

CITY OF NEW ORLEANS CIVIL SERVICE COMMISSION

REQUEST FOR QUALIFICATIONS

FOR

HEARING EXAMINERS

RELEASE DATE: FEBRUARY 19, 2024

SUBMISSION DEADLINE: MARCH 29, 2024

The New Orleans Civil Service Commission seeks to contract with attorneys under Louisiana Constitution, art. X. section 12. Attorneys will serve as hearing examiners, rule on pre-hearing procedural issues, and draft reports for the Commissioners. *See* Civil Service Rule II. The Commission may also request that the contracted attorney(s) provide legal advice to the Commission or the Department of Civil Service.

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 law firms or attorneys to provide the needed legal 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) 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 attorney(s) or law firms. The Commission will notify the qualified attorney(s) or law firms 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. Attorney/Law Firm Resume, including an affidavit of ownership.
3. Statement of DBE status.
4. Listing of attorneys who would serve as hearing examiners including the date of admission to the Louisiana Bar, a description of litigation experience, and a description of employment law experience.
5. References from previous clients.
6. Certificate of Good Standing from Louisiana Supreme Court for each attorney who may perform the work of a hearing examiner.
7. Affidavit from each attorney who may perform the work of a hearing examiner describing in detail any disciplinary proceedings or criminal charges against the attorney in the previous five years. This affidavit should also state that the attorney/firm has performed a conflicts check under the Louisiana Code of Professional Responsibility, and describe any potential conflicts with current or former clients if a contract with the Commission is executed.
8. All judgments entered against the attorney or law firm in the previous 10 years; any criminal conviction ever issued against the law firm or its members, and all civil, criminal, and administrative proceedings pending against the law 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 legal 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.