

**CITY OF NEW ORLEANS CIVIL SERVICE COMMISSION**

**REQUEST FOR QUALIFICATIONS  
FOR  
CERTIFIED COURT REPORTERS**

**RELEASE DATE: FEBRUARY 19, 2024**

**SUBMISSION DEADLINE: MARCH 29, 2024**

The New Orleans Civil Service Commission seeks to contract with certified court reporters under Louisiana Constitution article X, section 12. Certified court reporters will attend and transcribe employee disciplinary hearings conducted under Louisiana Constitution article X, section 12.

Pursuant to City of New Orleans Charter Section 6-308(5) and Civil Service Rule II, section 13, the Civil Service Commission requests qualification from experienced court reporting firms or individual certified court reporters to provide the needed services. The Mayor of the City of New Orleans has excepted the Civil Service Commission from Executive Order LC 20-01 in Executive Order LC 23-02, executed on September 14, 2023.

A Disadvantaged Business Enterprise contract goal of 35% has been established for this RFQ.

The Civil Service Commission will post the dates and times of the public meetings connected to the RFP on the Commission's website.

Respondents must submit substantive questions to the Civil Service Department by email ([christina.carroll@nola.gov](mailto:christina.carroll@nola.gov)) no later than March 15, 2024.

The Selection Committee shall be comprised of at least three members of the Civil Service Commission. Civil Service Rule II, section 13.1.

The members of the selection committee shall use numerical scoring.

During the review of any submission at any time, the selection committee may

- Conduct reference checks relevant to verify all information and rely on or consider any relevant information from such references or from any other sources in the evaluation of the submissions;
- Seek clarification of a submission or additional information from any or all respondents;
- Waive any requests or requirements, if such waiver is in the best interest of the Commission, and
- Request interviews/presentations with one or more respondents to clarify any questions or considerations based on the information contained in the submission.

The selection committee will assign the following weights to proposals: Experience and Competence (40%); Performance (40%); Domicile (5%); DBE (15%).

Once the selection committee recommends respondent(s) to the Commission via the competitive proposal process, the Commission will select the qualified certified court reporter or court reporting firm. The Commission will notify the qualified court reporter(s) or court reporting firm by an intent to award letter. The unsuccessful respondents will be notified as well.

The Commission requires that the submission be organized as follows:

1. Cover letter, signed by authorized agent.
2. Court Reporter/Court Reporting Firm Resume, including an affidavit of ownership.

3. Statement of DBE status.
4. Listing of court reporters who would transcribe employee disciplinary hearings, including the date of license and a description of experience.
5. References from previous clients.
7. Affidavit from each court reporter who may transcribe employee appeal hearings, describing in detail any disciplinary proceedings or criminal charges against the court reporter in the previous five years.
8. All judgments entered against the court reporter or court reporting firm in the previous 10 years; any criminal conviction ever issued against the firm or its members, and all civil, criminal, and administrative proceedings pending against the court reporter or court reporting firm at this time.

The Commission adheres to the Louisiana Code of Governmental Ethics, La. R.S. 42:1101 *et seq.* By submitting a proposal, prospective respondents warrant that no conflict of interest exists that would violate applicable Louisiana law.

Attachment A is a description of the services desired by the Commission.

Attachment B is a sample contract. The qualified respondent(s) shall be expected to execute a contract that is substantially the same as the sample contract.