NEW ORLEANS BUSINESS ALLIANCE for ECONOMIC DEVELOPMENT

1250 Poydras Street, Suite 2150 New Orleans, LA 70113
504.934.4500 www.nolaba.org

Request for Proposals

Independent Audit Services for New Orleans Business Alliance 2018 Financial Audits

New Orleans Business Alliance (NOLABA) is requesting proposals for an Independent Audit Firm to conduct 2018 Financial Audit, Louisiana Legislative Audit and Filing of Form 990.

All quotes and proposals should be submitted to: Attn: Norman E. Barnum IV, CFO 1250 Poydras Street, Suite 2150, Suite 2150, New Orleans, LA 70113. One (1) electronic copy in PDF format must be submitted by **5:00 PM CDT Tuesday, April 2, 2019,** to nbarnum@nolaba.org with the subject line "NOLABA RFP: "Independent Audit 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.

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 unequaled anywhere in the world.

Scope of Solicitation

Overview

NOLABA seeks to engage an Independent Audit Firm to audit our financial statements for the year ending December 31, 2018, preparation of the related management letter, presentation of the results of the audit and the management letter to the NOLABA Audit Committee and consultation on financial and other matters as required.

Scope of Services:

1. Annual Financial Statement Audit
2. Louisiana Legislative Auditor Report
3. Preparation of IRS Form 990
4. Federal Single Audit
5. Management Letter

All proposals must include:

a.) Evidence of the firm's qualifications to provide the above services;

b.) Background and experience in auditing nonprofit clients;

c.) The size and organizational structure of the audit firm;

d.) Statement of the firm's understanding of work to be performed, including tax and non-audit services;

e.) A proposed timeline for the fieldwork and final reporting;

f.) Proposed fee structure and the maximum fee that would be charged;

g.) Description of the firm's billing rates and procedures for technical questions that may come up during the year.

h.) Names of the partner, audit manager and field staff who will be assigned to our audit and provide biographies.

i.) Copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments;

Your proposal must be received by COB 4/2/19. Send your proposal to Norman E Barnum IV, CFO New Orleans Business Alliance via email: nbarnum@nolaba.org .

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If you have any questions or would like further clarification of any aspect of this request for proposal, please contact me at 504-934-4572. I look forward to receiving your proposal.

Sincerely,

Norman E. Barnum IV, CFO

New Orleans Business Alliance