

# REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

No. CC-22-07(R)

MANAGEMENT AUDIT

RE-ISSUED SEPTEMBER 2, 2022

Pursuant to the provisions of Motion M-21-342, approved by the Council of the City of New Orleans (“Council”) on September 23, 2021, the City Council is seeking the services of a qualified individual or firm with the requisite experience and ability to perform a management audit of Entergy New Orleans, LLC.

## **Background**

The Council for the City of New Orleans (Council), in accordance with the New Orleans Home Rule Charter, and the Louisiana Constitution, acts as the regulator for electric and gas utility services in Orleans Parish, Louisiana. As the regulator, the Council has exclusive jurisdiction over the rates, reliability, and terms and conditions of service in Orleans Parish.

## **Qualifications Statement Content**

All responses should include:

- I. Professional experience and resumes of partners, principals and employees in the firm and subcontractors 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 and
- II. A brief description of three (3) assignments which best illustrate the respondent’s qualifications relevant to the areas requested in this RFQ, including applicable samples of work product.
- III. Demonstrated ability to provide coverage for City Council matters related to this assignment when the principal consultant is unavailable because of other assignments, illness, vacation, or similar conflicting demands.
- IV. A sworn affidavit listing all persons with an ownership interest in the respondent firm or company. 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 hold an interest in a publicly traded corporation. The affidavit is a public record.
- V. A list of professional labor fees for all personnel included in the respondent’s response to this RFQ/P and any others who may be called upon to perform work related to this RFQ/P.

- VI. Compliance with the Council's 35 percent DBE utilization goal applicable to City Council professional service contracts, as more fully set forth in Section 70-461 of the New Orleans City Code.
  
- VII. Potential Conflict of Interest. All respondents providing a response to the RFQ shall provide a clear and unambiguous indication of any potential or real conflicts of interest it or any of its sub-contractors may have with respect to performing the work outlined in this RFQ on behalf of the Council, including but not limited to: work performed in the last five years on behalf of (i) the Council, (ii) the City of New Orleans, or (iii) Entergy Corporation or any Entergy affiliate and/or operating company. For any such work performed, the respondent shall indicate the scope of the engagement, the time frame, the amount of compensation received and why the respondent deems such work to be or not be in conflict with the execution of the proposed scope of work. The Council shall be the sole arbiter as to any conflicts of interest and shall make the final determination as to whether any potential or real conflict of interest exists.

### **Scope of Service**

If selected, the respondent will be expected to conduct a management audit of Entergy New Orleans, LLC and to draft a report which evaluates and provides recommendations as necessary on the following:

- a) Leadership and staffing roles, responsibilities, and requirements,
- b) Organizational structure, decision-making processes, internal controls, and external relations of all kinds,
- c) Billing operations and verification method,
- d) Emergency planning and response,
- e) Salary and compensation levels, and
- f) Corporate culture and capacity to address the critical issues of climate change, a transition to a renewable energy system, advanced energy efficiency, and ensuring energy justice.

### **Evaluation Criteria**

Upon receipt by the due date of responses to this RFQ by qualified firms, the Council's Selection Review Committee will evaluate all responses received based upon the criteria listed herein and in Council Rule 42. Particular emphasis will be placed on the following criteria:

- I. Experience of the Key Personnel and other professional personnel in the utility regulatory field and demonstrated ability to provide cost effective services to the Council.
  
- II. Quality of work samples presented.
  
- III. Clear understanding by the applicant of work to be performed.

- IV. Capability and experience in providing consistent, timely services, as determined by information requested from references or the Council’s actual experiences.
- V. Cost based on hourly rates of consultants at various levels of expertise and experience.
- VI. Whether respondent has met, or demonstrated good-faith efforts to meet, the 35-percent DBE utilization goal applicable to City Council professional service contracts, as more fully set forth in Section 70-461 of the New Orleans City Code.
- VII. Willingness to accept a “not to exceed cost” for annual charges.

**RFQ/P Process**

All communications related to this RFQ from any actual or potential respondent must be submitted by email to Erin Spears, Council Utilities Regulatory Office Chief of Staff and Counsel, at [espears@nola.gov](mailto:espears@nola.gov). Any such communication and the response will be available to the public.

RFQ submissions, including samples of work products, must be submitted electronically to Erin Spears by 5:00 PM CST on Friday, October 7, 2022. All responses submitted will be public records.

A staff selection review committee will review and evaluate the submissions for responsiveness using the Evaluation Criteria.

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.

**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.

**Additional Information**

- 1. 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, interview, or other pre-contract activity are responsibility of the person submitting the statement.
- 2. All submissions become the property of the City and as such are public information.
- 3. Section 2-1120 of the Code of the City of New Orleans, relative to the Office of the Inspector General provides in part as follows:

"It is agreed that the contractor or applicant will abide by all provisions of City Code § 2-1120, including, but not limited to, City Code § 2-1120(12), which requires the contractor to provide the Office of Inspector General with documents and information as requested. Failure to comply with such requests shall constitute a material breach of the contract. In signing this contract, the contractor agrees that it is subject to the jurisdiction of the Orleans Parish Civil District Court for purposes of challenging a subpoena."  
City Code Sec. 2-1120. – Office of inspector general.