

**REQUEST FOR QUALIFICATIONS (RFQ)
COURT REPORTING SERVICES
ISSUED JULY 26, 2019**

I. PURPOSE

The Council for the City of New Orleans (Council), in accordance with the New Orleans Home Rule Charter and the Louisiana Constitution, exercises powers of supervision, regulation, and control over electric, gas, and water utilities providing service in the City. Pursuant to Motion M-19-113, the Council is seeking court reporting services to provide transcription services as they relate to meetings of the Council, its committees, hearings, and any other proceedings in which a transcript is commissioned.

II. BACKGROUND

In accordance with its regulatory powers, the Council conducts public meetings and administrative hearings. Court reporting services are required at hearings before an administrative hearing officer related to utility dockets governed by Chapter 158 of the Code of Ordinances. Further, court reporting services may be required at committee meetings. Unless otherwise prohibited by law, transcripts for these meetings will be made available to the public.

III. SCOPE OF SERVICES

The respondent selected must be able to provide a transcript and stenographic record of each hearing and meeting for which services are requested. Based on the procedural schedules associated with hearings as well as the varied interval between meetings, the respondent selected must be able to provide a transcript within 48 hours of a meeting upon request.

IV. QUALIFICATIONS STATEMENT

All responses should include:

1. A complete “consultant services questionnaire” using the format that is attached. Any subcontractors proposed to be used must also submit a complete questionnaire that must be attached to the prime firm’s questionnaire.
2. Professional experience and resumes of partners, principals, and employees who will be responsible for, and actively involved in, the provision of professional services for the Council (Key Personnel), including the appropriate evidence of accreditation, certification and licensing in their profession.
3. A statement affirming that the respondent is in possession of, or will acquire, all equipment and software necessary to provide the service.
4. A fee schedule including associated time periods for regular and expedited delivery.

5. A brief description of the approach to be used by the firm.
6. A list of four references who are familiar with the work of the principals to be assigned to this project, with name, title, address, phone, fax number and email address of each.
7. A sworn affidavit listing all persons with an ownership interest in the respondent. An “ownership interest” shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that holds an interest in a publicly traded corporation. This affidavit is public record.
8. A sworn affidavit stating that no other person holds an ownership interest in the respondent via a counter letter.
9. A list of all persons, natural or artificial, who are retained by the respondent at the time of the application and/or who are expected to perform work as sub-contractors in connection with the respondent’s work for the City Council. The Council may require information on employees or sub-contractors of or ownership interests in the sub-contractor. This list is public record.
10. A sworn affidavit stating that the affiant is in compliance with Section 2-8(c) of the City Code and that no principal, member and/or officer of the contracting entity has within the preceding five (5) years been convicted of or plead guilty to, a felony under state or federal statutes for embezzlement, theft of public fund, bribery, and/or falsification or destruction of public records.

V. EVALUATION CRITERIA

Responses will be evaluated on the following criteria:

- Qualifications and relevant experience of professionals to be assigned
- Capability and commitment to provide sufficient staff to complete the court reporting services
- Information received from references
- Involvement in the proposal at the professional level of members of disadvantaged/minority/women business enterprises and New Orleans domiciliaries
- Location of the firm
- Cost

VII. REQUEST FOR QUALIFICATION PROCESS

If proposers have questions which may require information not included above, please provide them to the CURO Chief of Staff, Erin Spears, email espears@nola.gov, not less than three working days prior to responses being due. **No other written or oral communications from potential applicants regarding this proposal shall be made to any Councilmember or other City employee during this Request for Qualifications process.**

Fifteen (15) copies of the final proposal must be received by 4 p.m. on Friday, September 6, 2019 in CURO, Room 6E07, City Hall, 1300 Perdido St., New Orleans, La. 70112. Late proposals will not be considered. Where possible, an electronic version of the proposal should also be submitted via email to espears@nola.gov or saved on a USB flash drive that is submitted with hard copies of responses.

An evaluation committee composed of Council Chief of Staff, the CURO Chief of Staff, the Council Deputy Chief of Staff, the Council Research Officer, and the Council Fiscal Officer will review and evaluate the proposals, including the proposed fees, will review and evaluate the submissions, and select qualified responses for referral to the Council.

VI. LENGTH OF CONTRACT

All contracts are for a 12-month period. However, the Council may renew the contract for four additional 12-month periods, assuming continuing need for the services and mutual satisfaction.

VII. INSPECTOR GENERAL

Section 9-1120, Chapter 2 of the Code of the City of New Orleans, relative to the Office of Inspector General, provides in part as follows:

“Every city contract and every budget, proposal, application, or solicitation for a city contract, and every application for certification of eligibility for a city contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of this chapter.”

The Inspector General shall be notified in writing prior to any meeting of a selection or negotiation committee relating to the procurement of goods or services by the city, including meetings involving third party transactions. The notice required shall be given to the Inspector General as soon as possible after a meeting has been scheduled, but in no event later than twenty-four hours prior to the scheduled meeting.

The Inspector General may attend all city meetings relating to the procurement of goods or services as provided herein, and may pose questions and raise concerns consistent with the functions, authority, and powers of the Inspector General. An audio recorder or court stenographer may be utilized to record all selection or negotiation committee meetings attended by the Office of the Inspector General.

VIII. ADDITIONAL INFORMATION

The City of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the statement of qualifications, interview, or other pre-contract activity are the responsibility of the respondent. All submissions become the property of the City and, as such, are public information.

The City Council reserves the right to accept or reject any and all responses submitted and to cancel the RFQ, in whole or in part, for any reason, in its sole judgment.

It is anticipated that the contractor will invoice the City monthly, when billable activities have occurred within the month. Work shall be detailed in increments of one tenth/hour.

The contract with the City Council shall contain a provision that any sub-contractor proposed to be retained by the respondent to perform work on the contract with the City Council must be approved in accordance with the provisions of Council Rule 45. The Council may require information on ownership interests in the sub-contractor.