

## **Request for Proposals**

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### *Corporate IT and/or Phone Services*

**New Orleans Business Alliance (NOLABA) is requesting proposals for a Corporate IT and/or Phone Services provider.**

**All quotes and proposals should be submitted to: Attn: Norman Barnum, 935 Gravier Street, Suite 2020, New Orleans, LA 70112. One (1) electronic copy in PDF format must be submitted by 5:00 PM CDT Tuesday, September 7, 2018, to [nbarnum@nolaba.org](mailto:nbarnum@nolaba.org) with the subject line "NOLABA RFP: Corporate IT and/or Phone Services".**

NOLABA reserves the right to accept or reject any and all proposals and/or any portions of proposals.

All documents submitted are subject to subject to the Louisiana Public Records Act (La. R.S. 44:1 et seq.). Any emails sent or received by Organization employees are potentially subject to these laws. Unless otherwise exempted from the Public Records Act, senders and receivers of Organization email or other records should presume that all information sent are a matter of public record, and are therefore subject to public inspection upon request. To comply with the Public Records Act, the Organization keeps all hard documents and electronic correspondence in accordance with its Document Retention Policy.

**Additional information may be obtained by contacting the New Orleans Business Alliance at 504-934-4572 or [nbarnum@nolaba.org](mailto:nbarnum@nolaba.org).**

**Submittals that are incomplete, unclear, or fail to comply with the requirements as outlined in the instructions may be rejected.**

### **CONTRACT OPPORTUNITY DESCRIPTION**

#### **Description of Entity**

The New Orleans Business Alliance (NOLABA) is the official non-profit organization tasked with leading economic development initiatives for Orleans Parish. We are a public-private partnership between the City of New Orleans and private investors from the local community. The vision of NOLABA is to reposition New Orleans as the next great American city for business investment, quality of life and economic opportunity.

We have a mission to unite a diverse community of stakeholders to catalyze job growth, create wealth, and build an equitable and sustainable economic future for New Orleans. NOLABA's goal is to unify partners and stakeholders to design and build a solid economic foundation for New Orleans: a collaborative and business friendly environment fueled by a unique culture and dynamism unequalled anywhere in the world.

#### **Scope of Solicitation**

##### **Overview**

NOLABA seeks a Corporate IT and Phone Services provider for its upcoming corporate relocation to provide IT/Phone software and hardware support services. The contracted entity will work with the NOLABA Chief Financial Officer to develop and execute an IT/Phone strategy for the movement of our Organization from its current location in the New Orleans CBD to its new location also within the New Orleans CBD. The contract will include NOLABA's standard language as a public entity.

##### **Current Business Location:**

935 Gravier Street, Suite 2020 (Exchange Centre)  
New Orleans, LA 70112

##### **New Business Location:**

1250 Poydras Street, Suite 2100 (Hyatt House)  
New Orleans, LA 70112

##### **Scope of Services:**

Interested respondents should be able to provide the following services:

1. IT software and hardware support services in addition to Phone support services.
2. Coordinate with transition team to identify hardware designated to be moved to new location.
3. Coordinate with building management at both locations to secure access to loading docks, service areas, etc. for the designated dates and times.
4. Provide support services for the following hardware /software and phones:
  - Antivirus Software for 35 Laptops and Desktops

- 1 Cloud Data Storage Account
  - 1 Server
  - 1 BDR Device
  - 2 Switches
  - 1 Firewall
  - 1 NAS
  - 2 Access Points
  - 1 APC
  - 46 Phones
  - 3 Receptionist Lines
  - 2 Conference Lines
5. Have systems moved from current business location to new business location.
- a. Target Date for move out from current location is October 1, 2018.

### **Proposal Content**

We encourage informative and concise proposals that **do not exceed 5 pages**, including examples, value added resources and relevant experience. Submissions should be in either Word or PDF formats only.

All proposals **must** include the following information to be considered for review:

### **Contact Information**

- Company's Full Name, Address, Federal Employer Identification Number
- Primary Contact's Full Name, Telephone Number, Email Address
- 3 references for previous work

Proposals should include the following information:

1. Statement of your company's qualifications and capacity for completing this scope of work described above, including crew sizes, equipment, vehicles, estimated time for completion, techniques and procedures for safe moving.
  - a. Qualifications and names of key personnel (project manager, lead foreman)
  - b. Standards for personnel (trained, full-time, drug tested, background checked, employment eligibility, etc.)
2. Budgetary Summary and Fee Schedule for scope of work described above, including hours rates and/or confirm type of quote (fixed bid vs. estimated cost).
3. Evidence of status as a *Disadvantaged Business Enterprise* (DBE) as certified by the City of New Orleans and/or the State of Louisiana, if applicable.
4. Evidence of liability insurance, moving vehicle insurance, and workers compensation insurance.
5. Background history or respondent (years in business, locations, owner(s), numbers of employees, vehicles/equipment, etc.)

6. References for demonstrable experience with 3 successful corporate relocation projects of similar size and scope within the last 2 years, for businesses in the New Orleans CBD.
7. Affiliations of respondent (BBB, professional organizations like CRN, etc.)