



**Of the Industrial Development Board of the
City of New Orleans, Louisiana, Inc.**

PHILIPSON/RANDOLPH COMMITTEE

REQUEST FOR PROPOSAL

TO ASSIST DISADVANTAGED BUSINESS ENTERPRISES

IN INCREASING THEIR CAPABILITIES

NOVEMBER 2022



PHILIPSON/RANDOLPH COMMITTEE

PROPOSAL FOR RFP

TABLE OF CONTENTS

| | <u>Page No.</u> |
|--|------------------------|
| PROJECT OVERVIEW | 1 |
| Fund Amount | 1 |
| DBE Participation Requirements | 1 |
| Grant Levels | 2 |
| Proposal Deadline | 2 |
| Other Items | 2 |
| PROGRAM PROPOSALS | 2 |
| Submission of Proposal | 3 |
| Required Content of All Proposals | 3 |
| Selection Criteria | 4 |
| Proposal Scoring Guide | 4 - 5 |
| QUESTIONS REGARDING THIS RFP; CONE OF SILENCE | 5 - 6 |



PROJECT OVERVIEW

The Industrial Development Board of the City of New Orleans, Louisiana, Inc. (the "IDB") is a non-profit public corporation created for the purpose of stimulating economic development and improving the business climate of New Orleans, through the issuance of tax-exempt bonds and the use of payments in lieu of taxes (PILOTs), and by providing other incentives as may be allowed by Louisiana law.

In July of 2022 the IDB approved financing for the Philipson/Randolph Fund. The Philipson/Randolph Fund honors the memory of two former IDB officers: Alan Philipson, Board Chair from 2013 – 2021 and Allison Randolph, Vice-Chairman from 2010 – 2015, while implementing a means to assist Disadvantaged Business Enterprises (DBEs) in increasing their capabilities. Philipson and Randolph contributed greatly to the establishment of what are now PILOT requirements for DBE participation (35%) and Local Hire participation (40%) in IDB funded developments.

The IDB seeks proposals from qualified non-profit respondents to implement a program that would recruit eligible Disadvantaged Business Enterprises (DBEs) and to organize a system of distribution of financial and other assistance from the Philipson/Randolph Fund to DBEs with an intention to assist in creating start-up DBEs and enhancing the capacity of existing DBEs located in Orleans Parish in the fields of building and construction, to disburse funds and assistance allocated and to report usage of funds to the IDB.

Fund Amount:

The Philipson/Randolph Fund is initially established at a level of \$150,000.

DBE Participant Requirements:

The IDB anticipates that start-up DBEs and established DBEs with a building and construction focus would be eligible for Philipson/Randolph Funds. Both skilled trade businesses and professional service providers would be eligible. DBEs who play a role in Affordable Housing would also be encouraged to participate.

DBEs will have to meet specific requirements to participate. They must also be willing to affiliate with a Training organization (educational or non-profit) for enhancement of skills/knowledge pertinent to their business and the construction Industry.



Grant Levels:

\$5,000 Grants for Start-up DBEs, and

\$10,000 Grants for Established DBEs.

Proposal Deadline

The Deadline for Proposal submission is **December 16, 2022**. Submissions will be reviewed by the IDB and a recommendation for selection will be made in January 2022. Fund implementation would begin in February 2023 and terminate no later than November 2023.

Other Items

HOPE Federal Credit Union, a minority owned financial institution, will be the repository for the Philipson/Randolph Fund. The Mission of HOPE is to strengthen communities, build assets and improve lives in economically distressed areas of the Deep South. They provide low-wealth people and communities with the financial tools and resources needed to achieve a better quality of life.

PROGRAM PROPOSALS

Invitation to respond to this request is being used by the IDB to determine the best method or proposal for achieving its goal of assisting start-up and existing DBEs by identifying one interested qualified party with which the IDB may contract to implement a DBE Financial Assistance Program.

Open Call for Proposals will begin immediately from all interested Non-Profit parties and will continue until 4:00 pm, CST, **Friday, December 16, 2022**, before consideration is given to any Proposals.

An IDB Committee will convene to review proposals meeting submission requirements. As soon as any one or more proposals are deemed to be promising enough to warrant additional development, the IDB will enter into an appropriate Agreement with the submitting organization to outline a timeframe for further development of the proposal.



Submission of Proposals

All proposals should be submitted as follows:

1. Enclose one (1) signed original and five (5) copies of the proposal in a sealed envelope marked "Philipson/Randolph DBE Assistance Program" and deliver to the following address:

Industrial Development Board
City of New Orleans, Louisiana, Inc.
Attn: Sharon Martin 1340 Poydras St., Suite 1114
New Orleans, LA 70112

2. In addition, a signed proposal in PDF format must be emailed to the following address: mail@idbcno.com
3. Proposals submitted by fax will not be accepted.
4. Each proposal must also be accompanied by one (1) signed original of the Organization's Affidavit (See Appendix A).

Please direct questions to:

Industrial Development Board of the City of New Orleans
Attn: Sharon Martin - Administrator
P. O. Box 19996 New Orleans, Louisiana 70179
Telephone: (504) 658-4242
E-mail: mail@idbcno.com

Required Content of all Proposals

Proposals should clearly demonstrate the applicant's qualifications to assist in the creation of the DBE assistance program and provide necessary assistance to selected DBEs. Proposals should include detailed résumés or curricula vitae of proposed staff to implement this effort and financial statements of the Organization. A conceptual implementation plan describing how DBEs will be recruited, evaluated for assistance, monitored for appropriate use of funds granted and connected to incubators and training sources in the area. A proposed schedule for implementation should also be included.



Each proposal should specifically address the following items:

1. The qualifications and performance history of the Respondent, including: •Specialized Experience • Competence • Demonstrated Ability • Past Performance (including a description of any projects you have developed or implemented in the past 3 years) • Work Quality • References • Proof of Non-Profit Status
2. Financial Capacity and Structure of Respondent, including: • Liquidity (bank balance, CDs, Investments, etc.) • Audited Financial Statements (minimum of past three years).
3. Financial Feasibility of the Project and Indirect Cost Rate
4. Plan and Schedule, including: • Conceptual Implementation Plan
5. Affidavits and Disclosures: • Signed Organization's Affidavit (see Appendix A) • Sworn statement listing all campaign contributions to any elected official of the City of New Orleans or Orleans Parish, including Mayor, City Councilmembers, Civil or Criminal Sheriff, Coroner, District Attorney, State Representative, State Senator, or Judge for the period beginning January 1, 2022, through the date of the proposal.

Selection Criteria:

The Review Committee will apply, in its sole discretion, the following selection criteria and weighting factors to evaluate proposals:

Proposal Scoring Guide

Organization (20%)

- o Legal Form
- o Board of Directors
- o Years in operation (in current Legal Form)
- o Staff size/positions

Relevant Experience (25%)

- o Work with DBEs
- o Work with Construction Industry



Relevant Experience (25%) cont'd

- o Grant Awards during past three years
- o Areas of Program Expertise
- o Collaborations

Financial Capacity (25%)

- o Liquidity
- o Past 3 years of Audited Financial Statements
- o Budget Projections for FY 2023
- o Actual Expenditures for FY 2022
- o Indirect Cost Rate

Conceptual Implementation Plan and Schedule (30%)

- o Proposed Timeline
- o Recruitment of DBEs
- o Evaluation Process of Requests
- o Verification of Fund Usage
- o Assurance of additional training/incubation
- o Reporting to IDB

QUESTIONS REGARDING THIS RFP; CONE OF SILENCE

All correspondence and other communications regarding this RFP should be directed in writing to the IDB at the mailing address OR the email address shown above under "Submission of Proposals."

Substantive questions or requests for clarifications must be submitted by proposers, in writing, no later than 4:00 pm CST on Friday, December 2, 2022. Any question or request received after that time may not be reviewed for inclusion in this solicitation. The request shall contain the requester's name, address, telephone number and email address.

Cone of Silence

It is the policy of the IDB that a "Cone of Silence" be established on any competitive selection processes including RFPs, RFQs, invitations to negotiate and bids for the provision of goods and services, and audit contracts.



The Cone of Silence is designed to protect the integrity of the selection process by shielding it from undue influences during the review and selection process. This Cone of Silence shall be imposed on the RFP and responses after advertisement of same.

The Cone of Silence policy prohibits any communication regarding this RFP between a potential developer and its owners, principals, officers, employees, consultants, representatives and/or lobbyists and:

- A. Any Director, employee, consultant or attorney of the IDB;
- B. Any member of the review committee or such member's staff; or
- C. The Mayor or any City Councilmember, including their administrative personnel.

The Cone of Silence does not apply to:

1. Written questions or requests for clarification regarding the RFP directed to the IDB prior to November 11, 2022, as set forth above.
2. Written questions or requests for clarification relating to the DBE Goals and Guidelines submitted directly to the Mayor's Office of Supplier Diversity.
3. Public presentations or discussions during any open meeting.
4. Oral presentations to the review committee; or
5. Responses to specific questions or requests for further information originating from the review committee. The Cone of Silence for this RFP commences on November 1, 2022, and continues until the later of January 15, 2023, or the date on which one or more proposals are accepted for further negotiation or development. Any potential applicant who violates the Cone of Silence



EXHIBIT A

AFFIDAVIT

**REQUEST FOR PROPOSALS FOR THE
INDUSTRIAL DEVELOPMENT BOARD'S PHILIPSON/RANDOLPH FUND**

STATE OF _____

COUNTY/PARISH OF _____

On this ____ day of _____, 20____, before me, the undersigned Notary Public, personally came and appeared, _____, who, being first duly sworn, deposed and said that:

1. He/She is the authorized representative of _____, hereafter called "Applicant".
2. As of this date, neither the Applicant nor any principal, member or officer(s) of Applicant Organization delinquent in any taxes or other amounts payable to the City of New Orleans.
3. No owner, partner, shareholder or other principal, officer or employee of the Applicant has, within the preceding five years, been convicted, or pled guilty to a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.
4. The Applicant hereby confirms that a conflict(s) of interest (please initial one of the following).
 - _____ exists
 - _____ does not exist
 - _____ might exits

In connection with this solicitation which might impair Applicant's ability to perform, if chosen to implement the Philipson/Randolph Fund Program, including any familial or business relationships that the Applicant and its principals have with city officials or employees. (If, a conflict of interest exists and/or may exist, describe in a letter the nature of the conflict, the parties involved and why there is a conflict. Attach said letter to this affidavit).

5. The Applicant has not employed or retained any company or personal other than a *bona fide* employee working for the Applicant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the subject award.



6. Following is a list of all campaign contributions made by the Applicant and any owner, partner, shareholder or other principal, officer, or employee of the Applicant (or by the spouse of any of the foregoing persons) to any elected official of the City of New Orleans or Orleans Parish for the period beginning January 1, 2020, through the date of this affidavit (additional sheets if necessary):

7. The Applicant acknowledges receipt of the IDB/City Goals and Guidelines for the use of DBEs (Disadvantaged Business Enterprises) and agrees to this information with Program participants.

Applicant Representative Signature

Printed name of Applicant Representative

(Name of Company/Organization)

Address

City State Zip

Sworn to and subscribed before this _____ day of _____, 2022.

NOTARY PUBLIC