

# ORLEANS PARISH SCHOOL BOARD



**Purchasing Department**  
**2401 Westbend Parkway, Suite 5055**  
**New Orleans, LA 70114**  
**Telephone (504) 304-3917 | FAX (504) 309-2879**  
***Barbara A. Robillard, Executive Director of Procurement***

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**REQUEST FOR QUALIFICATIONS NO. 22-0015**

**SUPERINTENDENT SEARCH FIRM**

**ELECTRONIC QUALIFICATIONS SUBMITTAL DEADLINE:**

**Friday, October 22, 2021 @ 11:00 A.M (CST)**

**ZOOM PRE - QUALIFICATION CONFERENCE:**

**Tuesday, October 12, 2021 @ 11:00 A.M (CST)**

**RESPONDENT:**

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**NAME (Print or Type):**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**CITY, STATE, ZIP:**

\_\_\_\_\_

**TELEPHONE:**

\_\_\_\_\_

**FAX NUMBER:**

\_\_\_\_\_

**E-MAIL ADDRESS:**

\_\_\_\_\_

**TERMS:**

\_\_\_\_\_

# REQUEST FOR QUALIFICATIONS NO. 22-0015

**ORLEANS PARISH SCHOOL BOARD**  
**Purchasing Department**  
**2401 Westbend Parkway, Suite 5055**  
**New Orleans, LA 70114**

## ADVERTISEMENT

### REQUEST FOR QUALIFICATIONS NO. 22-0015

#### SUPERINTENDENT SEARCH FIRM

Electronic Responses to Request for Qualifications relative to the above will be received via email submission to the Purchasing Department for the Orleans Parish School Board (“OPSB” or “the District”) at 2401 Westbend Parkway, Suite 5055, New Orleans, Louisiana 70114 until **11:00 A.M. (CST) on Friday, October 22, 2021.**

Specifications and qualification documents may be obtained by visiting the District’s website at [www.nolapublicschools.com](http://www.nolapublicschools.com); or by contacting the Executive Director of Procurement at [brobillard@nolapublicschools.com](mailto:brobillard@nolapublicschools.com).

The District will host a Virtual Pre-Qualification meeting to be held on **Tuesday, October 12, 2021, at 11:00 A.M. (CST).** The Virtual link can be found below:

Register in advance for this meeting:

[https://zoom.us/meeting/register/tJMduuhqTgtGNeEeGmQifOAwwctBnnH\\_2q-](https://zoom.us/meeting/register/tJMduuhqTgtGNeEeGmQifOAwwctBnnH_2q-)

After registering, you will receive a confirmation email containing information about joining the meeting.

The District reserves the right to reject any or all Responses to Request for Qualifications 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**  
Barbara A. Robillard, Executive Director of Procurement

FIRST INSERTION DATE: Friday, October 1, 2021  
SECOND INSERTION DATE: Friday, October 8, 2021

## REQUEST FOR QUALIFICATIONS NO. 22-0015

### 1.0 **OVERVIEW**

#### 1.1 **OVERVIEW: Instructions to Respondents**

One signed original response to Request for Qualifications (RFQ) document shall be submitted electronically and clearly marked: **REQUEST FOR QUALIFICATIONS NO. 22-0015. On October 22, 2021 at 11:00 A.M. (CST), to Barbara Robillard, Executive Director of Procurement: brobillard@nolapublicschools.com.**

**All visitors to the OPSB are required to wear mask and check in at lobby receptionist.**

The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a response to the RFQ 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 a response to the RFQ on time.

No Responses to Request for Qualifications will be accepted after October 22, 2021 @ 11:00 A.M. (CST) under any conditions unless in the best interest of the District by an addendum notification.

|   |                            |
|---|----------------------------|
| Pre-Qualifications Meeting @ 11:00 A.M. (CST) (via ZOOM)          | Tuesday, October 12, 2021  |
| Last Day for Questions @ 4:00 P.M. (CST)                          | Thursday, October 14, 2021 |
| Last Day for Addendum   | Tuesday, October 19, 2021  |
| QUALIFICATIONS SUBMISSION DEADLINE no later than 11:00 A.M. (CST) | Friday, October 22, 2021   |
| Evaluation Committee Meeting(s)                                   | October 25 – 28, 2021      |
| Oral Presentations (if applicable)                                | November 1 – 3, 2021       |
| Award Notification (approximate)                                  | TBD                        |
| Execution of Agreement (approximate)                              | TBD                        |

#### **CODE OF SILENCE:**

From the date the RFQ is issued; through the time the Agreement is finally awarded by OPSB Elected Officials, Respondents shall not contact any Representatives of the OPSB, nor the District Staff, nor their Advisors or Consultants with respect to this RFQ, or RFQ process, other than to submit questions or protest in accordance with the Instructions to Respondents therein. This prohibition does not apply to questions or comments sent in writing to the Executive Director of Procurement, or questions made at Pre-Qualification meeting, in presentations before evaluation committees, or during contract negotiations. Respondents who violate this Code of Silence may be deemed non-responsive, and their response to the RFQ may be rejected for cause.

## REQUEST FOR QUALIFICATIONS NO. 22-0015

**DEBARMENT AND SUSPENSION:** To ensure that the OPSB does not enter a contract with a debarred or suspended company or individual, each respondent must include a certification statement with each submittal on each contract. By signing the certification statement, the respondent 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 respondent to sign the attached certification statement and include with their submittal.**

**SUPPLIER PERFORMANCE AND EVALUATION:** The contractor, vendor, service provider, and/or supplier performance process will involve evaluating the contractor, vendor, service provider, and/or supplier's overall quality status, as well as evaluating the quality of each material or service the OPSB wishes to purchase from the said contractor, vendor, service provider and/or supplier. Prior to the invoice submission, the contractor, 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 OPSB evaluating and analyzing contractor, vendor, service provider and/or supplier performance.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:** The OPSB is seeking a DBE goal of 35% or greater. See DBE Packet which is hereby made a part of this RFQ.

**REQUEST FOR QUALIFICATIONS NO. 22-0015**  
**ORLEANS PARISH SCHOOL BOARD**  
**REQUEST FOR QUALIFICATIONS**  
**SUPERINTENDENT SEARCH SERVICES**

**SECTION I: PURPOSE**

The OPSB seeks electronic submittals from experienced firms to spearhead and actively recruit its search for a School Superintendent.

**INTRODUCTION**

**DESCRIPTION OF THE ORLEANS PARISH SCHOOL DISTRICT**

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 District currently oversees 79 public schools, including 77 charter schools and a school with two educational programs for students in secure-care facilities.

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 vision of the OPSB is as follows: every student receives a high-quality education that fosters their individual capabilities, while ensuring that they thrive and are prepared for civic, social, and economic success.

Charter schools have broad autonomy; as such, they must meet rigorous accountability measures. Charter schools are accountable to the District and must meet academic, financial, and organizational performance standards as set forth within the Charter School Accountability Framework. The District has rigorous standards and expectations for its charter schools including both state and local policies.

The District assesses a school's performance across three areas of oversight: Academic Performance, Organizational Performance, and Financial Performance. Based on the school's performance across these three areas of oversight, the Superintendent may make recommendations for renewal and revocation of charters, which are presented to the Board.

In exchange for rigorous accountability, charter school operators are provided substantial autonomy to successfully prepare students for civic, social and economic success. La. R.S. 17:10.7.1 sets forth the autonomy guarantees for charter school operators:

*“[T]he local school board shall not impede the operational autonomy of a charter school under its jurisdiction in the areas of school programming, instruction, curriculum, materials and texts, yearly school calendars and daily schedules, hiring and firing of personnel, employee performance management and evaluation, terms and conditions of employment, teacher or administrator certification, salaries and benefits, retirement,*

## REQUEST FOR QUALIFICATIONS NO. 22-0015

*collective bargaining, budgeting, purchasing, procurement, and contracting for services other than capital repairs and facilities construction.”*

The District is the owner of most of the buildings our schools occupy in New Orleans. While some schools have a building guarantee in law, others must request a lease of an available building or secure a private facility. School buildings become available as a result of school non-renewals, schools moving their programs to other buildings, or when construction is completed on an occupant’s long-term home.

- The District has a unique structure that features a portfolio of charter schools that is designed to foster innovation.
- The model centers on a balance of school-based authority in daily operations with the District playing an important role as the charter authorizer.
- The District has undergone a unique evolution over the last 16 years, from the Recovery School District through post-unification. In addition, due to its portfolio structure, its relationship with the Louisiana Department of Education and Board of Elementary and Secondary Education (BESE) is also unique as compared to other districts in the state.
- The District has a commitment to equity and prioritizes strategies that support students with exceptionalities and those with limited English proficiency, as well as those from the LGBTQ, Latinx, Asian-American, and other minority communities.
- The District looks to continue to strengthen and establish effective partnerships with a variety of other education-related organizations (e.g., those providing adult education).
- The District has a resilient student population, who in facing unique historical challenges and traumas have developed a dynamic student culture that fosters creativity and advocacy.

The District is made up of all OPSB direct-run and OPSB-authorized charter schools in Orleans Parish, Louisiana.

The District’s geographical boundaries are concurrent with those of the City of New Orleans. The District, however, is a separate entity, independent of the City of New Orleans. The District’s governing body is a seven-member elected board.

The District serves more than 45,000 students across Orleans Parish. As of February 2021, the student population was approximately 79.4% African American, 9.1% Hispanic, 7.7% White, 1.7% Asian, 1.8% Multi-Racial, and .2% American Indian. Further, the District serves a student population that is 85.5% economically disadvantaged. Approximately 6.2% of the students have limited English proficiency and 13.8% of the students have disabilities.

The District’s administration has approximately 259 employees. The District’s total proposed general fund budget for 2021-2022 is \$550 million dollars, system-wide, and of that \$30 million is allocated to the District’s administration.

## **REQUEST FOR QUALIFICATIONS NO. 22-0015**

### **SECTION II: SCOPE OF SERVICES**

- A. The OPSB invites responses from qualified and experienced entities to perform professional services as described herein. The OPSB reserves the right to select any part of the submittal as well as to reject all submittals and to waive any informalities in submittals received (except for submission deadline) whenever such selection, rejection or waiver is in its interest.
- B. The basic scope of services shall include but not be limited to the following:
1. Provide to the OPSB professional assistance in its effort to recruit qualified applicants for the Superintendent of OPSB;
  2. Prepare and maintain a timeline for the Superintendent search for recruitment and selection. The timeline will begin with the OPSB's signed agreement with the selected search firm;
  3. Describe a process for screening candidates and assist the Board with developing a set of candidate threshold criteria (for the initial search) and final or comprehensive criteria (for the final candidates);
  4. Conduct all aspects of the recruitment process including actively reaching out to identify and contact high performance candidates;
  5. Perform a salary analysis and assist the OPSB in establishing a salary range for the position;
  6. Design and place advertisements in at least ten nationally recognized education magazines and/or journals, websites, and major urban newspapers, including locally;
  7. Design and place internet advertisements and provide candidates the ability to apply online;
  8. Receive and screen all superintendent applications and provide the Board a list of all applicants annotated to indicate which candidates meet or exceed threshold criteria;
  9. Conduct appropriate background checks on applicants, including thorough validation of the qualifications of the finalists, including interviews of the applicants' direct reports;
  10. Train and advise the OPSB as necessary on Superintendent search process;
  11. Coordinate candidate interviews and assist in conducting videoconferences and/or in-person conferences with selected applicants as necessary;
  12. Suggest interview questions that reflect the responsibilities, necessary abilities, and characteristics of a superintendent and priorities of the school district and community.
  13. Prepare such reports as necessary or as requested by the Board;
  14. Provide to the OPSB documentation of the appointment process and a post selection debriefing for "lessons learned";
  15. Provide general assistance to the Board to support the selection of a Superintendent at the completion of the recruitment process;

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16. Provide information on any guarantees of the effectiveness of respondent's services;
17. Facilitate the OPSB's process and materials for letters of confirmation and regret;
18. Assist with superintendent contract negotiations as requested or appropriate; and
19. Render additional services as requested.

### C. Work Plan

The submittal must include a work plan for all work to be performed by the respondent. In response to this RFQ, the work plan must describe the method by which the respondent will perform all necessary activities to identify, recruit and evaluate candidates in response to the scope of work in this RFQ. The work plan must also include a proposed timeline for the recruitment and selection of a new superintendent, including adequate time for a second round in the event no candidate is chosen in the first round.

The selected Firm shall provide the following support services:

1. Developing a timeline for the search process that includes key milestones and the clearly delineated activities of the search firm, the OPSB, and others involved in the process;
2. Conducting a well-designed search process that is centered in equity and is thoughtful, transparent, and community-focused;
3. Ensuring that the search process is flexible and can adjust to the impact of COVID-19 and other circumstances that may arise;
4. Developing a profile for the new superintendent along with selection criteria that will be used to assess prospective candidates. Development of the profile should include at a minimum:
  - a. Internal discussion with the Board and administration staff;
  - b. A clearly outlined strategy for engaging the community that includes effective outreach to the following groups:
    - i. School leaders, charter board members, teachers and staff;
    - ii. Parents and students; and
    - iii. Community groups and members.
  - c. Engagement should be intentional, and proposers should clearly outline how the firm will engage affinity groups, including those who are Latinx and/or Asian-American, are members of the LGBTQ community, have limited English proficiency, receive special education services, and are from other groups that have historically been marginalized.
  - d. The OPSB has highlighted several potential characteristics it may like to see in candidates for the next superintendent. These characteristics are captured below and could be used to inform future conversations with the search firm on the profile of the next superintendent. In particular, the OPSB noted that, ideally, a potential candidate would have demonstrated strong skills in the following areas:



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- i. Collaboration
  - ii. Crisis management
  - iii. Building and retaining teams
  - iv. Communication
  - v. Aspirational leadership
  - vi. Scaling of innovation
  - vii. Teacher retention
5. Identifying an initial, broad pool of potential candidates
6. Identifying and assisting with the pre-screening of a narrowed and diverse pool of high-quality candidates, with an emphasis on providing a clear rationale for why the candidates are being recommended; candidates should include strong gender and racial diversity, and have representation of candidates from nontraditional backgrounds (e.g., noneducation-related fields or within education, but outside of traditional superintendent track roles)
7. Arranging of interview visits with finalists, along with detailed, thorough background and reference checks (i.e., beyond immediate supervisors and inclusive of interviews with direct reports)
8. Assisting the Board in weighing various criteria among candidates to identify those who would be the best fit for the District
9. Facilitating the recruitment of the selected candidate, including recommending contract terms and a compensation package and aiding with negotiations, as needed
10. Working with the District to identify a subsequent superintendent if the selected candidate leaves the position after a short tenure (i.e., less than one year)
11. Providing advertising and communication services:
- i. Development of advertising, including social media, online and hard copy materials Publicizing the position in national and trade publications
  - ii. Broad-based online outreach (e.g., social media)
  - iii. Outreach to individual, high-potential candidates
- b. Working in close coordination with the Board members, District staff and the District's external communication consulting team who will be leading external and internal communications about the search process which will include supporting the team in providing progress updates to the OPSB and community, information on upcoming events, and insights on ways community members can engage in the process

## **REQUEST FOR QUALIFICATIONS NO. 22-0015**

12. Actively engaging with individual Board members to facilitate their participation and ensuring that their input and feedback can be provided throughout the search process

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### **SECTION III: EXPERIENCE, QUALIFICATIONS AND VALUES**

- A. To assess the impact of the placements a firm has made, the OPSB would like each firm to provide the following data, if available:
1. The respondent's experience in executive placement, including, (a) duration, (b) geographic area(s) served (city, state, region and/or country); (c) superintendent searches performed for urban school districts or searches for national charter management organization CEOs since 2000; and (d) experience in sourcing diverse candidates for superintendent searches since 2000. For each search described in response to this item, indicate (i) the name of the district or national charter management organization, (ii) the number of students enrolled, (iii) time period in which the search was conducted, and (iv) length of the tenures of previous superintendent or CEO placements in similar districts.
  2. Statistics on the racial and gender breakdown of candidate pools recommended for consideration to similar districts or national charter management organizations
  3. Notable achievements of candidates placed in similar districts or national charter management organizations related to academics, finances or equitable policies
- B. To provide insight on the characteristics and experience of the firms, the OPSB identified several specific sets of data and information the Board members would like firms to provide. In particular, the OPSB would like proposers to show examples of:
1. Providing effective, inclusive, and creative community engagement during the search process
  2. Working with similarly sized, urban school districts or large national charter management organizations that are engaged in transformational changes
  3. Working with educational entities and districts that have complex funding structures
  4. Working with districts that contain charter schools and that required highly collaborative interactions between the district and the schools
  5. To ensure alignment with the Board's deep commitment to equity, the Board would like potential firms to provide a statement that describes their commitment in this area along with any other values that guide how they conduct their work
  6. Working with districts and large national charter management organizations to assist in strategic planning, consulting, innovation, and addressing issues around racial disparities and equity, as well as any other creative services provided to districts and charter organizations

# REQUEST FOR QUALIFICATIONS NO. 22-0015

## SECTION IV: ORGANIZATIONAL PROFILE

Submitted response to Request for Qualifications (RFQ) must follow the format outlined below and include all requested information. Failure to submit responses to the RFQ in the required format can result in the response being eliminated from evaluation and consideration.

### A. Request for Qualifications

1. **Cover Letter** – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
2. **Company Information** – Provide the following information about the firm:
  - a. Address and telephone number of office(s) nearest to New Orleans, Louisiana and the address and phone number of the office that each of the proposed staff members are based out of if different.
  - b. Name of firm's representative designated as the contact and email address.
  - c. Name of project manager, if different from the individual designated as the contact.
3. **Table of Contents** – Clearly identify material contained in the proposal by section.
4. **Summary** – State overall approach to Superintendent Search, including the objectives and scope of work.
5. **Search Schedule** – Provide projected milestones or benchmarks for completing the Superintendent Search within the total time allowed.
6. **Firm Organization** – Provide a statement of the firm's background and related experience in providing similar services to public/private organizations, if any. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
7. **Project Organization** – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Specifically address the firm's ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule. Please review each area of the scope and describe the firm's strategies to implement each defined element of the scope of service.
8. **Assigned Personnel** – Provide the following information about the staff to be assigned to the project:
  - a. List all key personnel assigned to the project by level and name i.e., Project Team. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the OPSB's Executive Director of Procurement.
  - b. Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested Search.

## REQUEST FOR QUALIFICATIONS NO. 22-0015

- c. Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the Superintendent Search. Make mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
- 9. **Retention of Working Paper** – All working papers are the property of the OPSB. Include a statement acknowledging that if the firm is awarded the contract, the firm will retain project related papers and related reports for a minimum of five (5) years.
- 10. **DBE/Subcontractors** – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
- 11. **Additional Data** – Provide other essential data that may assist in the evaluation of the RFQ (e.g., business certifications, etc.).

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## SECTION V: EVALUATION AND SCORING

| Item Number  | Evaluation Criteria   | Score | Comments |
|--|---|-------|----------|
| <b><i>Core Search Firm Services (Maximum 40 points)</i></b>  |   |       |          |
| 1  | Ability to provide professional services to recruit qualified applicants (12 points)  |       |          |
| 2  | Assist the Board to develop search & selection criteria (8 points)  |       |          |
| 3  | Conduct comprehensive community engagement process (8 points)   |       |          |
| 4  | Design and place ads (4 points)   |       |          |
| 5  | Train & advise the Board members on the search process (4 points)   |       |          |
| 6  | Assist with salary analysis and contract negotiations (4 points)  |       |          |
| <b><i>Experience Serving Similar Clients and Commitment to District's Values (Maximum 25 points)</i></b> |   |       |          |
| 7  | Experience demonstrating the firm's commitment to equity and anti-bias work (10 points)   |       |          |
| 8  | Experience in placing candidates in urban districts, innovative educational ecosystems and/or charter organizations (10 points) |       |          |
| 9  | Experience in placing candidates with crisis management skills and ability to adapt to unforeseen circumstances (5 points)      |       |          |
| <b><i>Administrative Functions (Maximum 15 points)</i></b>   |   |       |          |
| 10   | Design and maintain a schedule for recruitment & selection (5 points)   |       |          |
| 11   | Screen candidates, document professional references, and conduct criminal background checks (4 points)                          |       |          |
| 12   | Demonstrated capacity to coordinate meetings & conduct video conferences of   |       |          |

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|   |  |  |  |
|---|--|--|--|
|   | selected applicants and facilitate communications with candidates (3 points)                         |  |  |
| 13  | Prepare status reports, and document the search process & conduct debriefing as necessary (2 points) |  |  |
| 14  | Render additional services as requested (1 point)  |  |  |
| <b><i>Disadvantaged Business Enterprises (DBE) (Maximum 20 points)*</i></b> |  |  |  |
| 15  | DBE participation – 35% goal (20 points)   |  |  |
| <b>Total Score (Maximum Score 100 Points)</b>                               |  |  |  |

\*For item 15 in the Matrix, please mark your score based on the following scale:

**20 points** = 35%+ DBE Participation  
**15-19 points** = 28-34% DBE Participation  
**10-14 points** = 18-27% DBE Participation  
**5-9 points** = 9-17% DBE Participation  
**1-4 points** = 1-8% DBE Participation

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### REFERENCES

Please provide five references. The District prefers school districts and large organizational references.

1. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email Address \_\_\_\_\_
2. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email Address \_\_\_\_\_
3. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email Address \_\_\_\_\_
4. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email Address \_\_\_\_\_
5. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email Address \_\_\_\_\_



## **REQUEST FOR QUALIFICATIONS NO. 22-0015**

### **INDEMNITY AND INSURANCE**

- A. The Contractor shall indemnify and hold harmless the District, its Board Members, Officers, Staff Directors, etc. for and against 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.
  - 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 District. 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 District.
  - 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 District 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 District 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 the District shall be solely responsible for the contents of any information or documentation, which District 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.

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### **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:

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Name and Title of Authorized  
Representative:

---

Signature:

---

Date:

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## REQUEST FOR QUALIFICATIONS NO. 22-0015

### **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. 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 7 CFR 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, it shall not knowingly enter 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.

## **REQUEST FOR QUALIFICATIONS NO. 22-0015**

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters 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.

## REQUEST FOR QUALIFICATIONS NO. 22-0015

### **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 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 of Vendor:

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Address of Vendor:

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Title of Submitting Official:

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Signature:

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Date:

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## REQUEST FOR QUALIFICATIONS NO. 22-0015

### RESPONDENT'S CERTIFICATION

TO: Orleans Parish School Board  
*Purchasing Department*  
2401 Westbend Parkway, Fifth Floor, New Orleans, LA 70114

Acknowledgment of Addendum:

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

1. Having read the Request for Qualifications No. 22-0015 – Superintendent Search Firm, I, the undersigned, authorized to represent the corporation, partnership, sole proprietorship (the Company) listed below, hereby submit to the Orleans Parish School Board this Response to Request for Qualifications for providing the service as listed above.

2. This Response to Request for Qualifications is submitted on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. I further certify that I/we have examined and fully comprehend the scope, specifications, and conditions of the Request for Qualifications for collections and that the Firm/Company agrees to furnish to the Orleans Parish School Board said services.

4. In submitting this Response to Request for Qualifications, the Respondent agrees to the terms and conditions of the Request for Qualifications, including the Specification and instructions to Respondents. If this Response to Request for Qualifications 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: \_\_\_\_\_

# REQUEST FOR QUALIFICATIONS NO. 22-0015



## ORLEANS PARISH SCHOOL BOARD

Procurement Department

### VENDOR REGISTRATION FORM

☐ Individual

☐ Business

DATE (MM/DD/YYYY): \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TAX ID NO: \_\_\_\_\_

DUNS NO. \_\_\_\_\_

☐ DBE Vendor      Name of Certifying Agency \_\_\_\_\_

EVER EMPLOYED BY THE OPSB?      YES ☐ NO ☐ IF YES, LAST DATE OF EMPLOYMENT \_\_\_\_\_

☐ MANUFACTURER    ☐ DISTRIBUTOR    ☐ SALES OFFICE    ☐ SERVICES    ☐ STATE CONTRACT NO. \_\_\_\_\_

**PLEASE IDENTIFY COMMODITIES AND/OR SERVICES THAT THE COMPANY PROVIDES:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
COMPANY REPRESENTATIVE      TITLE

## REQUEST FOR QUALIFICATIONS NO. 22-0015

### ORLEANS PARISH SCHOOL BOARD STANDARDS PROHIBITING CONFLICTS OF INTEREST

The following prohibitions on contractor activities shall apply to all contracts or purchase agreements made with Orleans Parish School Board:

- a. The Proposer or Vendor shall not pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any District Official, Board Member or employee or to any member of the immediate family of any such District Official or employee, or partnership, firm or corporation with which they are employed or associated, or in which such District Official, Board Member or employee has an interest. ("Immediate family" means children, the spouses of the children, brothers and their spouses, sisters and their spouses, parents, spouse, and the parents of the spouse. La. R.S. 42:1102(13)).
- b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any District Official or employee from the contractor shall be reported in writing forthwith by the contractor to the District Official.
- c. The Proposer or Vendor may not, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such contractor to, any District Official, Board Member or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the District, or with any person, firm or entity with which he or she is employed or associated or in which he or she has an interest.
- d. Any relationships subject to this provision shall be reported in writing forthwith to the District Official, who may grant a waiver of this restriction upon application of the District Official, Board Member or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.
- e. No Proposer or Vendor shall influence, or attempt to influence or cause to be influenced, any District Official, Board Member or employee in his or her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- f. No Proposer or Vendor shall cause or influence, or attempt to cause or influence, any District Official, Board Member or employee to use, or attempt to use, his or her official position to secure unwarranted privileges or advantages for the vendor or any other person.

**NOTICES:** All notices required under this contract shall be in writing and shall be validly and sufficiently served by the District upon the contractor if addressed and mailed by certified mail to the address set forth in the contractor's proposal. Notices from the contractor to the District shall be addressed and mailed by certified mail to the attention of the Executive Director of Procurement.

**CLAIMS:** Claims asserted shall be subject to the Louisiana Law.

**APPLICABLE LAW:** The contract and all litigation arising from or related to the contract shall be governed by the applicable laws, regulations and rules of evidence of the State of Louisiana without reference to conflict of laws principles.

**Date:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_



## REQUEST FOR QUALIFICATIONS NO. 22-0015

### **RESPONDENT'S GUARANTIES AND WARRANTIES**

- A. Respondent warrants that it is willing and able to comply with the State of Louisiana laws with respect to foreign (non-state of Louisiana) corporations/entities.
- B. Respondent warrants that it will obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the District.
- D. Respondent warrants that all information provided by the Firm in connection with this Request for Qualifications is true and accurate.

**Signature of Official:**

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**Name (printed):**

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**Title:**

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**Firm:**

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**Date:**

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## **REQUEST FOR QUALIFICATIONS NO. 22-0015**

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PACKET REQUEST FOR QUALIFICATIONS INSTRUCTIONS**

In accordance with the Request for Qualification DBE instructions provided below regarding the attached DBE packet, Respondents are to provide within their responses to the Request for Qualification No. 22-0015 the attached DBE Responsiveness Form of the DBE firm(s) and DBE percentage they intend to partner with for Superintendent Search Services if selected/awarded.

#### **PERINTENT INFORMATION:**

#### **REQUEST FOR PROPOSALS DBE PACKET SUBMISSION PROCESS**

After receipt of Request for Qualification responses, the most qualified firm(s) as determined by the Board will be asked to submit a request for proposal for their services, including the completed DBE packet applicable documents attached.

The request for proposal cost for services will be submitted to the most highly qualified firms with a deadline of 48 hours to complete and submit to:

Orleans Parish School Board  
Executive Director of Procurement, Barbara A. Robillard at [brobillard@nolapublicschools.com](mailto:brobillard@nolapublicschools.com).

Respondents are to submit this completed page with their RFQ response.

# REQUEST FOR QUALIFICATIONS NO. 22-0015



ORLEANS PARISH SCHOOL BOARD

## DBE RESPONSIVENESS FORM

### SUBCONTRACTING | SUBCONSULTANT STRATEGY FOR DBE PARTICIPATION

Business Name: \_\_\_\_\_ Project Name/Number: \_\_\_\_\_

Business Contact Information: \_\_\_\_\_

(Phone, email, & physical address) \_\_\_\_\_

Provide a strategy to identify specific DBE Subcontractors | Subconsultants that will be awarded to participate for this project. Respondents must submit this form with their Request for Qualifications submittal.

| DBE Subcontractor<br> Subconsultant | Scope of Work | Percent of Contract |
|-------------------------------------|---------------|---------------------|
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Representative's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_