



City of New Orleans – BRASS Software Release Documentation



This document details the steps needed to convert and successfully upload a PDF document into BRASS. This is related to all areas of the application where documents can be uploaded by users.

Part One:

Convert Editable File to Non-editable PDF using ‘Microsoft Print to PDF’

Step 1: Identify the fillable document you need to complete and upload. (For this example, we will use the Supplier Diversity – Contract Compliance Form-3)



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

Contract Compliance Form-3 | PARTICIPATION PLAN

Contact Office of Supplier Diversity for questions on completing this form.
Via email: supplierdiversity@noia.gov

RESPONDENTS: This completed form must be furnished to the Bureau of Purchasing with your proposal. You must complete every section of the form. If a section is not applicable to your proposal, you must explain why it is not applicable. You must submit your response on the Responsiveness Form 3. If you do not meet the set expectations listed, your proposal will be deemed non-responsible. You may use additional pages as warranted. To ensure proper calculations, forms MUST be completed electronically. Forms can be submitted via the BRASS Portal or in-person at the Bureau of Purchasing.

RFP/RFQ/Solicitation #: Date: / /

Description:

Name of Respondent:

Please check the appropriate space:

The respondent is committed to the contract goal of _____ % DBE utilization. (If selected, you must complete and submit DBE Compliance Form 1 in order to be awarded a contract)

The respondent is unable to meet the DBE contract goal, but is committed to a minimum of _____ % DBE utilization and will submit documentation demonstrating good faith efforts. (If selected, you must complete and submit Compliance Form 1 and/or Compliance Form-2 along with all required supporting documentation in order to be awarded a contract)

SECTION I - DBE COMMITMENT TO CONTRACT GOAL: You must list all DBE firms that you have identified to participate on the contract. **PLEASE NOTE:** Every DBE firm listed must be utilized on the project. To remove and/or replace a DBE firm you must submit a Modification Request (Form 4) and receive approval from the Office of Supplier Diversity to remove and/or replace the firm. The listed DBE firm(s) must have a current and active certification for the given scope of work. A lack of certification for the provided scope will result in no DBE credit for those services.

*If you have more than seven DBE firms, please fill out the 'Additional DBE Firms' table at the bottom of this document.

| | Name of DBE Firm | Phone | Certification (SLDBE or LAUCP) | Scope of Work | | | |
|----|------------------|-------|--------------------------------|---|------|---------------|----|
| | | | | To Be Performed by the DBE (including cost and % of contract) | | | |
| | | | | Description/Scope | Cost | % of Contract | |
| 1. | | | | 1. | | \$ | % |
| | | | | 2. | | \$ | % |
| | | | | 3. | | \$ | % |
| | | | | DBE TOTAL: | | | \$ |
| 2. | | | | 1. | | \$ | % |
| | | | | 2. | | \$ | % |
| | | | | 3. | | \$ | % |
| | | | | DBE TOTAL: | | | \$ |



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Step 2: Fill out the document (Make sure the required information is included - if editable fields are not used, simply leave blank).



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RFP/RFO/Solicitation #: TLJ1020205 Date: 10/20/2025

Description: This is to show users that all fillable documents will need to be converted to non-editable documents and then uploaded to BRASS

Name of Respondent: City of New Orleans Users

Please check the appropriate space:

The respondent is committed to the contract goal of 100 % DBE utilization. (If selected, you must complete and submit DBE Compliance Form 1 in order to be awarded a contract)

The respondent is unable to meet the DBE contract goal, but is committed to a minimum of _____% DBE utilization and will submit documentation demonstrating good faith efforts. (If selected, you must complete and submit Compliance Form 1 and/or Compliance Form-2 along with all required supporting documentation in order to be awarded a contract)

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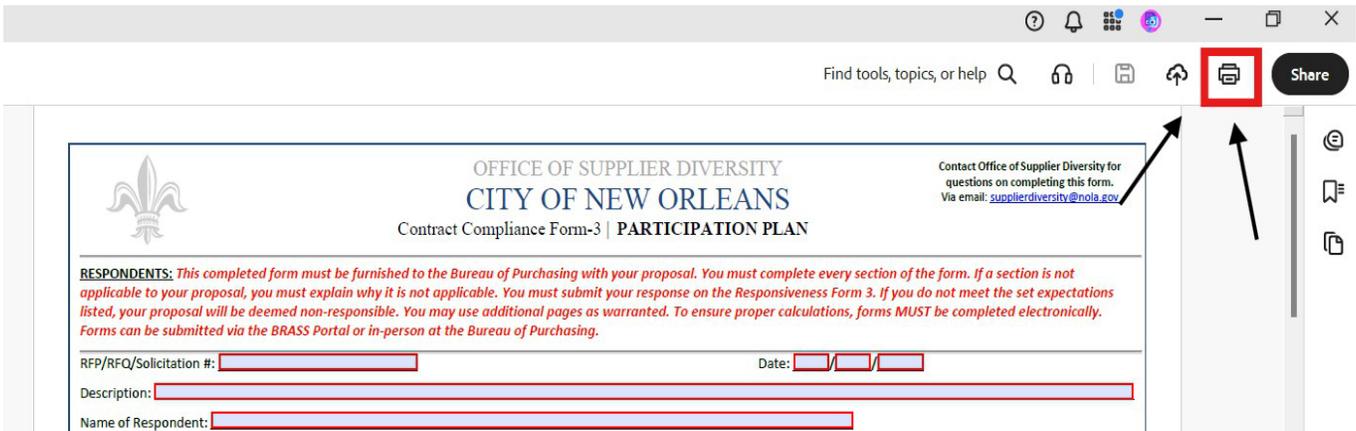
| Name of DBE Firm | Phone | Certification (SLDBE or LAUCP) | Scope of Work To Be Performed by the DBE (including cost and % of contract) | | |
|------------------|--------------|--------------------------------|---|---------------|---------------|
| | | | Description/Scope | Cost | % of Contract |
| 1. Company ABC | 800-888-9999 | SLDBE | 1. install 400 new Computers | \$ 100,000.00 | 58% |
| | | | 2. Run network wiring for all 400 Computers | \$ 75,000.00 | 42% |
| | | | 3. | \$ | % |
| | | | DBE TOTAL: | \$ 175,000.00 | 100% |
| 2. | | | 1. | \$ | % |
| | | | 2. | \$ | % |
| | | | 3. | \$ | % |
| | | | DBE TOTAL: | \$ 0.00 | 0% |



Step 3: Convert the Editable document into a NON-editable document using the Microsoft Print to PDF option under the print setting.

1. On the top of the PDF, **click the Print icon (or Click Ctrl+P).**

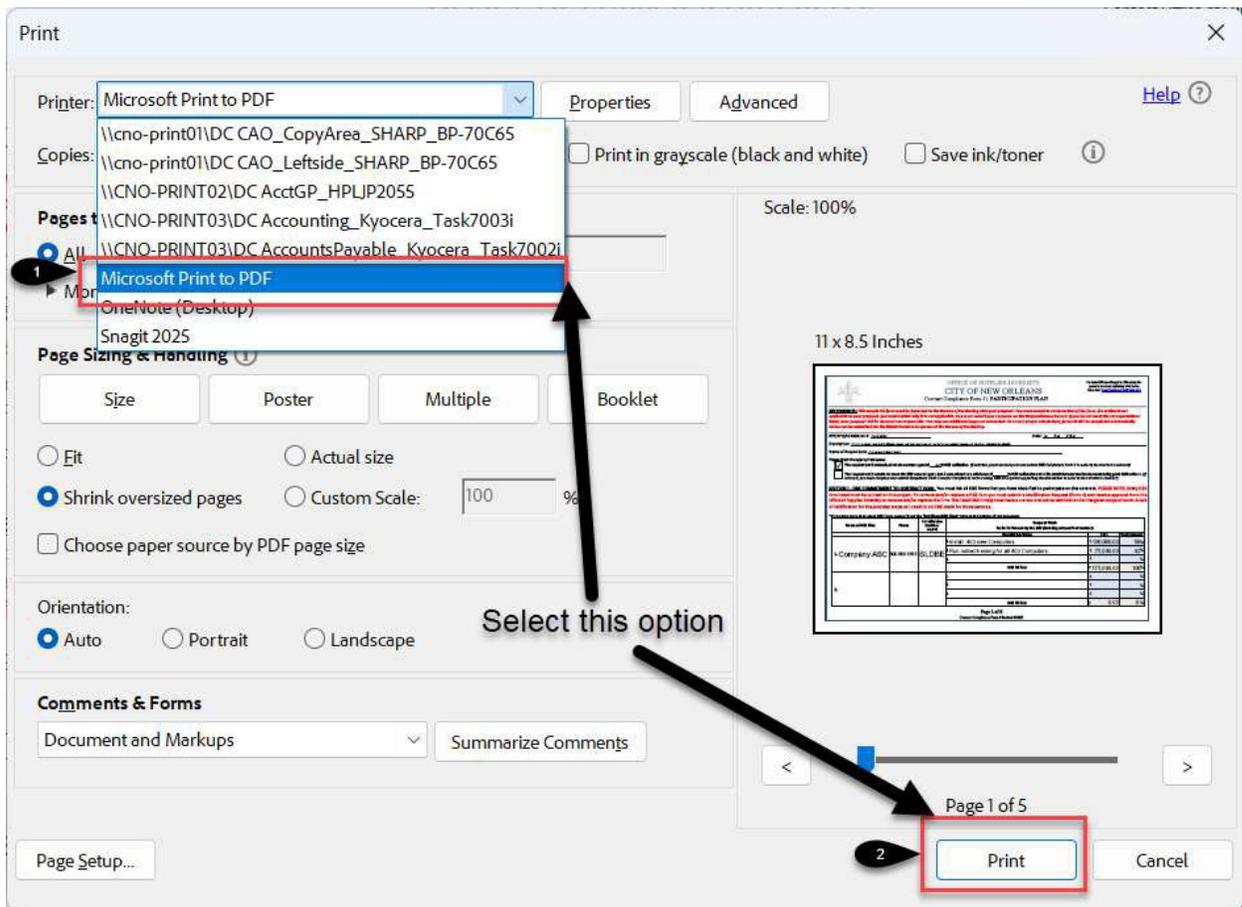
Note: For Apple Mac users, click 'File-Print or Cmd + P'





Step 3 continued:

2. On the Print Popup window, select the option '**Microsoft Print to PDF**' from the printer list (This action will remove the ability to edit any of the fields on the document) and click '**Print**'.





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Step 3 continued:

3. The application will begin converting the file. Once the process is complete, the user will be prompted to **Name** and **Save** the document to your local machine.

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 The respondent is unable to meet the DBE requirements selected, you must complete and submit Contract Form 1 in order to be awarded a contract

SECTION I - DBE COMMITMENT TO CONTRACT: The DBE firm listed must be utilized on the project. If the DBE firm listed is not a current and active DBE firm, the Office of Supplier Diversity to remove and/or replace the firm. The listed DBE firm(s) must have a current and active certification for the given scope of work. A lack of certification for the provided scope will result in no DBE credit for those services.

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| | | | Description/Scope | Cost | % of Contract |
| 1. Company ABC | 800-888-9999 | SLDBE | 1. install 400 new Computers | \$ 100,000.00 | 58% |
| | | | 2. Run network wiring for all 400 Computers | \$ 75,000.00 | 42% |
| | | | | \$ | % |
| DBE TOTAL: | | | \$ 175,000.00 | 100% | |
| 2. | | | 1. | \$ | % |
| | | | 2. | \$ | % |
| | | | 3. | \$ | % |
| DBE TOTAL: | | | \$ 0.00 | 0% | |

Page 1 of 5
Contract Compliance Form-3 Revised 6/2025

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Page 1 of 5
Contract Compliance Form-3 Revised 6/2025

Save Print Output As

Tommy - City of New Orleans > Desktop > Testing >

| Name | Status | Date modified | Type | Size |
|--|--------|---------------------|--------------------|------|
| Bugs | | 6/11/2025 11:39 AM | File folder | |
| No-46-(R)-Attachment-E-Waiver-Reques... | | 8/1/2025 2:44 PM | Adobe Acrobat D... | |
| PDF Conversion File for BRASS October 2... | | 10/20/2025 10:58 AM | Adobe Acrobat D... | |
| Testing file for contract docuign | | 3/20/2025 3:11 PM | Adobe Acrobat D... | 3 |

File name: NonEditable PDF document for Uploading to BRASS

Save as type: PDF Document (*.pdf)

Save



City of New Orleans – BRASS Software Release Documentation



Part Two:

Uploading the Non-editable PDF you just saved into BRASS

Step 1: Identify the non-editable document to upload into BRASS (*We will use the previously converted document*).



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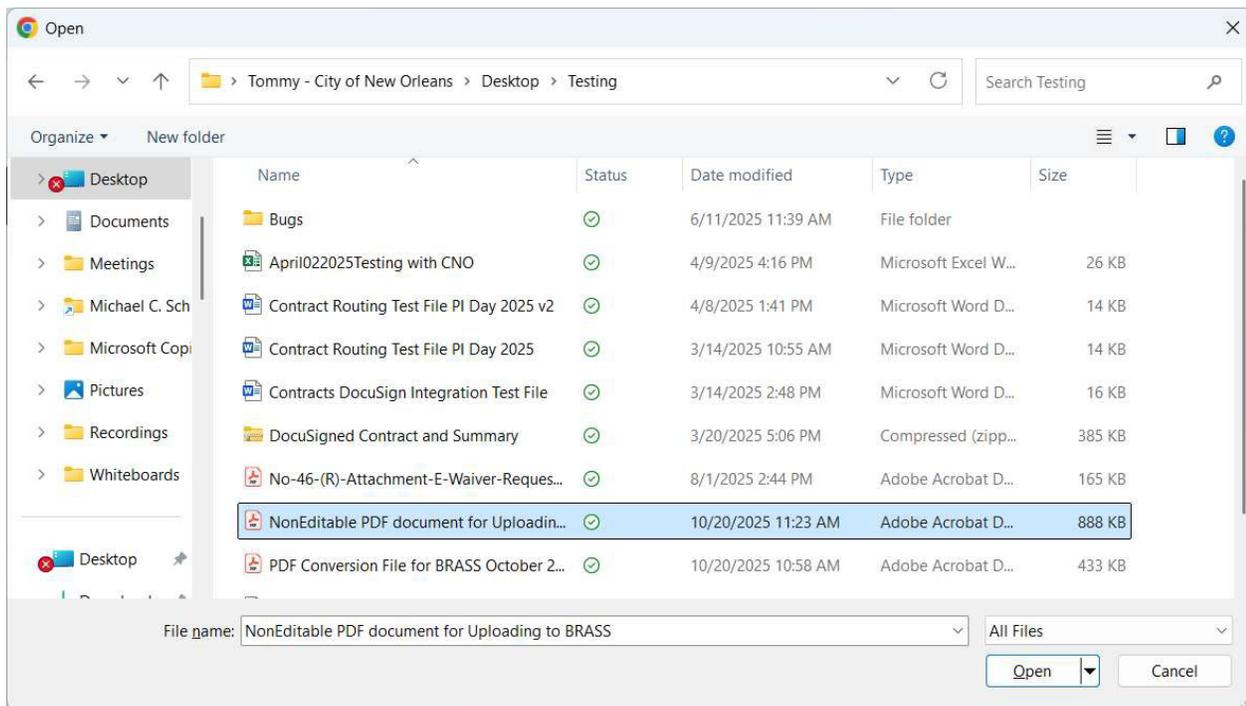
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Step 2: In BRASS, click in the application where the user needs to upload a document. The box below will appear and you will select the newly saved PDF document and select open. This will add the file as an attachment to your application. (See the 'Attachment created' success message to verify your file was attached).



Attachment created ✕

This completes the demonstration of the Editing, Converting and Uploading a PDF functionality which is applies across the entire application.