

# REQUEST FOR QUALIFICATIONS STATEMENTS

## PUBLIC SAFETY ANALYST SERVICES

ISSUED MARCH 5, 2018

### **Request for Qualifications**

The Council of the City of New Orleans (“Council”) seeks a highly qualified and experienced persons or firms versed in data, trends and policy issues related to providing expertise and assessing the level of service and efficiency opportunities related to public safety and criminal justice reform and represent the Council.

Pursuant to Council’s Substitute Motion M-17-526 (Exhibit A) and in accordance with Rule 45 of the Code of the Council (Exhibit B), the Council issues this requests for qualifications (“RFQ”) to select a person or firm to provide the needed services.

### **Purpose**

The Council is the legislative governing authority of the City of New Orleans (“City”). Through its Criminal Justice Committee (“CJC”), the Council undertakes specific initiatives in a number of areas related to public safety. The Council endeavors to maximize the information at its disposal when developing policy impacting the population at large as well as criminal justice agencies and organizations.

Public safety is a principal function of local government, and is identified as fundamental to the City’s vision. As is typical among local governments, public safety requires the largest share of New Orleans’s operating budget.

The Council is seeking Statements of Qualifications (“SOQ”) from professional persons or firms with expertise in the review and assessment of efficiency opportunities relating to criminal justice and legal services, as well as new issues which the Council may confront as it addresses city-wide public safety issues.

### **Scope of Services**

The selected respondent will work with the Council to provide assessment of, and recommendations for:

1. Levels of service (“LOS”) and statistical analysis for each of the five (5) service areas listed below.
2. Identification of alternative methods of criminal justice and legal service delivery that can realize service improvements, new efficiencies and long-term financial sustainability, such as regionalization and partnerships.
3. Strategies to expand understanding, trust, and partnerships with the community, City officials, City departments, the judicial branch of government and other entities.
4. Viable strategies to mature the cultural competence of the City, and to expand the ethnic and racial diversity within these service areas to better represent that of the New Orleans community.
5. Catalog re-entry services available to men and women in New Orleans and strategies to

strengthen and improve re-entry services.

The selected respondent's responsibilities will include a review of the following service areas:

1. Police
2. Jail (corrections)
3. Criminal District Court
4. Municipal Court
5. Legal
  - a. Public defense
  - b. District Attorney
  - c. City Attorney
6. Re-entry Services

The Council may commission the selected respondent to create report(s), conduct evaluation(s) and study(ies) related to critical issues the Council undertakes.

### **Desired Qualifications and Experience**

Respondent must:

1. Have a minimum of five years continuous experience in providing public sector analyst or consulting services within the applicable service area, including operations and management analysis of the service area functions.
2. Have an understanding of the purpose and responsibilities of courts and the need for an impartial and independent judiciary. In addition, the respondent should demonstrate familiarity with the court's core structure and competencies.
3. Demonstrate public sector management experience, and have experience evaluating the trade-offs of public safety and criminal justice budget pressures versus pressures to maintain funding for other local government services, and the relationship between service standards and service costs.
4. Demonstrate substantial expertise in providing public sector analysis or consulting services, including substantial experience in law enforcement consulting.
5. Demonstrate significant experience and expertise in data analysis and information systems such as Computer Aided Dispatch ("CAD") and Records Management System ("RMS").
6. Possess significant experience and expertise in data based staffing and deployment modeling, i.e. the creation of a model which matches staffing levels and deployment to workload.

### **Qualification Statement Contents**

The Council strongly discourages respondent to overly elaborate, or to provide verbose responses, or both.

Respondent shall include in its response:

1. A completed "analyst services questionnaire" using the format that is attached (Exhibit C). Any subcontractors proposed to be used must also submit a completed questionnaire that must be attached to the prime firm's questionnaire. If an

association or joint venture is contemplated, the expertise of each individual firm should be clearly defined as well as the level of involvement of each individual firm and the proposed means of coordination between firms. A joint venture will be considered a “firm.”

2. Professional experience and resumes of partners, principals and employees in the firm 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 or licensing in the stated profession.
3. A description of three or more assignments which best illustrates the respondent's current qualifications relevant to the areas requested in this RFQ, including samples of work product.
4. Demonstrated ability to provide coverage for Council matters when the principal analyst is unavailable because of other assignments, illness, vacation or similar conflicting demands.
5. 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 hold an interest in a publicly traded corporation.
6. A sworn affidavit\* that no other person holds an ownership interest in the respondent via a counter letter.
7. A list of all persons, natural or artificial, who are retained by the respondent at the time of the response and/or who are expected to perform work as sub-contractors in connection with respondent’s work.
8. A list of professional labor fees for all personnel included in the respondent’s response to this RFQ and a clear and concise statement that such professional labor fees throughout the contract term will be the most cost efficient and will not exceed the lowest professional labor fee for similarly situated clients of the firm.

\*Respondent is free to submit the sworn affidavit in the format of its choice.

### **Fee Proposal**

Respondent shall express its fees as an hourly rate.

The hourly rate should include the rates of all individuals who will be a part of any billing.

The fee response should also include any costs that may be billed that cannot be expressed as an hourly rate (e.g., travel, printing, computer research related cost, etc.).

### **Performance**

A. **Factors.** The City will measure the performance of the Contractor according to the following non-exhaustive factors: work performed in compliance with the terms of the Agreement; staff availability; staff training; staff professionalism; staff experience; customer service; communication and accessibility; prompt and effective correction of situations and conditions; timeliness and completeness of submission of requested documentation (such as records, receipts, invoices, insurance certificates, and computer-generated reports).

B. **Failure to Perform.** If the Contractor fails to perform according to the Agreement, the City will notify the Contractor. If there is a continued lack of performance after notification, the City may declare the Contractor in default and may pursue any appropriate remedies available

under the Agreement and/or any applicable law. In the event of a notification of default, the City will invoice the defaulting contractor for any increase in costs and other damages sustained by the City. Further, the City will seek full recovery from the defaulting contractor.

### **Minimum Scope of Insurance**

Coverage shall be at least as broad as the following:

1. Professional Liability (Errors and Omissions): with limits no less than \$1,000,000 per claim.

#### Primary Coverage

For any claims related to this contract, Contractor's insurance coverage shall be primary insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributing to Contractor's coverage.

#### Claims Made Policies

1. The retroactive date must be shown and must be before the date of the contract or the beginning of work.
2. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase "extended reporting" coverage for minimum of five (5) years after the termination of this agreement.

#### Waiver of Subrogation

Contractor and its insurers agree to waive any right of subrogation which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this contract.

#### Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with prior notice to the City of no less than 30 days.

Acceptability of Insurers Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

1. The Contractor will provide the City with the following documents within ten (10) calendar days of this Agreement's effective date and at any other time at the City's request:
  - a. Proof of coverage for each policy of insurance required by this Agreement;
2. Without notice from the City, the Contractor will:
  - a. Replenish any policy aggregate limit that is impaired before commencement of any work or continuation of any work under this Agreement;
  - b. Substitute insurance coverage acceptable to the City within thirty (30) calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement; and

Notify the City's Risk Manager in writing within ten (10) days of its receipt of any notice of non-

renewal, cancellation, or reduction in coverage or limits affecting any policy of insurance maintained under this Agreement.

### **Potential Conflict of Interest**

Any person or entity providing a response to this RFQ shall provide a clear and unambiguous indication of any perceived, real or potential conflicts of interest it may have with respect to performing work on behalf of the Council for, at a minimum, the following:

1. Work performed for or on behalf of any entity listed in for review under “Scope of Services” (above) or any parent, partner, or affiliate thereof.
2. Any prior or existing services provided to any government entity within the last five years.
3. Any work performed (whether compensated or not) on behalf of any Councilmember, the Council or the City within the past five years.

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 interests of advising or representing the Council in public safety related matters.

The Council shall make the final decision as to whether any conflict exists.

### **Evaluation criteria**

Upon receipt by the due date of responses to this RFQ by qualified firms, the Council’s staff Selection Review Committee will evaluate all responses received based upon the criteria listed herein below.

Particular emphasis will be placed on the following criteria:

1. Quality of work samples presented;
2. Clear understanding by the applicant of work to be performed;
3. Capability of providing consistent, timely services, as determined by information requested from references or actual experience performing such services for the City Council;
4. Experience working with or for governmental entities in the areas listed under “Purpose,” above;
5. Cost based on hourly rates of analysts at various levels of expertise and experience; and
6. Involvement at the professional level of certified disadvantaged business enterprises as evidenced by government-issued certification thereof, in compliance with City Code Section 70-458. Those individuals/firms who are certified as disadvantaged business enterprises must submit proof of such certification. Certification must be by the City, the New Orleans Sewerage and Water Board, or the New Orleans Aviation Board.

### **RFQ Process**

Except as provided herein below, no written, electronic or oral communications from any actual or potential proposer or responder to this RFQ or anyone acting as agent or representative for such person shall be made to any Councilmember, City employee or Council staff person during this RFQ process, which is the “Blackout Period.”

The Blackout Period will begin upon posting of this RFQ. The Blackout Period will end when the contract is awarded. All communications to and from any actual or potential proposer or responder and/or their/its agent or representative during the Blackout Period must be in accordance with this RFQ's defined method of communication with the designated contact person.

Any and all inquiries may only be made in writing to the following designated contact person: the Interim City Council Chief of Staff, Room 1E06, City Hall, 1300 Perdido Street, New Orleans, LA 70112 or [dsgavlinski@nola.gov](mailto:dsgavlinski@nola.gov).

Fifteen copies of the submission, including samples of work product, must be submitted in hard copy form by 3:00 p.m. on Friday, March 23, 2018, to the Interim City Council Chief of Staff, Room 1E06 City Hall, 1300 Perdido Street, New Orleans, LA 70112. Where possible, an electronic version of the proposal should also be submitted to [dsgavlinski@nola.gov](mailto:dsgavlinski@nola.gov).

A staff Selection Review Committee is composed of the Council Chief of Staff, the Council Research Officer, and the Council Fiscal Officer. The Council, responsible committee, or Chief of Staff may invite additional knowledgeable persons to participate as member(s) of the Selection Review Committee when particular expertise would be helpful in the evaluation process.

The staff Selection Review Committee will review and evaluate the submissions, and select qualified proposals for referral to the Council. For each submission selected for referral, the staff Selection Review Committee will contact one or more of the persons suggested as references.

The New Orleans Office of Inspector General ("OIG") 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 OIG 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 OIG 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 OIG. An audio recorder or court stenographer may be utilized to record all selection or negotiation committee meetings attended by the OIG.

The report of the staff Selection Review committee will be provided to the CJC. The CJC shall interview one or more of the respondents selected by the staff Selection Review committee. The CJC may make a recommendation to the Council. The Council will then select the respondent by motion.

### **Length of Contract**

The formal written contract between the City of New Orleans and the respondent will have a term of twelve months.

However, the Council may renew the contract for additional 12 month periods up to four years, assuming continuing need for the service and mutual satisfaction.

### **Additional Information**

1. The City 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 the responsibility of the person submitting the statement.
2. All submissions become the property of the City and as such are public information.
3. The contractor will invoice the Council on a monthly basis during the term of the contract. The contractor shall describe its work in increments of one-tenth of an

hour.

4. Any contract awarded shall contain a provision that:
  - a. Any subcontractor proposed to be retained by the respondent to perform work on the contract with the Council must be approved in advance of such retention by motion of the Council. The Council may require information on ownership interests in the sub-contractor prior to approval of the sub-contractor's retention.
  - b. Unless otherwise approved by the contracting officer of the Council, reimbursable expenses shall be limited as follows: air transportation limited to coach fares, lodging expenses not to exceed federal per diem rate for hotels in New Orleans; postage, overnight delivery or courier services at contractor's actual cost; facsimile transmissions and long distance telephone charges at contractor's actual cost; copies at \$0.10 per page; computerized research at contractor's actual cost.
  - c. For the attendance at all meetings of the Council, the CJC, briefings of Councilmembers, and representation before anybody, the Council will only provide labor fee reimbursement for one analyst from any applicable firm, unless otherwise specifically approved by the Council.
  - d. Key Personnel assigned may not be replaced without consent of the contracting officer of the Council.
5. Section 2-1120, Paragraph 20(c) of the Code of the City of New Orleans, relative to the Office of the Inspector General, provides in part as follows:

*“With the exception of those contracts specified in subsection (1) of this paragraph, every city contract and every contract amendment where the original contract does not include this statement, and every bid, proposal, application or solicitation for a city contract, and every application for certification of eligibility for a city contract or program shall contain the following statement:*

*"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."*

### **Exhibits**

The following exhibits are attached to this RFQ:

- Exhibit A – Substitute Motion M-17-526
- Exhibit B – Rule 45 of the Code of the New Orleans City Council
- Exhibit C – Analyst Services Questionnaire

# EXHIBIT A

## SUBSTITUTE MOTION

NO. M-17-526

CITY HALL: November 16, 2017

BY: COUNCILMEMBERS WILLIAMS AND BROSSETT

WHEREAS, Public safety is a principal function of local government, and is fundamental to the City's vision; and

WHEREAS, as is typical among local governments, public safety requires a significant share of New Orleans' operating budget; and

WHEREAS, the appropriation of a large share of the City's budget to a particular subject dictates that provisions are established to assess and scrutinize the policies and progress of departments receiving those appropriations; and

WHEREAS, the City Council believes it to be of tremendous value to have a dedicated consultant to institutionalize criminal justice advances and provide continuity of information regardless of turnover in representation; and

WHEREAS, the City Council desires to retain an independent consultant to provide expertise and assess level of service and efficiency opportunities related to public safety and criminal justice reform; **NOW THEREFORE**

**BE IT MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS**, That in accordance with paragraph 1 of Council Rule 45, the Council authorizes the issuance and advertisement of a Request for Qualifications ("RFQ") for a Public Safety Consultant; and

**BE IT FURTHER MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS**, a Selection Review Committee ("SRC") shall be constituted in accordance with paragraph 8 of Council Rule 45 to review responses to the RFQ.

**THE FOREGOING MOTION WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF, AND RESULTED AS FOLLOWS:**

**YEAS:** Brossett, Cantrell, Gray, Williams - 4

**NAYS:** Guidry, Head - 2

**ABSENT:** Ramsey - 1

**AND THE MOTION WAS ADOPTED.**

THE FOREGOING IS CERTIFIED  
TO BE A TRUE AND CORRECT COPY

*Lera W. Johnson*  
CLERK OF COUNCIL

## EXHIBIT B

### COMPETITIVE SELECTION PROCESS FOR PROFESSIONAL SERVICES CONTRACTS

**Rule 45.** Pursuant to Section 6-308 (5) (c) of the City Charter, contracts for professional services to be administered by the Council shall include but not be limited to the following professions:

Accountants

Appraisers

Architects

Auditors

Attorneys

Economists

Management Consultants

Public Relations/Media Consultants

Real Estate Consultants

Telecommunications Consultants

Utilities Regulatory Consultants

The following process shall be followed for retention of consultants with expertise in a field as required by the Council for all contracts at or above the threshold amount established by Section 2-7 of the City Code:

1. Upon determination by a majority vote of the entire membership of the City Council that the services of a professional are needed, a Request for Qualifications (RFQ) or Request for Proposals (RFP), as appropriate based on the scope of work to be performed, shall be issued. The Request shall include the deadline for submission of responses. The RFQ or RFP shall additionally require that the person or entity responding to the RFP or RFQ (the respondent) provide the following information:  
(M-13-367, Adopted 10/24/13); (M-16-92, As Corrected, 5/19/16)
  - 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 a public record.
  - A sworn affidavit stating that no other person holds an ownership interest in the respondent via a counter letter.
  - A list of all persons, natural or artificial, who are retained by the respondent at the time of the application and 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 a public record.

- 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. This affidavit shall not be required for contracts or cooperative endeavor agreements between the city and the state(s), the city and the federal government, parishes/counties of the state(s), municipalities, and/or the various agencies/political subdivisions of the above. (M-11-160, Adopted, As Amended 5/19/11)
- A comprehensive narrative detailing the respondent's plan to comply with the provisions of Article IV of Chapter 70 of the Code of the City of New Orleans pertaining to local and disadvantaged business enterprises (DBE) goals for the City of New Orleans. (M-11-160, Adopted, As Amended 5/19/11); (M-13-367, Adopted 10/24/13)

The RFQ or RFP shall additionally advise the respondent that the contract with the City Council shall contain a provision that in regard to any sub-contractor proposed to be retained by the respondent to perform work on the contract with the City Council, the respondent must provide notice to the appropriate Council Committee within thirty (30) days of retaining said sub-contractor. The Council may require information on ownership interests in the sub-contractor.

2. The Request for Qualifications or Request for Proposals shall be published at least three times in a 10 day period in the Official Journal by the Clerk of Council. The publication may be in brief, if the Request is lengthy, and may be

supplemented by letters of inquiry and/or placement of the request in appropriate additional publications.

3. Interested professionals who respond by the deadline date shall be evaluated by the Selection Review Committee. If more than five (5) responses are received, the Selection Review Committee shall review all responses but is authorized to eliminate from consideration, if it deems doing so appropriate, all but the five (5) most qualified and responsive respondents.
4. The committee shall establish appropriate evaluation criteria, which may include but not be limited to the following:
  - (a) training and experience with type of task required;
  - (b) appropriateness of plan submitted;
  - (c) capability of contractor to provide staffing and support;
  - (d) knowledge of local conditions;
  - (e) ability to provide the work in the time period required, as evidenced by past performance and current workload;
  - (f) involvement of members of disadvantaged groups at the professional level;
  - (g) participation by persons living and/or working in New Orleans at a professional level;
  - (h) the need for continuity of services and/or specialized and institutional experience and knowledge.
  - (i) For RFP's, cost of services to be provided. (M-07-277, Adopted, As Amended, 7/26/07); (M-07-413, Adopted, 10/4/07)

5. **The Selection Review Committee** shall forward to the Council Committee under whose jurisdiction the subject matter of the contract falls, if any, a list of up to five top respondents, with an analysis of each respondent's compliance with each criterion. If there is no such Council Committee, the list shall be forwarded to the entire Council.
6. **The Council Committee**, or the Council, if there is no specific committee, may choose one of these respondents and negotiate a proposed contract, including a scope of work to be performed. If a proposed contract cannot be negotiated with the firm/individual initially chosen, one of the other firms/individuals submitted by the Selection Review Committee may be chosen; and a proposed contract negotiated.
7. **The Council Committee** may recommend to the City Council its choice of the firm/individual. The Council, by a majority vote of its entire membership and by motion, may accept or reject the Council Committee's recommendation and choose one of the other firms/individuals submitted by the Selection Review Committee to the Council Committee. If the Council does not choose one of the firms/individuals submitted by the Selection Committee, the selection process shall begin again. In the absence of a Council Committee, this same process shall be followed by the City Council. (M-96-106; Adopted 4/3/96)
8. **The Selection Review Committee** shall consist of the **Council Chief of Staff**, **the Council Research Officer** and **either the Council Fiscal Officer or the Director of Council Utilities**, depending on the type of professional service to be performed. The Council, responsible committee, or Chief of Staff may invite

additional knowledgeable persons to participate as member(s) of the Selection Review Committee when particular expertise would be helpful in the evaluation process. The Selection Review Committee shall conduct its meetings in accordance with the Louisiana Public Meetings Law, R.S. 42:4.1, et seq. (M-07-413, Adopted, 10/4/07); (M-08-380, Adopted, 2/5/09)

9. **Exceptions from this Competitive Selection process shall be made for:**
  - (a) Professional services contracts for an individual Councilmember's Office.
  - (b) Annual Audit, for which requests for qualifications shall be sent to "Big Four" accounting firms with local offices. (M-07-413, Adopted, 10/4/07)
  - (c) Emergency situations in which a majority of the entire membership of the Council by motions determines that there is an immediate need for a specific contract and that there is not sufficient time to go through the Competitive Selection Process. Emergency situations may include, but are not limited to, legal actions to which action or response is needed or required in 30 days or less or emergency situations as defined in LA. R.S. 38:2211 A (6). (M-96-105) In those emergency instances, where there are available at least 10 working days but not the 30-35 days required for an RFQ/RFP process, an informal process consisting of solicitation of firms/individuals and a shortened review process shall be followed.

(d) Any contracts in existence prior to January 1, 1996 for:

- Renewal or extension of the contract, when continuity of service is essential;
- Amendments to such contracts that may expand but do not materially alter the scope of services and for which specialized and institutional experience and knowledge are required.

(M-07-413, Adopted, 10/4/07)

The Council, by majority vote of its entire membership, shall determine which contracts are eligible for exemption under this sub-paragraph. (Substitute M-96-29, Adopted, As Amended 2/15/96);

(M-07-413, Adopted, 10/4/07)

(e) The Council may by motion authorize the amendment of a contract that was under the monetary threshold for use of the competitive selection process to increase the maximum compensation or modify the scope of services if justified by a need to ensure continuity of services for the performance of work related to the original scope of services if the proposed amendment satisfies one or more of the following criteria:

(M-07-413, Adopted, 10/4/07)

- 1) the increase in scope of work adds a task which can best and most efficiently be performed in a timely and effective manner by a contractor having knowledge and experience gained during performance of the scope of the existing contract;
- 2) the increase in scope of work adds a task which is essential to completion of the original scope of work but could not reasonably have been anticipated when the original scope was developed;

- 3) the increase in compensation is needed because the time required to complete the original scope of work exceeded the original estimate, which was reasonable based upon the information available to the Council and its consultant at the time the compensation was agreed upon.
  - 4) the Council may authorize no more than three such amendments to any individual contract. (M-04-236, As Amended, As Corrected, 5/20/04)
10. Upon the completion of each professional services contract, an evaluation report for that contract shall be prepared under the supervision of the Council Chief of Staff by the office utilizing those services. All such reports shall be maintained in the Office of the Council Chief of Staff and shall be provided to the selection committees for future related professional services procurements. (M-16-92, As Corrected, 5/19/16)

## EXHIBIT C

### Analyst Services Questionnaire

1. Project name
2. Date Submitted
3. Specify type of ownership and indicate if applicable:

\_\_\_\_\_ Private corporation \_\_\_\_\_ Public corporation \_\_\_\_\_ Proprietorship

\_\_\_\_\_ Partnership \_\_\_\_\_ Small business \_\_\_\_\_ Minority owned business

\_\_\_\_\_ Woman owned business \_\_\_\_\_ Limited Liability Company

4. Firm or Joint Venture contact information
  - 4a. Firm (or joint venture) name, mailing address, telephone number
  - 4b. Firm(s) owners
  - 4c. Name, title, telephone, and email address of principal to contact
  - 4d. Name, title, telephone, and email address of proposed project manager

5. Full time personnel assigned to project

Number	Position/Title	Hourly rate of Pay
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Is submittal a joint venture
  - a. If so, has joint venture worked together before?
  - b. If a joint venture, name of lead firm.

7. Summary of professional services fees received in (insert index number)

2017	2016	2015	2014	2013
( )	( )	( )	( )	( )

Use index below:

Index

1. Less than \$250,000
2. \$250,000 to \$1,000,000
3. \$1,000,000 to \$3,000,000
4. \$3,000,000 to \$6,000,000
5. \$6,000,000 or greater

8. Brief resumes of key persons anticipated for this project. Please indicate male/female, minority/majority and parish or county and state of domicile.

a. Name and title

b. Project assignment

c. Name of firm by which employed full time and location of office.

d. Years of experience with this firm

With other firms in the New Orleans market \_\_\_\_\_

e. Highest Academic Degree: \_\_\_\_\_ Year received \_\_\_\_\_

f. Names of public officials, political candidates and/or public agencies, especially in Louisiana for which the firm has provided service since August 1, 2011, with dates of the service and brief description of the service provided.

9. Work by firm(s) personnel members to be assigned to this job which best illustrates current qualifications relevant to this project (list not more than 5 projects including experience with government issues).

a. Project Name & Location and Owner(s) Name

b. Project Description

c. Nature of Firm(s) Responsibilities

d. Completion Date (Actual or Estimated)

e. Estimated Fees for Entire Project

10. Provide any additional information or description of resources supporting your firm(s) qualifications for the proposed project.

11. Provide four references including name/title, phone number and address. References must exclude City Councilmembers and Council Staff;