education.
8. Increase public engagement and public confidence in the school system.

Charter school authorization plays a critical role in the district's work to achieve the OPSB vision, *"Every student receives a high-quality education that fosters his or her individual capabilities, while ensuring that they thrive and are prepared for civic, social, and economic success."*

As of July 1, 2018, all New Orleans Public Schools were unified under the oversight of the locally-elected Orleans Parish School Board for the first time since Hurricane Katrina. The OPSB currently oversees 76 charter schools and a school with two educational programs for students in secure-care facilities.

The Orleans Parish School Board accepts applications for Type 1 and Type 3 charter schools, each of which has specific requirements:

Type	Definition	
Type 1 New Start	Proposals for new charter schools.	
Type 3 Conversion	The conversion of existing OPSB district- operated public schools to charter schools.	
Transformation	Proposals that intend to serve all or some of the students in an existing Orleans parish charter school that is subject to closure.	
Transformation Full Takeover	Charter applicants which intend to continue to serve all grade levels and all students currently enrolled at the closing school.	
Transformation (Reconfiguration)	Charter applicants which intend to change the grade levels served at the closing school, while serving all eligible students currently enrolled at the school.	<ul style="list-style-type: none"> ☐ <u>Phase Outs</u>: begin by serving all current students, but intend to discontinue one or more grade levels as current students matriculate ☐ <u>Phase Ins</u>: begin by serving only a subset of grade levels currently offered by the school, but serve all current students in those grade levels

Additionally, we accept applications for Type 1 and Type 3 charter schools from two applicant types; either New Operators or Experienced Operators.

Track	Qualifications
New Operators	<ul style="list-style-type: none"> ☐ nonprofit organization whose primary members (founder and/or proposed school leader) do not have prior experience in leading or managing a public school, AND ☐ who do not intend to employ an educational service provider (ESP) with prior experience in leading or managing public schools
Experienced Operator	<ul style="list-style-type: none"> ☐ nonprofit organization applying for the charter already operates at least one school, OR has partnered with an Educational Service Provider (ESP) that already operates at least one school.

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 [Charter School Accountability Framework \(CSAF\)](#) is designed to explain the expectations the district has for charter schools in New Orleans (annually and at the point of renewal) and the processes the district will use to track and evaluate school performance against those expectations.

CURRENT CHARTER REQUEST FOR APPLICATION CYCLE INCLUSIONS

Letter of Intent

Any organization or individual that is interested in applying for the application cycle submits a Letter of Intent to OPSB. The [Letter of Intent](#) contains the following information:

- Vision Statement
- Mission of the Intended School
- Intended Instructional Model/ Innovation
- Proposed Opening Year
- Intended Grades to be served
- Projected enrollment
- Interested Location

Eligibility Determination Forms

Any organization or individual may become eligible to submit a Louisiana Charter Application by meeting specific eligibility requirements:

- Applicant must be registered as a Louisiana Non-Profit Organization (RS 17:3983)
- Three certified Louisiana teachers must participate in the development of the charter application (RS 17:3983)
- The submitting Non-Profit must be free of any sectarian or religious affiliations, entanglements with existing private schools and have no adverse legal actions or entanglements
- Applicants must have at least three identified charter board members to apply. Further governance requirements can be found in [OPSB Policy HA](#).

Face to Face and Webinar Applicant Orientation

The purpose of the orientation is to provide potential applicants an orientation with OPSB as an authorizer, the charter application, and the evaluation process.

Charter Application

There are two sets of questions- one for new charter operators, and one for experienced charter operators. The application is aligned with the Louisiana Department of Education (LDOE) charter application, and includes questions regarding academic performance, organizational effectiveness, and financial responsibility.

Charter Application Evaluation Rubric

These tools are used to evaluate the Charter Request for Application submissions. The evaluation tools are utilized by the Orleans Parish School Board internal review team, third-party evaluators, and any additional evaluation team or group reviewing applications for the purpose of providing input during the application cycle.

Public Hearing

As required by BESE Bulletin 125, §306.4 a public hearing is held regarding each charter application within the current cycle. A representative from each applicant group is given 5 minutes to present to the Superintendent and OPSB Board Members and community.

Charter Application Request For Clarification

The third-party evaluation team gives feedback to the applicant on each application area. The third-party evaluation team gives feedback to the applicant in the form of questions, and/or asking for additional detail or support. This feedback is shared with the applicant in the Request For Clarification Memo. The applicant responds to such feedback in a Response to the Request For Clarification Memo.

Capacity Interviews

The third-party evaluation team interviews the organization representation to ascertain their capacity to operate a charter school. The applicant group has the opportunity to bring a group of people (no more than 8) to demonstrate the capacity of the organization. As a component of the capacity interview, a performance task is provided to the applicant group and the group is assessed on their ability to resolve the given task.

Final Recommendations

The third-party evaluation team makes a recommendation to the OPSB Superintendent for each application of Approval or Denial. A record of their insights is contained in the Final Independent Evaluation Report.

PURPOSE OF PROPOSAL

OPSB has issued this RFP for qualified applicants to work in partnership with OPSB administration and Board members to create all documents necessary related to the review of Type 1 and 3 charter school applicants and to manage all stages of the application, interview, evaluation and recommendation stages for up to two charter application cycles. Engagement with OPSB would begin in August 2019 to begin the development and re-design components, and the charter cycle is facilitated between January 2020-June 2020. The budget estimate for this contract award is \$90,000 - \$110,000. The initial term of the contract awarded, as a result of this Request for Proposal will be for one (1) year.

EXPECTATIONS OF ENGAGEMENT WITH SELECTED PROVIDER

It is expected that the selected provider will develop and maintain constant communication with the designated OPSB staff during the entire engagement of the contract, understanding that at given times communication will need to be increased.

It is expected that items developed during this engagement with OPSB remain the intellectual property of the Orleans Parish School Board.

It is expected that the selected provider be free of any conflict of interest and/or disclose any potential conflict of interest that may arise give the applicant pool. Additionally, it is expected that the selected provider uphold the code of ethics by not engaging with any authorized applicant within two years upon completion of the engagement.

It is expected that the selected provider along with each third-party evaluator shall due diligence, which includes research of experienced charter school operators, education service providers, non-profit organizations, and charter applicant team members both locally and nationally. Additionally, it is expected that findings be provided to OPSB.

While the following list and descriptions are not all inclusive of the engagement, it provides an initial overview of the desired deliverables from the selected provider during the engagement.

- Development of charter authorizing standards to guide the application evaluation process.
- Redesign and revise the released LDOE charter application to include questions and information aligned with the OPSB portfolio needs per guidance of OPSB staff.
- Collaborate with OPSB staff to revise the evaluation rubric to disseminate to applicants for use of developing a high-quality application and to evaluators to serve as the standard by which to evaluate each application.
- Redesign the charter application process and components with collaboration and input from OPSB staff to ensure an equitable process for all applicants.
- Integrate an application component that provides charter applicants with an outline of each rating on each section of the application and evidence to support both strengths and concerns within the submitted application.
- Create a project plan aligned to the multistep process, and produce frequent status reports to OPSB staff, or upon request.
- Collaborate with OPSB staff to create a charter cycle timeline for the application cycle that is in accordance with the requirements set forth by LDOE.
- Recruit a diverse pool of third-party evaluators that have experiences aligned to the charter applicant types.
- Identify and contract with local and national education/charter school experts to compose multimember teams with educational, organizational, financial, and legal expertise to evaluate each application.
- Provide in conjunction with OPSB staff trainings for evaluation teams on the landscape of New Orleans, OPSB as an authorizer, the application, and evaluation process and timeline, the evaluation rubric, the mechanics of evaluating an application, the online application system, capacity interview process, and recommendation development.
- Development of a capacity interview process that evaluates both the capacity of the school leader and the capacity of the charter board through a series of questions and performance tasks.
- Revise the current capacity interview rubric to align with any redesign of the capacity interview process.
- Manage the development of Recommendation Reports (Initial Report ex. feedback to applicant, Capacity Interview Report, and Final Recommendation Report), that evaluation teams will produce for each eligible application. The reports will provide analysis of each section of the proposed plan, the rating on each section of the application and evidence to support. The report must be clear, complete and defensible.

PROPOSAL RESPONSE INSTRUCTIONS

In order to facilitate a direct comparison of all submitted proposals, the OPSB will require proposers to utilize the proposal structure indicated below.

- A. Executive Summary (limit 2 pages)
 - i. Include your approach to authorizing.
- B. Project Plan (limit 4 pages)
 - i. Consider that the LDOE releases the charter application approximately the second week in December, the District shall post the charter application by January 11, charter application submissions must occur by March 1, and the cycle must conclude by June 7.
- C. Project Proposal (limit 8 pages)
 - i. Include your approach to third-party evaluator recruitment.
 - ii. Include a sample performance task that would be given to a charter applicant during a capacity interview.
 - iii. Include a sample feedback template that would be provided to the applicant.
- D. Final Recommendation Report Example
- E. Background and Related Experience (limit 3 pages)
- F. Professional Resources – Staffing (include resumes of proposed project team)
- G. Letters of Reference – (min of two, max. of four) preferably from other public school districts where you have performed similar professional services
- H. DBE Partnerships: The OPSB is seeking a Disadvantaged Business Enterprise target goal of 5%. See Attachment-A for more information. DBE Provisions (attachment), which is hereby made a part of this RFP. Failure to include DBE participation will cause a firm's proposal to be rejected as non-responsive. The Applicant shall submit the following forms located in the Attachment below:
 - i. DBE Responsiveness Form 1 (including DBE Certification Letter(s))
 - ii. DBE Responsiveness Form 2
 - iii. DBE Professional Services Compliance Certification Checklist

EVALUATION PROCEDURES

All proposals will be evaluated by the RFP Evaluation Committee that will conduct an independent, objective evaluation of applicants for the provision of professional services. All members of the Evaluation Committee must execute a disclosure certifying they do not possess a conflict of interest with any of the proposers. Before beginning the evaluation process, the Evaluation Committee must review the RFP, concerning not only the scope of work but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of the following 3-5 members:

- The Chief Officer requesting the service, or designee;
- Contract Manager who will manage and monitor the contract;
- Finance Representative (1-2);
- A Professional who possesses expertise in the relevant field (1-2).

The purpose of the Evaluation Committee is to conduct an independent, objective evaluation of applicants for the provision of professional services. All members of the Evaluation Committee must execute a disclosure certifying they do not possess a conflict of interest with any of the Proposers.

Review and Evaluation of Proposals

A representative from the Office of Business Partnerships shall serve as the Evaluation Committee coordinator, and is solely responsible for disseminating all information received during the RFP evaluation process. After completion and tallying of the technical evaluation scores, each Evaluation Committee member shall sign and date his/her individual score sheet. The Office of Business Partnerships shall collect and tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Office of Business Partnerships shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the Evaluation Committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers. After discussion of all price proposals, the Finance Department shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute ten percent (10%) 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:

$$CS = (LPC/PC * X)$$

CS = Computed cost score for Proposer

LPC = Lowest proposed cost (Lowest Amount of Funds Requested)

PC = Proposer's cost

X = 10% of the total number of points assigned

After the Finance Department completes the cost evaluation scores, the Office of Business Partnerships shall add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Office of Business Partnerships and the Finance Department. The Office of Business Partnerships shall maintain all individual and tabulated score sheets.

OPSB will evaluate proposals on a qualitative basis. This includes our review of the applicant's proposal and related materials for evidence of prior experience, value-added services beyond the scope of work, qualifications of staff to be assigned to the project, cost effectiveness, and the Proposer's completeness and timeliness in its response to us.

Final Selection

The OPSB will select a firm based upon the recommendation of the Evaluation Committee. The selection must be approved by the Budget and Finance Committee of the Board, along with the full Board.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the OPSB and the firm selected. The OPSB reserves the right without prejudice to reject any or all proposals within legal parameters.

*Orleans Parish School Board
Jonathan Temple, Director
Office of Business Partnerships / Finance Department*

Evaluation Criteria	How the Evaluation Criteria will be Assessed	Total Points Possible
A. Executive Summary	Executive summary includes an approach to authorizing that demonstrates the organization's commitment to diverse and equitable perspectives	10 points
	Total Section Points Possible	10 points
B. Project Plan	Creation of a project plan that is aligned to the charter RFA process	10 points
	Total Section Points Possible	10 points
C. Project Proposal	Proposal demonstrates a sound strategy for equitable recruitment of a diverse pool of third-party evaluators	5 points
	Proposal demonstrates a sound recruitment strategy geared towards local evaluators	5 points
	Proposal demonstrates the organization possesses in-house expertise in education, school operations (i.e. facilities, vendor management, etc.), finance and legal	5 points
	Sample performance task presents a significant gap in a charter application that pushes the applicant to communicate how the organization would address the challenge within a	5 points
	Feedback template provides charter applicants with targeted feedback including strengths and weaknesses within the submitted application, capacity interview and other components of the charter application process	5 points
	Cost of services proposal includes: <ul style="list-style-type: none"> • fixed cost per cycle and per application • program design and implementation • application review and capacity interview • administration and overhead • travel expenses 	10 points
	Total Section Points Possible	35 points
D. Final Recommendation Report Example	Final recommendation report example includes substantial evidence from charter application, capacity interview and other components of the charter application process as justification for final recommendation.	10 points
	Total Section Points Possible	10 points
E. Background and Related Experience	Evidence is presented of prior experience evaluating charter school applications for multiple urban school districts.	10 points

	Total Section Points Possible	10 points
F. Professional Resources	Submission demonstrates that proposed project team has prior experience in education, school operations (i.e. facilities, vendor management, etc.), finance and legal	10 points
	Total Section Points Possible	10 points
G. Letters of Reference	Strong letters of reference are submitted from districts that demonstrate similar characteristics and demographics to New Orleans	5 points
	Strong letters of reference demonstrate that staff have worked with experienced charter authorizers in the past	5 points
	Total Section Points Possible	10 points
H. DBE Partnerships	Proposal demonstrates a sound strategy for identifying and contracting with Disadvantaged Business Enterprises (DBE's)	5 points
	Total Section Points Possible	5 points
Total Maximum Points Possible		100 points

SCALE	5 Point	10 Point
Meets Expectations	5	10
Approaches Expectations	2.5	5
Does Not Meet Expectations	1	2.5
Non-Responsive	0	0



OPSB DBE POLICY | PROVISIONS AND PROCEDURES FOR ALL OPSB SOLICITATIONS: DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

I. Orleans Parish School Board Policy -Disadvantaged Business Enterprise

It shall be the policy of the Orleans Parish School Board (OPSB) to ensure every opportunity is made available to include disadvantaged business concerns in its letting of contracts and purchases, by providing bidders for each contract or purchase being bid. At no time shall any School Board department, school or representative exclude any responsive bidder from participation in, deny any person the benefit of, or otherwise discriminate against anyone in connection with the award and performance of any contract or purchase on the basis of race, color, sex, or national origin.

The OPSB shall provide or participate in programs and offer services to assist disadvantaged business concerns in the development and growth of their business. Each department and school shall take measures to evaluate and ensure optimum contracting and purchasing opportunities shall be made available.

The Superintendent shall be responsible for maintaining appropriate administrative regulations and procedures assigned to ensure participation of certified economically disadvantaged businesses in purchasing procurement contracting opportunities with the School Board.

II. Provisions

OPSB | Office of Business Partnerships would like to offer firms exciting business opportunities in Professional Services, Public Works, and Materials and Goods through its Disadvantaged Business Enterprise (DBE) Program. The DBE program's policy intent is to assist certified disadvantaged businesses to attain a competitive edge and grow by providing equal access to procurement contracts and purchasing opportunities in the OPSB marketplace.

III. Administrative Procedures

A. Certification

The OPSB does not conduct an independent DBE Certification process. However, OPSB does grant "Reciprocity" to Pre-Certified DBE Firms which possess a DBE Certification letter. To be qualified as a DBE for OPSB purchasing agreements and/or procurement contracts, a firm must be certified as a DBE by the Louisiana Unified Certification Program (LAUCP) or any of the following five (5) agencies conducting DBE certification within the City of New Orleans. These five agencies are: The City of New Orleans, Sewage and Water Board of New Orleans, New Orleans Aviation Board (NOAB), New Orleans Regional Transit Authority (RTA) and Harrah's Casino DBE Program. The lists are not an endorsement of the quality of performance of the firm listed therein but is simply an acknowledgment of the firm's eligibility as a DBE, once a



certified DBE letter is submitted as form of verification.

B. DBE Compliance

1. The Orleans Parish School Board's Disadvantaged Business Enterprise (DBE) Program shall apply to this solicitation and contract. It is the policy of the OPSB to practice nondiscrimination based on social and economic disadvantage, race, color, disability, national origin, gender identity, sex, age, disability, marital status, sexual orientation, religion or veteran status. All firms qualifying under this solicitation are encouraged to submit proposals/bids. Award of this contract shall be conditioned upon the *Most Qualified Proposer/Lowest Responsible and Responsive Bidder* satisfying the OPSB DBE Program goal assigned to the particular contract. The Proposer/Offeror/Bidder shall agree to use its best efforts, as determined by the DBE Committee in accordance with the factors set forth in the DBE Program to meet the contract goal for DBE participation in the performance of this contract.

C. DBE Participation

1. DBE Participation for Professional Services: The *Most Qualified Proposer*, shall submit the following information on the DBE Responsiveness Forms 1 & 2, as attachments with proposals for professional services before the bid opening deadline reflecting:
 - a. The names and addresses of all DBE firms that will participate in the contract;
 - b. The dollar amount commitment of the participation of each DBE firm participating in the contract;
 - c. Written confirmation from the named DBE(s), verifying their participation in the contract, as provided in the commitments made under (a) and (b) above;
 - d. Submit copy of DBE Certification letter of participating firm(s);
 - e. If the contract target goal is not met, written evidence of Good Faith Efforts are verified via OPSB DBE Compliance Officer.
2. DBE Participation for Public Works and Materials & Supplies: The *Lowest Responsible and Responsive Bidder* shall submit the following information on the DBE Responsiveness Forms 1 & 2, via post-bid submittals' attachments with bids within ten (10) days after the bid opening regarding public works reflecting:
 - a. The names and addresses of all DBE firms that will participate in the contract;
 - b. The dollar amount commitment of the participation of each DBE firm participating in the contract;
 - c. Written confirmation from the named DBE(s), verifying their participation in the contract, as provided in the commitments made under (a) and (b) above;
 - d. Submit copy of DBE Certification letter of participating firm(s);
 - e. If the contract target goal is not met, written evidence of Good Faith Efforts are verified via OPSB DBE Compliance Officer.



3. For all OPSB solicitations that are awarded based on evaluation criteria the DBE documentation must be submitted with the proposal by the proposal submission deadline.
4. It is the policy of the board that all contracts correctly show the agreed upon DBE percentage (goal) for that project prior to the signing of the contract. Any variation must be subject to agreement of the contracting entity and the board.
5. Upon receipt of the above-referenced materials, the DBE Representative shall then render opinion to the board as to whether the *Most Qualified Proposer/Lowest Responsible and Responsive Bidder* has satisfied the DBE contract goal or if not has demonstrated their satisfactory good faith efforts. If it is determined by the board that the *Most Qualified Proposer/Lowest Responsible and Responsive Bidder* has not satisfied the DBE contract goal or shown satisfactory good faith effort to do so, the bid may be rejected as non-responsive to the DBE contract goal, and consideration may then be given to the next *Most Qualified Proposer/Lowest Responsible and Responsive Bidder*. The procedure set forth in this section shall be repeated with each successive apparent lowest bidder until the lowest bidder satisfying the DBE contract goal or showing satisfactory good faith effort is determined.
6. It is the Policy of the Board to ensure that DBE subcontractors on OPSB contracts receive prompt payment for services rendered. The DBE Representative shall establish written procedures to ensure that DBE subcontractors are timely paid by General Contractors. Such written procedures shall set forth the time period within which payments to DBE subcontractors shall be made by General Contractors.

D. Outreach

1. In recruiting potential Economically Disadvantaged Businesses, part of our outreach efforts consist of participating in the following:
 - a. Small Business – Industry Day Events
 - b. Business to Business Trade Shows
 - c. Procurement and Supply Chain Conferences
 - d. Supplier Diversity Conferences and Certification Seminars
2. Engaging all Contractors, Material Providers, Professional Service Consultants/Vendors and Community Organizations with Certified DBE Membership
3. Attend all programs sponsored by government, non-profit and private entities where opportunities to network are maximized including but not limited to:
 - a. Conducting monthly vendor assistance meetings for potential client
 - b. Conducting one-on-one vendor assistance meetings for potential clients



E. Good Faith Efforts

1. A Bidder's compliance with the requirement to make Good Faith Efforts to locate and engage the services of DBE businesses in connection with the Project shall be a matter of Bidder responsiveness. The Bidder can demonstrate that it has complied with the requirement by certifying to the DBE Executive Director or his/her designee in writing, that as of the date of the bid submittal:
 - a. the Bidder has selected and engaged the services of DBEs, in which case the certification shall include:
 - i. the names and addresses of those enterprises engaged by the Bidder
 - ii. the value of the subcontract and
 - iii. a description of the work on the Project to be performed by such firm(s) and/or individuals, or
 - b. if despite the Bidder's Good Faith Efforts, the Bidder was not able to select and engage the services of such enterprises, in which case the Bidder shall include in its written certification the following:
 - c. affirmation that, prior to determining that it was unable to locate DBEs, the bidder consulted business registries including those identified by the School District;
 - d. affirmation that the bidder attended any pre-bid meeting scheduled to inform DBEs of subcontracting opportunities;
 - e. a copy of the written notifications sent to DBEs soliciting their interest in being a subcontractor or supplier on the Project;
 - f. the names, addresses, and telephone numbers of DBEs contacted, the date of such contact and the date set for receipt of bids from those businesses;
 - g. a copy of the information or a description of the information provided to DBEs regarding the plans and specifications for the work proposed to be subcontracted and how that information could be accessed;
 - h. a statement from the Bidder explaining why any DBEs contacted by bidder were not engaged
2. Upon the Bidders application for waiver of the DBE goals, based on the above circumstances, the DBE Executive Director and Committee shall determine whether or not the bidder satisfied the good faith effort and shall make the appropriate recommendation.
3. Upon written request of the DBE Executive Director, the bidder will attend a meeting of the Orleans Parish School Board to discuss the specific measures the Bidder has utilized in undertaking the Bidder's Good Faith Efforts.

F. Calculations

1. DBE participation will be counted toward meeting the goals as follows:
 - a. The total dollar value of a direct contract or subcontract or indirect subcontract awarded to a certified DBE will be counted toward the applicable goal.
 - b. In the case of a joint venture, the portion of the total dollar value of the contract



equal to the percentage of the ownership and control of the DBE in the joint venture will be counted toward the applicable goal.

- c. Only DBEs that perform a commercially useful function in the work of a contract or subcontract or indirect subcontract will be counted toward the DBE goals. A DBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of work of a contract or subcontract and carries out its responsibilities by performing, managing, and supervising the work involved. If a DBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE is presumed not to be performing a commercially useful function. The DBE may present evidence to rebut this presumption.
- d. The total dollar value of materials and supplies obtained from DBE suppliers and manufacturers will be counted toward DBE goals if the DBE assumes the actual and contractual responsibility for the provision of the materials and supplies.
- e. OPSB through the DBE Executive Director will review the contractor's DBE involvement efforts throughout contract performance. Such review will include but will not be limited to, the contractor's and the DBE's quarterly statements of income from the District which shall document the portion of said income paid to DBE. The Contractor agrees to supply copies of any documentation the District requires in order to complete such a review.

G. Procurement Management

- 1. As a result of our procurement management process, several activities are conducted on a monthly basis:
 - a. Reviewing other DBE agency's certified listings, matching their capabilities to upcoming contracts and encouraging these DBE businesses to seek recertification to update their certification status in order to be eligible for the Orleans Parish School Board DBE participation.
 - b. Advise DBEs or certified vendors about bidding opportunities by submittal of written correspondence to these businesses.
 - c. Providing program information on the Orleans Parish School Board's website and other compliance enforcement forms for the vendors.
 - d. Attend and participate in the Staff Contract Review Committee meetings.
 - e. Attend and participate in the Construction Review Committee meetings.

H. Staff Contract Review Committee (services)

- 1. The purpose of the Staff Contract Review Committee (SCRC) is to review all contracts involving goods/services and professional services and make recommendations on a suitable percentage and feasible areas of DBE participation.
- 2. The SCRC consists of the DBE Executive Director (who facilitates the meeting), and designated OPSB Representatives.
- 3. At the Staff Contract Review Committee meeting the operations department head or



representative and/or consultant makes a presentation on each contract brought before the SCRC being considered for public bid. Details provided include the project cost, subcontract areas, percentage of associated cost of each subcontract area recommended for DBE participation and the recommended goal.

I. DBE Committee

1. The DBE Committee is responsible for setting the DBE participation goal for each project. The specific goal will be set on a project by project basis. Upon receipt of all information relative to and closing of the bid process the DBE Committee consisting of the DBE Executive Director, the Procurement Director and the Head of the Department seeking the Procurement, and in the case of Capital Projects the Executive Director of Facilities/Capital Projects/Operations shall then make a recommendation to the Superintendent as to whether the lowest bidder/offeror has agreed to satisfy the DBE contract goal, or if not has demonstrated satisfactory good faith efforts to satisfy the DBE contract goal. In determining the percentage of participation by certified DBEs, the DBE Committee shall consider the following:
 - a. The type or nature of the work required under the contract
 - b. The estimated dollar amount of the contract
 - c. The availability of subcontractors for the particular project
 - d. Whether the items of work have been broken down to the smallest reasonable components to facilitate DBE participation target goal up to 35% (Thirty Five Percent) pursuant to the Board's policy.

J. Involvement in Bid Process

The DBE Program is responsible for the following bid process:

1. Consult with Program Management (Capital Projects and/or Facilities), Division Chief, or Departmental Representative on each solicitation to ensure that every item of work has been broken down to the smallest reasonable components to facilitate DBE participation.
2. Attend pre-bid/pre-proposal conferences and offer instruction(s), and clarification on DBE bid specifications procurement policy and procedures for sub-contracting.
3. Answer questions posed by prime contractors at pre-bid conferences relative to DBE issues.
4. Provide written responses to detailed questions posed by prime contractors on DBE issues.
5. Consult with Legal Department before releasing responses, as they may have legal considerations.
6. Review bid specifications for consistency with goals established by Staff Contract Review Committee.
7. Review participation summary sheets to determine if the percentage and DBE dollar amount of subcontract work reported is consistent with established goals.
8. Review DBE vendor listing to determine if DBE firm listed on participation summary sheet is certified to perform required work.
9. Review affidavit(s) and supporting documents for consistency in instances when



- DBE goals are not met, and "good faith effort" is submitted.
10. Verify DBEs submitted responses which indicate that they were not interested in pursuing work with prime contractors.
 11. Review quality of good faith effort, analyze and make an assessment on same (i.e., whether the prime contractor attended pre-bid meetings, advertised in a general circulation and trade association publications concerning DBE opportunities and allowed them reasonable time to respond, provided written response to a reasonable number of DBE firms and allowed them to participate effectively, followed up initial solicitation of interest by contacting DBEs to determine for sure if they were interested in bidding specific portions of the work was selected to be performed by DBEs to increase likelihood of meeting DBE goals, provided interested DBEs with adequate information about the plans, specifications and requirements of the contract, negotiated in "Good Faith" with interested DBEs and did not reject them as unqualified without sound reasons based on a thorough investigation of their capabilities, stated in writing reason for rejecting DBEs as unqualified, used the services of available community organizations, small and/or disadvantaged business groups, local state and federal small or disadvantaged business assistance offices, and other organizations that provide assistance in the recruitment and placement of DBE firms, and made sufficient efforts to negotiate with DBEs for specific subcontractor bids).
 12. Make presentations to appropriate committees and full Board on bid disputes and other DBE participation concerns.
 13. Provide signed affidavits to Legal Department in instances where litigation is required in bid disputes.
 14. Participate as witnesses in depositions and court cases involving bid disputes.

K. Regulatory Compliance | Monitoring

After contracts are awarded and work has begun the DBE Office through the Executive Director monitors actual utilization of DBEs. This process is carried out by utilizing the following:

1. Review Board Reports for approved names of prime contractors, DBE Subcontractors percentage of participation and areas of work to be performed.
2. Advise prime contractors in writing through the appropriate forms provided, that the percentage and dollar amount of work to be performed on each contract may not be changed, and any changes in DBE subcontractor will require prior DBE Office approval, and monthly report forms on the status of contract expenditures will be submitted.
3. Advise DBE Subcontractors in writing as to which prime contractor will be utilizing that firm, the dollar amount of participation, percentage of participation and notification that any changes in acceptances of the subcontract should be reported immediately to the DBE office.
4. Advise prime contractors of the need to complete monthly compliance report two (2) weeks before due date.
5. Attend Owner-Architect-Contractor (OAC) progress meetings.
6. Review monthly compliance reports for instances of non-compliance.
7. Conduct site visit to job sites (i.e. conduct visual inspection of labels on



trucks and equipment, determine how many workers are present, determine nature of work being performed).

8. Interview Internal and/or External Stakeholders (i.e., clarify what work is being performed, inquire how often Prime Contractor visits job site, inquire to determine if there are any problems which need to be addressed).
9. Make follow-up phone calls to prime contractors to determine why participation is not in compliance.
10. Schedule meetings with both Prime Contractors and DBE Subcontractors in instances of non-compliance or where problems are evident.
11. Send follow up correspondence detailing non-compliance and penalties for same.
12. Take required action in instances of fronting and non-compliance.

L. Subcontractor Payment and Mobilization Fee

1. DBE subcontractors shall be paid within ten (10) calendar days of the General Contractor's receipt of payment from the OPSB for services rendered by the DBE subcontractor. This provision regarding payment shall be included in the General Contractor's contract with the OPSB as well as in the General Contractor's subcontract with its DBE Subcontractors.
2. Requests for mobilization fee assistance shall be submitted by DBE Subcontractors to their General Contractor on forms approved by the DBE Executive Director if any. Within five (5) calendar days of its receipt of mobilization assistance fee request the General Contractor shall sign the request indicating its agreement or disagreement with the request and if denied copy the request to the DBE Executive Director who shall if appropriate process the request for payment. Payment of a mobilization assistance fee shall be made by OPSB to the General Contractor who shall in turn render payment to the DBE subcontractor.



ORLEANS PARISH SCHOOL BOARD

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REPORTING OVERVIEW

I. Responsiveness Reports

- A.** During the RFP/RFQ Procurement process, the Most Qualified Proposer shall submit DBE Responsiveness Forms 1 & 2, as attachments with proposals for professional services before the proposal submittal deadline. Failure to properly complete this form may constitute the Proposer as being non-responsive and sufficient cause for rejection from the scoring process.

- II. Professional Services Reports** will be used to set a baseline of anticipated DBE participation and document Good Faith Efforts used to reach established goal. The Prime Contractor must submit the Professional Services Reports at the pre-mobilization meeting or ten (10) days prior to mobilization. All Subcontractors with contracts over \$50,000 must submit Professional Services Reports no later than ten (10) days prior to mobilizing on respective contracts.

- A. Contracting Schedule – DBE Participation Commitment**

- This report will indicate anticipated DBE participation as percentage of total bid/contract and must be substantiated by **Monthly Compliance Reports**. However, *anticipated* DBE participation will not suffice for DBE compliance. *Actual* participation (i.e., payments made), coupled with Good Faith Efforts, determines DBE compliance.

- B. Good Faith Efforts**

- This report will allow Contractors and Subcontractors to demonstrate the good faith efforts used to reach DBE participation goal prior to mobilization. It will also allow them to specify which DBEs were contacted, methods of communication, and outcome. Moreover, this report will provide information needed to verify efforts with DBEs listed on report.

- C. Anticipated DBE Mobilization & Completion Dates**

- Prime Contractor must provide a mobilization strategy of anticipated DBE participation for this project. Plan shall incorporate actions to be taken by the Bidder's/Proposer's proposed Subcontractors/Suppliers, and shall correlate with project schedule submitted to the Owner/Owner's Representative. Bidders must submit form within 10 days before mobilization. Proposers must submit form within 10 days after Letter to Proceed. Provide attachments if necessary.

- D. Professional Service Cover Letter**

- If DBE participation goal is not met at the mobilization phase, Contractor and Subcontractors must also submit a cover letter, on company letterhead, including any relevant information explaining the circumstances surrounding the failure to meet DBE participation goal at the mobilization phase. Cover letter must also include specific information regarding Contractor and Subcontractor plan of action to continue good faith efforts in pursuit of OPSB's DBE Participation Goal until Contract buy-out is 100% complete.

III. Monthly Contractor Compliance Certification will be used to certify Contractor's compliance with all Disadvantaged Business Enterprise, Equal Employment Opportunity, and Affirmative Action Provisions. It will also certify that all information contained in Monthly Compliance Reports (DBE Reports I-IV) is true and correct. Rather than having each DBE Report notarized separately, each notarized Contractor Compliance Certification will be sufficient for the Monthly Compliance Report for Contractor and respective Subcontractors.



IV. Monthly DBE Compliance Reports will be used to track Contractor and Subcontractor actual DBE participation, payments to DBEs, on-going good faith efforts to engage DBEs, and EEO/Affirmative Action compliance. Subcontractors and Sub-subcontractors must submit Monthly DBE Compliance Reports to Prime Contractor by 7th day following the end of the previous month. Prime Contractor must submit the combined report to Owner and Owner's Program Manager with monthly pay application/invoice, or by the 14th day following the end of the previous month. Failure to complete all DBE reports properly or late submittal, may constitute the Bidder/Proposer as being Non-Responsive, and sufficient cause for Non-Compliance.

A. DBE Report I: Contracting Compliance

This report will show actual DBE participation and payments for both the reporting month and the contract to date. It will also collect information pertaining to individual vendors including subcontractor contact information, DBE status, scope(s) of work, contract amount, contract start date, and scheduled completion date. Contracting Compliance Reports will be compared to Contracting Schedules to determine whether or not *anticipated* DBE participation commitment is realized. *Anticipated* DBE participation will not suffice for compliance goals. *Actual* DBE participation must be confirmed. Contractor and Subcontractor must also specify the percentage of contract/subcontract buy-out complete as of last day of report month (e.g., 30%, 50%, 75%, 90%, etc.).

B. DBE Report II: Good Faith Efforts (GFE)

This report will allow Contractors to indicate the good faith efforts used to reach DBE participation goal during report month (i.e., if contract is not completely bought out, good faith efforts should continue throughout the project thru substantial completion—see Pre-Construction Cover Letter). It will also allow Contractors to specify which DBEs were contacted, methods of communication, and outcome.

Meticulous (i.e., Parts A-C completed) Good Faith Efforts Reports will be required for all Contractors and Subcontractors throughout the buy-out period for respective contracts. Once contracts are bought out, shortened (i.e., Part C only completed) Good Faith Efforts Reports will satisfy monthly GFE reporting requirements. However, if a Subcontractor is released prematurely (i.e., before scope of work for contract is complete) Good Faith Efforts must resume, along with exhaustive GFE reporting, if Contractor intends to re-bid remaining subcontract. Contractor must also request a *Subcontractor Release Notification Form*, from OPSB Procurement Office, for each subcontractor that is released prematurely.

C. DBE Report III: Affirmative Action Steps/Equal Employment Opportunity Efforts

This report will allow Contractors to indicate affirmative actions taken and efforts made toward equal employment opportunity.

D. DBE Report IV: Minority/Female Participation

This report will collect the payroll and demographic information needed to determine minority and female participation in each Report Month. It will also correlate with certified payrolls for Pay Applications from preceding month as a means of verifying veracity.



Orleans Parish School Board Disadvantaged Business Enterprise Program (DBE)

DBE RESPONSIVENESS FORM 1

RFP/RFQ/P.O./Bid/Solicitation/Other # _____ Bidder/Proposer: _____

Project Name & Description: _____

FOR BIDS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OFFICE OF PROCUREMENT BY THE LOWEST PROPOSER WITHIN TEN (10) DAYS OF THE BID OPENING. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE BID/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

FOR RFPS/RFQS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OPSB-DBE OFFICE THROUGH THE OFFICE OF PROCUREMENT WITH YOUR PROPOSAL. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE PROPOSAL/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

The undersigned Bidder/Proposer has satisfied the requirements of the bid/proposal specifications for the above-referenced Orleans Parish School Board project in the following manner.

Please check the appropriate space:

☐ The Bidder/Proposer is **committed to achieving and/or exceeding** the DBE target goal of **35** % DBE utilization on this contract, and will require all Subcontractors to assist in achieving 35% DBE participation before this project is substantially complete.

☐ The Bidder/Proposer is **unable to meet** the DBE target goal, but is committing to a minimum of _____ % DBE utilization before notice-to-proceed, and will require all Subcontractors to assist in achieving 35% DBE participation before this project is substantially complete.

Name of Bidder's/Proposer's Firm: _____

Telephone: _____ Fax: _____ E-Mail: _____

By: _____, _____ / ____ / ____
(Signature of Bidder's/Proposer's authorized representative) (Title) (Date)

THE BIDDER/PROPOSER IS COMMITTED TO UTILIZING DBE PARTICIPATION ON THE PROJECT IN THE FOLLOWING MANNER:

COMPLETED BY PROPOSER:

The Bidder/Proposer is committed to utilizing the **DBE FIRM NAMED BELOW** for the *Scope(s) of Work* as described below. The estimated dollar value of the scope of work is \$ _____ and _____ % of the total dollar value of the contract.

Copy this form, if you are utilizing more than one (1) DBE firm to achieve the DBE participation percentage on the project.

Name of DBE Firm: _____

DBE Firm Owner or Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

DBE TYPE: ☐ SLD BE CERTIFIED ☐ LAUCP DBE CERTIFIED

☐ DBE Certification Letter is attached

COMPLETED BY DBE FIRM (below):

DBE AFFIRMATION. The above-named DBE firm affirms that it will perform the scope(s) of work on this contract for the estimated dollar value and contract percentage as stated above.

By: _____, _____ / ____ / ____
(Signature of DBE firm's owner/authorized representative) (Title) (Date)

Note: If the Bidder/Proposer does not receive award of the prime contract, then any and all representations in this form shall be null and void.



DBE RESPONSIVENESS FORM 2

SUBCONTRACTING STRATEGY FOR DBE PARTICIPATION

Business Name: _____ Project Name/Number: _____

Business Contact Information: _____
(Phone, Fax, E-Mail and Address:) _____

Provide a strategy to identify specific subcontracts that will be awarded to DBEs and anticipated DBE participation for project. This Plan shall incorporate actions to be taken by the Bidder's/Proposer's proposed Subcontractors/Suppliers. **Proposers:** Must submit form with proposal. Provide attachments if necessary.

DBE Subcontractor Supplier	Scope of Work Professional Service Materials	Contract Value	Percent of Contract

NOTE: If the Bidder/Proposer does not receive award of the prime contract, then all representations in this form shall be null and void.

Representative's Name: _____ Title: _____ Date: _____

Signature: _____



ORLEANS PARISH SCHOOL BOARD

Month of: _____
Year: 20_____
Correlates with RFP # _____

DBE PROFESSIONAL SERVICES COMPLIANCE CERTIFICATION CHECKLIST

(Note: Form must be submitted with one or more of the supporting documents identified and initialed below. Failure to submit completed certification constitutes non-responsiveness and cause for ejection.)

Business Name: _____

Proposer's Name & Contact No.: _____

If Subcontractor, Name of Business Performing Work Under: _____

Business Principal Contact Information: _____

(Print Name, Phone, E-Mail, and Physical Address)

I _____ hereby certify that,
(Print Name & Title of Company Representative)
_____ has complied with all Disadvantaged Business
(Print Business Name)

Enterprise, Equal Employment Opportunity, and Affirmative Action Front End Provisions set forth in the OSPB DBE Policy and with all of the provisions of Federal Executive Order 11246, as amended, including implementing and related rules, regulations and relevant orders of the U.S. Secretary of Labor. I also certify that all information contained in *Supporting Documents is true and correct.

Signature: _____ Date: _____

*Supporting Documents Attached:

- ☐ DBE Responsiveness Form 1 _____ (Initial)
- ☐ DBE Responsiveness Form 2 _____ (Initial)
- ☐ DBE Professional Services Report 1 _____ (Initial)
- ☐ DBE Professional Services Report 2 _____ (Initial)
- ☐ DBE Professional Services Report 3 _____ (initial)

STATE OF LOUISIANA, ORLEANS PARISH IN WITNESS
WHEREOF, I have hereunto set my hand and official seal
this _____ Day of _____, 20_____.

Notary Public, State of Louisiana

My Commission Expires _____



Report for month of: _____

20____

ORLEANS PARISH SCHOOL BOARD

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS

(Form must be submitted by initial meeting. Failure to submit completed report constitutes non-compliance with OPSB DBE Provisions.)

Business Name: _____

Project Name & Number: _____

If Subcontractor, Name of Business Performing Work Under: _____

Business Principal Contact Information:

(Print Name, Phone, E-Mail, and Physical Address) _____

Contract buy-out complete as ofNo additional subcontracts available.(Initial)☐

(Date: MM-DD-YYYY)

(Complete PART C – Report Certification only)

PART A: Good Faith Efforts

Below are types of actions that demonstrate Good Faith Efforts towards meeting OPSB DBE goals. Indicate the actions taken and those not taken. **Attach supporting documentation for all actions taken**—checked boxes alone do not demonstrate Good Faith Efforts. Please note that the list of Good Faith Efforts below is illustrative, and is neither exclusive nor exhaustive. If additional Good Faith Efforts have been made, specify below and provide supporting documentation. **Desire to self-perform scope of work does not preclude DBE participation or Good Faith Efforts towards the same.**

Yes <input type="checkbox"/>	No <input type="checkbox"/>	1). Solicited the interest of certified DBEs (attach copies of advertisements) Evidence includes names of printed publications, dates of advertisements, copy of advertisement, phone log of calls made to DBEs, copy of electronic/physical solicitations sent to DBEs, etc.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	2). Followed up initial solicitations to determine DBE interest Evidence includes e-mails, phone logs, etc.
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	3). Selected portions of work to be performed by DBEs Debundled contract work into economically feasible units to facilitate DBE participation (See Part 2).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	4). Provided interested DBEs with adequate information about the plans, specifications, and requirements of Contract in a timely manner (See Part 2).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	5). Negotiated in good faith with interested DBEs (See Part 2) Evidence includes names, addresses, and telephone numbers of DBEs considered; description of information provided regarding plans and specifications for work selected for subcontract; and evidence as to why DBE was not selected to perform the work.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	6). Thoroughly investigated capabilities of interested DBEs Evidence includes site visit information (time, date, result), reference checks, written record of interview with DBE (time, date, result) (See Part 2).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	7). Effectively used services of small business community organizations; small business contractors' groups; local, state, and Federal small business assistance offices; and other organizations to provide assistance in recruitment and placement of DBEs (attach list of resources used).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	8). Arranged solicitations, times for presentations of bids, quantities, specifications, and delivery schedules in ways that facilitated participation by DBEs.

1). List all areas of work/service and/or materials/supplies selected for DBE participation/solicitation. Include division number for each scope, service, and/or material listed. List the estimated dollar value of each along with its percentage of the total project dollar value (bid/proposal). Use additional pages if needed, but list Total (*dollar value and percent of total bid/proposal*) in space provided below.

Scope or Portions of Work/Materials Selected for DBE Participation/Solicitation	Division Number	Estimated Dollar Value	Percent (%) of Total Project Bid
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL	n/a	\$	

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS (continued)

2). List all LAUCP* DBE and SLDBE Firms contacted, the portions of work/materials/services for which solicited, initial/follow-up communication, and the result of communication. Also specify the name and title of Representative(s) that conducted the outreach communication. Include additional pages if needed.

DBE Firm Name	DBE Contact Name	Phone Number/ E-Mail Address	Date of Initial/First Contact	Method of Initial/First Contact	Scope of Work/Materials/ Services Solicited	Provided Copy of Plans/ Specifications (Y/N)	Result of Initial/First Communication <i>(e.g., plans to bid, not interested, no response, etc.)</i>	Date of Follow-Up Contact	Method of Follow-Up Contact	Result of Follow-Up Communication <i>(e.g., bidding, not bidding, not interested, etc.)</i>	Name and Title of Representative Conducting Outreach <i>(i.e., initial and follow-up contacts)</i>

*Only DBEs certified under the Louisiana Unified Certification Program (LAUCP) or State and Local DBE (SLDBE) may be counted towards OPSB DBE participation goals.

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS (continued)

3). For contracts (i.e., for work/materials/services provided) awarded to Non-DBE firms; list all DBEs that submitted competing bids or proposals for the work/materials/services. Specify reason for rejecting DBE bid/proposal, including date and method of notification. If rejection based on price competitiveness, include price variance between DBE and winning Non-DBE bid/proposal (note that price variance information is for internal office use only and will remain confidential). Note: At minimum all scopes of work, listed in Part B.1., should be included below. Use additional sheets if needed.

Scope of Work/ Materials/Services Pricedin Bidl/Proposal	Non-DBE Firm Awarded Contract	DBE Firm That Submitted Competing Bid/Proposal (Use multiple lines if more than one DBE Submitted bid for same work/material/services. If no competing DBEs bid, mark 'No DBE')	Date DBE Bid/Proposal Received	DBE Bid/Proposal Reviewed By (Specify Name and Title of Representative)	Reason for Rejection Price Competitiveness? (Yes or No)	Price Variance Between Winning Bid/Proposal and Rejected DBE Bid/Proposal(+/-)	Reason for Rejection, Other than Price Competitiveness (Be Specific)	Method of Notification to Rejected DBE
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		

*Only DBEs certified under the Louisiana Unified Certification Program (LAUCP) or State and Local DBE (SLDBE) may be counted towards OPSB DBE participation goals.

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS (continued)

PART C: Report Certification

I _____ certify that the information contained herein is true and correct.
(Print Name Company Representative Preparing/Submitting Report)

Signature: _____ Title: _____ Date: _____

SWORN TO AND SUBSCRIBED, BEFORE ME, THIS _____ DAY OF _____

NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

DBE Vendor Directories and Certification Information

Resource	Contact Name	Contact Phone	Contact E-Mail Web Site
OPSB DBE Program	Jonathan Temple	(504) 304-3847 (o) (504) 206-6686 (m)	jonathan_temple@opsb.us http://www.opsb.us
LAUCP Directory (web based & searchable)	n/a	n/a	1. http://www8.dotd.la.gov/UCP/UCPS_earch.aspx
Armstrong International Airport (SLDBE Directory - PDF)	n/a	n/a	1. http://www.flymsy.com/dbe-program
City of New Orleans Office of Supplier Diversity (SLDBE Directory – PDF)	n/a	n/a	1. https://neworleans.dbesystem.com/?TN=neworleans 2. https://www.nola.gov/economic-development/supplier-diversity/
Sewerage and Water Board of New Orleans	n/a	n/a	1. http://www.swbno.org/business_disadvantagedbusinessprogram.asp