

CITY OF NEW ORLEANS
DEPARTMENT OF FINANCE
OFFICE OF PROCUREMENT – BUREAU OF PURCHASING
REQUEST FOR PROFESSIONAL SERVICES SOLICITATION
FORM PUR-RPSS-1

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PURPOSE

Requesters must use Form PUR-RPSS-1 to request the release of a new request for proposals or qualifications for professional services. This form is governed by Inter-Office Memorandum No. PUR-FY21-007. You can find both forms and memorandum on the Neutral Ground.

INFORMATION

1. Location: [REDACTED] 2. Requisition No.: [REDACTED]

3. Explain how services are professional:
[REDACTED]

4. Description of the need(s) for professional services:
[REDACTED]

5. Budgeted: YES NO 6. Fiscal Year: [REDACTED]

7. Cost Estimate: [REDACTED] 8. Funding Source(s): [REDACTED]

9. Does this solicitation involve Information Technology (software, hardware, both)? YES NO
If you answered "YES", please obtain approval by Chief Information Officer or designee.

10. Are you procuring this service for the first time? YES NO
If you answered "NO", please provide the following information:

11. Name of incumbent vendor: [REDACTED]

12. BRASS Contract no.: [REDACTED]

13. Total amount of the contract: [REDACTED]

14a. Initial Effective Date: [REDACTED] 14b. Expiration Date: [REDACTED]

15. Desired start date for the new contract: [REDACTED]

Prepared by Requester:

[REDACTED], [REDACTED] [REDACTED]
(Print Name) (Title) (Telephone)

[REDACTED] [REDACTED] [REDACTED]
(Signature) (Email) (Date – mm/dd/yyyy)

Requested by Location Director or Designee:

[REDACTED], [REDACTED] [REDACTED]
(Print Name) (Title) (Telephone)

[REDACTED] [REDACTED] [REDACTED]
(Signature) (Email) (Date – mm/dd/yyyy)

[APPROVALS, COMMENTS, INSTRUCTIONS, CHECKLIST AND ROUTING PROCESS ON FOLLOWING PAGES]

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APPROVALS

Chief Information Officer or Designee – FOR ANY INFORMATION TECHNOLOGY PURCHASE

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapprove (see comments)	<input type="checkbox"/> Let's Discuss (see comments)
		
(Signature)	(Print Name)	(Title)
		
(Date – mm/dd/yyyy)		

Director of Office of Supplier Diversity or Designee:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapprove/Let's Discuss (see comments)	<input type="checkbox"/> DBE is Waived
		
(Signature)	(Print Name)	(Title)
		
(Date – mm/dd/yyyy)		

Deputy Chief Administrative Officer or Designee:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapprove (see comments)	<input type="checkbox"/> Let's Discuss (see comments)
		
(Signature)	(Print Name)	(Title)
		
(Date – mm/dd/yyyy)		

Chief Administrative Officer or Designee:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapprove (see comments)	<input type="checkbox"/> Let's Discuss (see comments)
		
(Signature)	(Print Name)	(Title)
		
(Date – mm/dd/yyyy)		

Chief Procurement Officer or Designee:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapprove (see comments)	<input type="checkbox"/> Let's Discuss (see comments)
		
(Signature)	(Print Name)	(Title)
		
(Date – mm/dd/yyyy)		

[COMMENTS, DEFINITIONS, INSTRUCTIONS, CHECKLIST AND ROUTING PROCESS ON FOLLOWING PAGES]

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COMMENTS

Chief Information Officer or Designee – FOR ANY INFORMATION TECHNOLOGY PURCHASE:

Director of Office of Supplier Diversity or Designee:

Deputy Chief Administrative Officer or Designee:

Chief Administrative Officer or Designee:

Chief Procurement Officer or Designee:

[DEFINITIONS, INSTRUCTIONS, CHECKLIST AND ROUTING PROCESS ON FOLLOWING PAGES]

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DEFINITIONS

"Location" means a city department, board, commission, agency or other which uses BRASS.

"Professional Services" refers to services as defined in applicable execution order.

"Requester" means the representative of the Location who submits requisitions in BRASS.

INSTRUCTIONS

Those instructions are intended to assist the Requester in providing the correct information needed on the form.

1. Provide full name of city department/board/commission which seeks the advertisement of a new solicitation.
2. Provide a BRASS requisition number. Requester must create a requisition in BRASS to obtain a number. Once the Form is executed by Location and approved and all other required documents are obtained, then the Requester can submit the requisition for approval.
 - a. IMPORTANT: The dollar amount of the requisition MUST match the Cost Estimate (Item no. 7). If the Location does not have the funds in support of the release of the solicitation, the Location MUST submit a "Funding Memorandum."
3. Review the applicable executive order. Type the service if listed in the executive order (Ex.: Lawyer). If not listed in the executive order, explain why the needed services are considered professional services. Use the "Definition" section of the executive order to support your explanation.
4. Provide short description of the need or purpose for procuring those services.
5. *Self-explanatory.*
6. *Self-explanatory.*
7. Provide a cost estimate. It could be based on prior year(s) or similar procurement from other public agencies. If you do not have one, please explain.
8. Describe the funding source(s) that the Location seeks to utilize (OR anticipate utilizing in the future) such as general fund, FEMA, HUD, etc.
9. If this solicitation involves the purchase of IT-related equipment and/or services, the Location must obtain the approval from the Chief Information Officer or designee.
10. If this solicitation consists of re-procuring professional services that were the subject of a prior solicitation, provide full and legal name of either the entity or individual who was the selected respondent.
 - a. IMPORTANT: When re-procuring services, Location must prepare and attach to this form the Vendor Performance Evaluation Form for the incumbent contractor.
11. *Self-explanatory.*
12. Provide the contract number assigned by BRASS.
13. Provide the dollar amount from inception to close out.
14. Provide the dates (mm/dd/yyyy) a. when the original contract was executed and b. when the contract fully expires.
15. Indicate when you wish the written contract to start.

Once the form is signed by the Requester or Contract Manager, Location Director, Office of Supplier Diversity and CAO, Requester must attach it to the requisition. CPO or designee will not sign the form without all the required documents submitted with the requisition.

[CHECKLIST AND ROUTING PROCESS ON FOLLOWING PAGES]

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FORM PUR-RPSS-1
CHECKLIST FOR PROCUREMENT PACKAGE

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This checklist is intended to assist the Location in compiling the required documents for the Procurement Package for review and approval by ITI (if applicable), OSD, CAO, and Purchasing.

Buyer will use this checklist to review the requisition.

If a required document is missing from the requisition, Buyer will attach the checklist indicating which document(s) is/are missing and UNRELEASE the requisition.

Location:

Requisition No.:

Please submit with this Form the following documents **IN THAT ORDER** (it facilitates the review by the buyer):

No.	Document	Attached? (circle answer)		
1.	FORM PUR-RPSS-1 executed by Location, ITI (if applicable), OSD and CAO except for Purchasing	YES	NO	N/A
2.	FORM PUR-RPSS-1A	YES	NO	N/A
3.	Funding Memorandum*	YES	NO	N/A
4.	Vendor Performance Evaluation of Incumbent Vendor*	YES	NO	N/A
5.	Fully Executed Waiver to Extend Contract*	YES	NO	N/A
6.	Independent Cost Estimate (copy of fully executed document) **	YES	NO	N/A
7.	HUD Checklist or FEMA Grant Manager (copy of fully executed document) **	YES	NO	N/A

*If applicable.

**This document is mandatory if the Department uses HUD and/or FEMA from the onset of the procurement or intends to seek reimbursement by a federal agency.

[ROUTING PROCESS ON FOLLOWING PAGE]

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ROUTING PROCESS



DETAILED DESCRIPTION OF THE STEPS:

<u>No.</u>	<u>Steps</u>	<u>Estimated Business Days Per Step (Cumulated)</u>
1.	Requester prepares the Procurement Package with the applicable documents from checklist. Requester submits the Procurement Package to Office of Supplier Diversity (OSD) and email a copy of the said package to the contract attorney assigned to the Location.	1 1 (2)
2.	OSD reviews the Procurement Package and either: a. Disapproves or request to discuss and returns it to Requester, or b. Approves or waives and returns it to Requester. When OSD approves the Procurement Package, Requester submits a hard copy to the CAO.	5 (7) 1 (8)
3.	CAO reviews the Procurement Package and either: a. Disapproves or request to discuss and returns it to Requester, or b. Approves and returns it to Requester.	5 (13)
4.	When CAO approves the Procurement Package, Requester attaches it to the requisition in BRASS. When the requisition is ready, Requester releases the requisition for approval. The requisition proceeds through the applicable approval process in BRASS before reaching the Bureau of Purchasing.	1 (14) 1* (15)
5.	When the requisition reaches the Bureau of Purchasing, the buyer assigned to the Location reviews to ensure that the requisition is complete. The buyer either: a. Disapproves and unreleases the requisition to the Requester, or b. Approves and initiates the process of preparing and releasing the new solicitation.	10 (25)

* This number will increase if there are additional approvals (ITI, CFO, Grant Manager for example).

[END OF FORM PUR-RPSS-1]