



FINANCE NEW ORLEANS

Finance New Orleans

Request for Proposal (RFP)

Municipal Investment Fund – Market Building Activities Project

RFP No. 001-09-2025

Questions & Answers

1. **Question: Our organization is planning to respond to the RFP, but we are not a DBE-certified firm. Nor do we plan to partner with a DBE-certified firm on this proposal. Could you please advise on how we should go about completing the DBE Participation Form (Attachment G)? Would it be best to fill out all the fields in the form with "N/A"?**

Answer:

- a. Complete the first line on the first page of Attachment G with 0%. Complete the second half of the page with your firm's name and other information as requested. On the second page of Attachment G, indicate "N/A" or "Not Applicable" in response to the first question. You may leave the rest of the second page blank. Please note that FNO's scoring rubric is predicated on a 30 percent participation goal from state and local DBE firms or individuals.
2. **Question: Does FNO have a specific budget or budget range for this Scope of Work (for scope A, B, and combined), understanding the MIF grant amount is \$250,000? If so, could FNO share the budget amount?**

Answer:

- a. FNO is currently allocating \$75,000 in total, to be divided across both scopes combined. This reflects the fact that FNO will also be contributing to the market building, handling integration of contractor findings, and preparing the final Public-Private Partnership Plan ourselves. This budget allocation may be adjusted based on the proposals we receive.



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- b. Option 2: FNO is open to adjusting our budget for both scopes, depending on the RFPs we receive. While we anticipate contributing our own knowledge and resources to market-building and supporting the integration of findings, we welcome proposals that may inform how we allocate or expand resources in order to achieve the strongest overall outcomes.

3. Question: Can the DBE contract goal be satisfied by firms with federal DBE/MBE/WBE certifications, or is City of New Orleans DBE certification required?

Answer:

- a. FNO's preference and scoring rubric is predicated on a 30 percent participation goal from state and local DBE firms or individuals but proposers may utilize DBE/MBE/WBE individuals or firms outside of Louisiana. Please indicate on the second page of Attachment G under "other" how the firm is a certified DBE.

4. Question: Our SAM.Gov registration is in progress and we have a unique entity number, but I worry that the federal government shutdown may delay final approval. Are there additional steps you would like us to take in the event final approval is delayed past the 10/10 proposal deadline?

Answer:

- a. Please complete Attachment H, Federal Certification, as you would under normal circumstances. FNO will verify compliance at such time that your registration is approved in SAM.gov. In the meantime, you are certifying through Att. H that you are not debarred or suspended from participation in a federal transaction.

5. Question: If different vendors are selected for Scope A and Scope B, how does FNO plan to approach the integrated deliverable? If we plan to submit a proposal for only one of the two scopes of work, should we include separate costs for drafting the integrated deliverable?

Answer:

- a. Finance New Orleans will ultimately take responsibility for integrating the two scopes into a single Public-Private Partnership Plan, so vendors do not need to



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include separate costs for drafting the integrated deliverable.

Our current expectation is that the deliverables will be sequenced: Scope A (Market

Building) producing **an outline or preliminary findings by late November/early December 2025**, and Scope B (Financial Advisory) producing a draft deliverable by **January 2026**. This sequencing will allow the financial products contractor to build on the market analysis and identified gaps. FNO will then compile and finalize the full plan by **March 15, 2026**.

If proposers see a value-add in contributing to integration, they may note this in their approach, and FNO will assess on a case-by-case basis whether to include that as part of the contracted scope.

6. **Question: Attachment F (conflict of interest disclosure) seems to require a signature from a Louisiana notary public. Are we correct that we need this affidavit pre-notarized in order to submit a proposal?**

Answer:

- a. No, this was an oversight on FNO's part. Please complete all other parts of the form leaving blank the last two lines referring to the Notary Public.