



NEW ORLEANS REDEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

GRANTS MANAGEMENT SOFTWARE

ISSUED: THURSDAY, SEPTEMBER 11, 2025

DUE: MONDAY, OCTOBER 13, 2025

The New Orleans Redevelopment Authority (NORA) is soliciting proposals from qualified vendors to provide a grant management software system. The selected vendor will provide a comprehensive solution to streamline and enhance the grant management process for multiple programs and departments within NORA. The software product should manage multiple grant funds simultaneously, facilitate online applications, and streamline workflows. Since NORA manages multiple grant funds, it is essential that the software product functions allow for direct input from grant applicants and effectively manage grant awards throughout their lifecycle.

Responses must be submitted in the format outlined in the RFP under Submission Requirements/Method on or before the due date and time. NORA will not consider responses submitted via facsimile or delivered after the deadline.

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective offeror. All questions and requests for interpretation must be submitted in writing to Lucinda Rachel, Purchasing Specialist, by email to lvrachel@nola.gov. The deadline for receipt of questions is **Wednesday, October 1, 2025, at 2:00 p.m. (CDT)**

NORA will attempt to answer questions from respondents submitted in writing via email in advance of the due date and time. Responses to questions will be issued in the form of an addendum.

Proposal responses must be uploaded to an assigned shared folder and received no later than **MONDAY, OCTOBER 13, 2025, at 2:00 p.m. (CDT)**.

SUBMISSION REQUIREMENTS / METHOD: Respondents must submit their entire proposal electronically via a shared folder in Microsoft OneDrive, a cloud-based program. NORA will not accept hard copy submissions at this time. To gain access to a shared folder, applicants must first e-mail Lucinda Rachel directly at lvrachel@nola.gov to request a link to your shared personal online folder.

- Your request must be submitted to the email address indicated at least 24 hours prior to the submission deadline.
- To share the link, include in your email the respondent's name (Individual or Organization and Primary Contact) and their corresponding email address to share the link.

- The electronic folder will only be shared with the requestor and the email address(es) they provide to NORA; respondents will not be allowed access to other respondents or related materials.
- In response to your request, you will receive a link to the shared folder and instructions on how to upload your proposal and how to organize it for easy viewing by the scoring committee.
- Once the proposal is completed, along with all required attachments and supporting documentation, upload the entire proposal packet to the shared drive via the link that was provided.

Responses must clearly demonstrate the respondent's qualifications to perform the required services and address all relevant factors in a professional relationship. Submissions should include detailed resumes or curricula vitae for the firm(s), principal(s), and individuals performing the services.

1. **Scope of Services:** Describes the requested services, **Attachment A – Scope of Services.**
2. **Submission Information:** Responses must be submitted in accordance with **Attachment B – Submission Information.**
3. **Fee Proposal Form:** Respondents must complete and submit the Fee Proposal Form in accordance with **Attachment C – Fee Proposal Form.**
4. **Evaluation and Selection:** NORA will select the successful respondents according to the procedures described in **Attachment D – Evaluation and Selection Criteria.**
5. **Insurance Requirements:** Respondents shall provide evidence of insurance coverage and minimum required limits by completing and submitting **Attachment E - Certificate of Insurance Coverage Form.**
6. **Conflict of Interest Disclosure:** Respondents shall disclose any direct or indirect, current, or future, conflicts of interest between themselves and NORA and their respective employees by completing and submitting **Attachment F – Conflict-of-Interest Disclosure Affidavit.**
7. **Acknowledgement of Addenda:** Respondents must provide written acknowledgement of addenda with their submission by completing and submitting **Attachment G – Acknowledgement of Addenda (if necessary).**
8. **Contracting:** NORA reserves the right to select multiple contractors to perform any and/or all services requested herein. If NORA identifies a likely service provider(s), it may negotiate a final agreement with the provider(s) and fix the relationship by Professional Services contract. This

contract will stipulate the terms and conditions of the services to be provided and will contain the standard NORA provisions shown in **Attachment H - Required Contract Provisions**.

9. The contact term shall be for one year, with the option to renew in one year increments up to a total of five years. The RFP and response of the selected respondent(s) shall become part of any contract initiated by NORA.

10. Ownership of Documents & Proprietary Information: All responses and all documentation submitted therewith are NORA property for all purposes. Only information which is legitimate, such as trade secrets or non-published financial data, may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked as **CONFIDENTIAL** in the proposal and will be handled in accordance with the Louisiana Public Record Law, La. R.S. 44: 1, et seq., and all applicable rules and regulations. Any proposal marked as confidential in its entirety may be rejected without further consideration or recourse. Documentation must be included to justify such exemption. NORA will not credit any blanket exemption claims lacking specific justification. NORA does not guarantee the confidentiality of submissions.

11. Effect: This Request for Proposals and any related discussions or evaluations by anyone create no rights or obligations whatsoever. NORA may cancel or modify this solicitation at any time at will, with or without notice. Anything to the contrary notwithstanding, the Professional Services Contract executed by NORA and the selected respondents, if any, is the exclusive statement of rights and obligations extending from this solicitation.

12. Additional Requirements: NORA reserves the right to amend the instructions, requirements, general and special conditions, scope of services, and specifications of this RFP. In the event it becomes necessary to revise any part of the RFP, addenda will be posted on NORA's website at redevelop.nola.gov and may be provided to all potential respondents who receive the RFP. Continue to check NORA's website for any modifications to the RFP.

13. Public Access to Information/Confidentiality: All information submitted in response to a solicitation issued by the New Orleans Redevelopment Authority shall remain confidential until after final approval and award is made.

Furthermore, NORA shall not disclose information submitted to NORA in confidence in response to a solicitation, and not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

14. Respondent Costs: NORA shall not be liable for any costs incurred by respondents prior to engaging in a contract. Costs associated with developing the proposal, preparing for oral

presentations, and any other expenses incurred by the respondent in responding to this RFP are entirely the responsibility of the respondent and shall not be reimbursed in any manner by NORA.

15. Errors and Omissions in Proposal: NORA shall not be liable for any errors in responses. NORA at its option, has the right to request clarification or additional information from the respondents.

16. Licensure: Where applicable, respondents must maintain licenses and permits to perform the contracted work in the State of Louisiana and City of New Orleans.

17. Compliance with All Applicable Laws: Any work completed pursuant to a response to this RFP shall be governed by and construed in accordance with the laws and jurisprudence of the State of Louisiana. At the time of respondent's submission of its RFP response and at all times during the performance of any work pursuant to this RFP, the respondent shall be in compliance with all applicable laws of the State of Louisiana, the United States and local ordinances, including licensure requirements.

18. Contractual Obligations: At any time, should the proposed services require the use of products or services of another company, such services shall be disclosed, and NORA will hold the selected respondent(s) responsible for the proposed services.

19. Contractor Status: The successful contractor(s) is independent and is not an employee of NORA.

20. Advertising: In submitting a proposal, the successful contractor(s) agrees not to use the results from it as a part of any commercial advertising. NORA does not allow contractors to advertise or promote our contractual relationship unless requested or authorized by NORA.

21. Media Relations: The successful contractor shall not make public comments on behalf of NORA without the express written approval from NORA's Executive Director.

END OF SECTION



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ISSUED: WEDNESDAY, SEPTEMBER 3, 2025

DUE: WEDNESDAY, SEPTEMBER 17, 2025

ATTACHMENT A

SCOPE OF SERVICES

The selected vendor will provide a comprehensive solution to streamline and enhance the grant management process for various programs and departments within NORA that shall include, but may not be limited to the following:

KEY FUNCTIONALITIES

- Grant lifecycle tracking and management reporting (application process, pre-award, post award, compliance)
- Financial tracking and management reporting
- Communications management with applicants, awardees, reviewers, and associated vendors/non-applicants (reviewers, for example)
- User Groups:
- Departments: Approximately 15 users from the following NORA Departments:
 - Real Estate & Development
 - Compliance
 - Finance
 - Procurement
- Scoring Review Teams: Approximately 15 – 30 Internal Users
- Applicants: Approximately 350 – 500 Users (annually)
- Collaborators: Approximately 50 users, both internal and external, collaborating on applications

Types of Grants and Programs:

- The software will manage various types of programs, including forgivable loans, grants and other funds ranging between \$5,000 – \$10,000,000.

GENERAL REQUIREMENTS

- Implement a grant development, submission, and management application portal that includes all necessary terms and fields required for both grant applications and grant agreements.

- Provide a cloud-based grants management system that allows NORA applicants to start, edit, submit, and complete grant applications for consideration.
- Provide a high-quality, user-friendly, ADA-compliant, public-facing platform with secure individual logins for internal users to track applications, access documents, and review the application progress. External users should be able to track their individual account applications, access documents, and review their application progress across multiple program applications (where applicable).
- Enable two-way communication on a single platform, allowing users to streamline and store conversations and extract through chat and other digital communication methods.
- Provide professional technical assistance directly through the grant management platform to internal and external users as needed (e.g., reset passwords).
- Ensure project management functionalities with application management to ensure efficient administration across the full lifecycle of a program.
- Ensure the system effectively manages grants throughout their entire lifecycle, from pre-award to award and post-award compliance.
- Provide Historical Data Access and Migration Capabilities; Maintain all application data, communications, review committee scores, grant awards, and project documents for NORA's access and remote storage capability.
- Streamline Document Submission; Eliminate the submission of applications and documents through platforms like JotForm, email, or OneDrive, and consolidate all submissions through a single platform to create efficiencies for project and program managers, centralizing application information.
- Ensure multiple NORA department users are able to access and retrieve essential documents directly within the grants management software system (e.g., W9s, Due Diligence Forms).
- Install a Version control feature that will allow internal users to 'freeze' a document to prevent unwanted changes from external users. External users may be allowed to modify documents and application details upon approval by NORA.
- Include an automation-style feature that will autonomously flag or screen out ineligible or debarred parties through an eligibility quiz or data validation function which can be configured on a program-level basis (e.g., Eligibility Verification System).
- Ensure applicants and NORA staff are able to securely sign and transmit documents using an electronic signature platform (e.g., DocuSign or Equivalent).
- Ensure NORA staff are able to generate basic dashboards to assist with visualizing management of all grant funds, including tracking fund distribution for individual projects and entire programs (Fund Management Dashboard).
- Ensure the dashboard displays all pertinent information for each grant program, which will be embedded into a public-facing dashboard on NORA's website. This will provide transparency and accessibility to program-level information for the public, current and future applicants, and internal grant management staff, facilitating streamlined workflows.
- Ensure the software allows access to financial reports for review and determination of project/grants status. Additionally, ensure the software allows access to management reports and supports documentation for multiple programs for public entities and the audit process (Financial

and Management Reporting).

- Include secure storage for all documents and data.
- Safeguard personally identifiable information (PII) and other sensitive data.
- Provide comprehensive reporting tools for real-time tracking, performance evaluation, and data-driven decision-making (Reporting Analytics).
- Ensure the ability to upload, store, and link documents and budgets to applicants' profiles for multiple grant applications, so their profile is associated with active programming to reduce duplicative and redundant uploads by applicants.
- Utilize a FedRAMP-certified data center. Maintain a written policy for incident responses to data breaches and/or exfiltration that adheres to federal, state, and local laws. Provide NORA with a copy of the most recent policy on an annual basis.

MINIMUM SERVICE REQUIREMENTS

Customer Support:

- Technical support for both NORA and applicants (public access)
- Provide end-user support for user-level questions

IT Communication:

- Technical guidance, troubleshooting and correspondence to NORA staff

Account Management:

- Dedicated Account Manager

Agency Training:

- Conduct initial onboarding training for NORA staff on using the software for specific business processes, including a recorded screen capture of the initial setup and system design for two active grant programs.
- Provide additional on-going technical assistance to NORA staff ad-hoc requests.

TECHNICAL REQUIREMENTS

- Data migration for initial set-up (to be included in the proposed cost)
- Reporting
- Financial Management
- Communication template at the program and organization level that sends out bulk reminders/notices to various types of applicants (e.g., beginning, submitted, and awarded applications)
- Project Budget Tracking, including invoice tracking
- Implementation (to be included in the proposed cost)
- Licenses for internal and external users
- Technical Assistance for internal and external users
- Custom portals that match NORA branding
- Preview capability for applicants
- Collaborative applicant capabilities
- Multiple applicants working simultaneously
- Hosting multiple program grants and grant cycles

- Multiple languages available
- Auto-save functionality
- Mobile device submission
- Eligibility confirmation
- Track DBE, WBE, MBE, or other certifications
- User-friendly interface (include screenshots)
- Authoring and creating applications, worksheets, and forms
- Ability for NORA users to modify grant applications post-launch
- Ability for External users to modify grant applications after starting and submitting applications
- Ability for NORA users and External users to save work progress and start again in a new session
- Tagging, sorting, labeling and organizing applications by characteristics or components
- Display/hide questions based on responses (e.g., logic or conditional statement features)
- Option for programs to be either; Invitation-only submissions or open submissions
- Acceptance of various document types and sizes
- Confirmation of organization certification (e.g., school, nonprofit, or library)
- Meta-data collection with file uploads
- Embedding table fields for budget management
- Ease-of-use for internal teams (including screenshots)

Software offerings that do not meet these minimum requirements may be considered non-responsive and subject to rejection.

SOFTWARE SYSTEM IMPLEMENTATION

NORA expects the implementation process of a grants management software system to begin within 30 days of the contract award and ideally implementation process will take no longer than 60 days from the start of implementation.

END OF SECTION



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ATTACHMENT B

SUBMISSION INFORMATION

I. BACKGROUND/RELEVANT EXPERIENCE

Please include the firm's full legal name, date of establishment, and a brief history of your firm and current ownership structure. Describe any significant changes in the organizational structure, ownership or management of your firm over the past three (3) years.

Provide a detailed overview of your solution for grants management software. Specifically, detail how you intend to meet the requirements outlined in the scope of services. Your description must include the following:

- a) **Application Review Process:** Describe how your solution supports managers when reviewing applications through the grant award process, including compliance monitoring, and close-out.
- b) **Automated Review Option:** Describe the option for an automated review of applications.
- c) **Auto-Scoring:** Provide details on the option for auto-scoring applications based on rubric.
- d) **Approval Workflows:** Describe how your platform sets approval workflows based on associate/team management structure and how users are notified if additional actions or approvals are needed.
- e) **Data Validation:** Describe how your system validates data from the application, such as revenue/income, address validation, SSN, UEI, EIN, etc.
- f) **In-Product Viewing:** Describe in detail the ability to view applications and documentation within the product, rather than being downloaded.
- g) **User and Permission Roles:** Describe the different user and permission roles and the method to modify the roles.
- h) **Fraud Detection and Prevention:** Describe the built-in fraud detection and prevention features.
- i) **Technical Proposal:** Include a detailed description of how your solution meets the technical requirements outlined in the scope of services.

Funds Tracking and Distribution Experience

- a) Describe the user experience as program manager who is managing funds through a dashboard.



- b) Describe the ease of NORA users customizing dashboards for financial information, program information, and status tracking.
- c) Detail your product's funds distribution and allocation capabilities.

Reporting Experience

- a) Provide details of your method to support auditing and financial management and include a list of standard reports available within your platform. Describe how NORA users are able to build new reports when needed.
- b) Explain how your solution responds to requests for additional information from applicants. Provide a list of the types of requests available.
- c) Describe your platform's ability to track changes (deltas and history), including documenting who, what, and when a change was made.
- d) Detail your ad hoc reporting capabilities.
- e) Explain any custom reporting options available within the software.

Post-Award Management Experience

- a) Describe your solutions for addressing progress reports, including subrecipient monitoring, budget tracking, and reimbursement requests.
- b) Explain your compliance and audit-preparedness solutions.

Implementation and Customer Service Experience

- a) Provide details on your onboarding and training process and programs that allow for easy implementation of your product for our organization.
- b) Specify your standard implementation timeline (e.g., number of weeks/months).
- c) Describe your customer support levels and recommend the level of support necessary for our organization.

Certifications

Provide a list of your certifications, including:

- VPAT Certification.
- Security certifications (e.g., HIPAA Compliant, disaster recovery policy).

Data Management Experience

Describe your data management capabilities, including:

- a) Data export requests and formats (e.g., drag and drop capabilities or standard reports without build-out options)
- b) Historical grant application data migration

- c) Real-time data transfer using web services
- d) Comprehensive, searchable database of all grants
- e) Data storage details
- f) Security breach plan

Company Experience and Stability

Provide information on your company's experience and stability, including:

- a) Ongoing updates to features and capabilities (provide a list of most recent launches), and your communication policy regarding updates, release notes, and user guided prompts after major interface changes or feature upgrades, for both internal and external users.
- b) Support for the entire lifecycle of a grant application program

Program Launch Timeline

Outline your ability to meet the following timeline:

- a) Contract start date in September
- b) Implementation for 4-6 weeks
- c) Public-facing access launch in October
- d) Quick onboarding and implementation experience

User Experience

Describe your experience with supporting a diverse user base, including:

- a) Agency Departments (approximately 10 users)
- b) Scoring Review Teams (approximately 15 - 30 users)
- c) Grant Applicants (approximately 350 - 500 users)
- d) Collaborators on applications (approximately 50 users)

This section must include the stipulation that the proposal is valid for a time period of ninety (90) days from the date of submission.

If the respondent intends to subcontract any portion of the work, the specific task(s) must be detailed in the contract agreement. Additionally, any information requested from the respondent must also be provided for each subcontractor under this RFP.

2. STAFF QUALIFICATIONS

Provide resumes of all key personnel and subcontractor(s), if any, of those intended to be assigned work under this contract that are considered critical to the success of this project (e.g., primary staff, subcontractors qualifications, if applicable). Resumes should clearly identify the relevant experience and qualifications of all key personnel intended to work under this contract.



Prepare and submit an organizational chart that details the roles and responsibilities of each person (including subcontractors, if applicable) intended to perform the work under this contract. Describe the planned level of effort, anticipated duration of involvement, and on-site availability for each person intended to work under this contract.

If you intend to subcontract a portion or all the work, describe the subcontract agreement(s). Include the following information:

- Identify any Subcontract Agreement(s)
- Identify the company name and tasks to be assigned under the subcontract agreement.

Information required from the prime contractor under the terms and conditions of this contract shall also be in each subcontract agreement.

3. FEE PROPOSAL

Complete and submit **Attachment C - Fee Proposal Form**. Provide a fixed fee for each item listed. All fees shall include overhead, profit, and administrative costs.

4. REFERENCES

Provide a list of at least three (3) current references for the most relevant and completed contracts that directly relate to the scope of services to be offered by the firm. Include the reference company name, address, contact name and title, phone number, email address, and description of the service provided.

END OF SECTION



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ATTACHMENT C

FEE PROPOSAL FORM

| DESCRIPTION | FIXED FEE |
|---|-----------|
| Implementation | \$ _____ |
| Onboarding and training | \$ _____ |
| Data migration for initial set-up | \$ _____ |
| Subscription fee | \$ _____ |
| Troubleshooting and technical assistance for internal and external users | \$ _____ |
| Software maintenance & support (Year 1) | |
| Optional services or add-ons | \$ _____ |
| Licensing fees for up to 20 licenses | \$ _____ |
| TOTAL | \$ _____ |

| SOFTWARE MAINTENANCE & SUPPORT (YEARS 2 - 5) | |
|---|------------------|
| OPTION YEAR TERM | FIXED FEE |
| Year Two | \$ _____ |
| Year Three | \$ _____ |
| Year Four | \$ _____ |
| Year Five | \$ _____ |

(Company Name)

(Address)

(Authorized Signature)

(Print Name)

(Date)



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ATTACHMENT D

EVALUATION AND SELECTION CRITERIA

NORA will apply the following selection criteria and weighing factors to evaluate submissions:

- | | |
|------------------------|---|
| Up to 30 Points | <i>Background/Relevant Experience: The demonstrated experience of the respondent to deliver desired results and outcomes for other governmental or non-profit entities similar to that described in the Scope of Services; quality of performance of previous contracts;</i> |
| Up to 30 Points | <i>Staff Qualifications: The qualifications of personnel of the respondent who will be responsible for overseeing and performing the work requested in the RFP; resumes of key members of the team;</i> |
| Up to 40 Points | <i>Fee Proposal: The degree to which the cost is determined to be fair and reasonable for completing all project tasks.</i> |

Proposals received in response to this solicitation may be evaluated using a two-stage evaluation process.

During Stage I of the evaluation process, proposals will be evaluated and scored by an Evaluation Committee. The committee will score each proposal. Scoring will be based on the predetermined evaluation criteria. The available points associated with each criterion are shown above. The results of the evaluation of proposals will be used to determine those proposals to be considered in the competitive range and included on the short list.

Stage II of the evaluation process may entail interviews and/or software demonstrations with the respondents included on the short list. Respondents not included on the short list will not proceed to Stage II of the evaluation process. The purpose of Stage II is to promote an understanding of NORA's requirements with respect to this RFP, promote an understanding of the respondents' proposals, and to arrive at agreeable contract terms.

NORA will award a contract resulting from this solicitation to the responsible, Offeror or Offerors, whose proposal, conforming to the solicitation, will be most advantageous, price and other technical factors considered as specified herein.



NORA reserves the right to make a contract without negotiations, to make multiple awards, to make no award, or decline to enter into negotiations should it be determined that no respondent to this RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period.

Further, NORA reserves the right to forgo Stage II of the evaluation process and enter into negotiations based on the results of Stage I of the evaluation process. Any contract award will be based on the initial proposals received.

END OF SECTION



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ATTACHMENT E

CERTIFICATE OF INSURANCE COVERAGE

Application Submitted By

(Name of Firm): _____

Name of Surety Company: _____

Name of Surety Agent: _____

Surety Agent's Phone: _____

- A. Before commencing work, the contractor shall, at its own expense, procure, pay for and maintain the following insurance written by companies authorized in the State of Louisiana and acceptable to the New Orleans Redevelopment Authority (NORA). The contractor shall furnish NORA certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates, and compliance with all the applicable required provisions. Certificates shall be addressed as follows:

**ENTITY NAME
ADDRESS
CONTACT INFORMATION**

1. Commercial General Liability insurance, including, but not limited to bodily injury, property damage, products/completed operations and personal & advertising injury, with minimum limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate. Coverage must be written on an occurrence form.
2. Workers' Compensation insurance in the State of Louisiana Statutory Limits; and Employers' Liability coverage with minimum limits for bodily injury: a) by accident, \$1,000,000 each accident, b) by disease, \$1,000,000 per employee with a per policy aggregate of \$1,000,000. Workers' Compensation is only required if the contractor has employees.
3. Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined single limit of \$1,000,000. Business Automobile Liability is only required if vehicles are to be used for providing services.
4. Professional Liability Insurance (or equivalent) appropriate to the contractor's

profession to provide coverage against any claim which the contractor becomes legally obligated to pay as damages arising out of the performance of professional services caused by error, omission, or negligent act with minimum limits of \$1,000,000 each claim and \$2,000,000 aggregate.

5. Cyber Liability Insurance (Contractors with access to networks, or who handle sensitive data):

Cyber Liability (or equivalent) – Contractor shall maintain cyber liability (or equivalent) insurance. Such insurance shall provide limits of no less than \$1,000,000 per claim. Coverage shall be sufficiently broad to respond to the duties and obligations, as undertaken by the Contractor, and shall include, but not be limited to, claims involving security breach and system failure. The policy shall provide coverage for breach response costs and regulatory fines and penalties.

NOTE: For insurance written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than thirty-six (36) months following completion of the contract and acceptance by the New Orleans Redevelopment Authority (NORA).

- B. With reference to the foregoing required insurance, the contractor agrees to the following:
 1. A waiver of subrogation in favor of NORA, its officials, employees, and officers shall be contained in the Workers' Compensation insurance policy.
 2. NORA, its officials, employees and officers, shall be covered as additional insureds on the Commercial General Liability policy.
 3. Policies of insurance shall not be cancelled, non-renewed, terminated, or materially changed unless and until thirty (30) days' notice has been given to NORA.
- C. Insurance limits can be met with a combination of primary and excess/umbrella coverage.
- D. All insurance shall be purchased from insurance companies that meet a financial rating of A-VI or better as assigned by A.M. Best Company or equivalent.
- E. The contractor shall require any sub-contractors, and other persons doing business with or for the contractor related to the work to maintain at a minimum the insurance as required and where appropriate, or their liability shall be covered by the contractor.



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ATTACHMENT F**

CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

**STATE OF LOUISIANA
PARISH OF _____**

Before me, the undersigned authority came and appeared _____, who, being first duly sworn, deposed, and said that:

1. He/She is the _____ and authorized representative of _____ hereafter called "Respondent."
2. The Respondent submits the attached response in response to the above referenced solicitation.
3. The Respondent hereby confirms that a conflict(s) of interest exists/does not exist/may exist in connection with this solicitation which might impair Respondent's ability to perform if awarded the contract, including any familial or business relationships that the Respondent, the proposed subcontractors, and their principals have with NORA/NORU Commissioners, officers, and employees. (If a conflict(s) of interest exists and/or may exist, describe in a letter the nature of the conflict, the parties involved and why there is a conflict. Attach said letter to this form).

Respondent Representative (Signature)

(Print or type name)

Address

Sworn to and subscribed before me, _____, Notary Public, this __ day of _____, 2025.

Notary Public (signature) Notary ID# / Bar Roll#



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ATTACHMENT G
ACKNOWLEDGEMENT OF ADDENDA

Respondent has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: _____

Date Received: _____

(Company Name)

(Signature)

(Printed or Typed Name)



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ATTACHMENT H

REQUIRED CONTRACT PROVISIONS

Contracts for services must include specific required provisions that may be revised as deemed necessary and appropriate by NORA, including but not limited to the following:

1. **CONTRACT AMOUNT:** The awarded contractor(s) shall provide Grants Management Software to NORA as described in the scope of services, as requested by NORA. The contractor(s) shall provide the services at the fixed fees established in their Fee Proposal Form.
2. **CONTRACT TERM:** This contract shall be for an initial term of one (1) year with an option to extend for up to four (4) additional one-year terms.

The option to extend shall only be exercised if the contractor has successfully performed under the contract. Contract extensions will not be automatic and must be approved by NORA. Services provided during the option extension periods shall be at the hourly rates negotiated under the initial term of contract.

3. **EQUAL EMPLOYMENT OPPORTUNITY:** In all hiring or employment made possible by, or resulting from this contract, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry, and (2) where applicable, affirmative action will be taken to ensure that the Contractor's employees are treated during employment without regard to their race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry.
4. **ASSIGNABILITY:** The Contractor shall not assign any interest in this agreement and shall not transfer any interest in the same without prior written consent of NORA.
5. **CONFLICT OF INTEREST:** In the interest of ensuring that efforts of the Contractor do not conflict with the interests of NORA, and in recognition of the Contractor's responsibility to NORA, the Contractor agrees to decline any offer of employment if its independent work on behalf of NORA is

likely to be adversely affected by the acceptance of such employment. The initial determination of such a possibility rests with the Contractor. It is incumbent upon the Contractor to notify NORA and provide full disclosure of the possible effects of such employment on the Contractor's independent work on behalf of NORA. Final decision on any disputed offers of other employment for the Contractor shall rest with NORA.

6. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall indemnify, defend and save NORA harmless against any and all claims, demands, suits, judgments of sums of money to any party accruing against NORA for loss of life or injury or damage to persons or property growing out of, resulting from, or by reason of any act or omission or the operation of the Contractor, its agents, servants or employees while engaged in or about or in connection with the discharge or performance of the services to be done or performed by the Contractor hereunder and shall also hold NORA harmless from any and all claims and/or liens for labor, services, or materials furnished to the Contractor in connection with the performance of its obligation under this Agreement.
7. **ACKNOWLEDGMENT OF EXCLUSION OF WORKER'S COMPENSATION COVERAGE:** Contractor herein expressly agrees and acknowledges that it is an independent contractor as defined in R.S. 23:1021 and as such, it is expressly agreed and understood between the parties hereto, in entering into this services agreement, that the NORA shall not be liable to the Contractor for any benefits or coverage as provided by the Workmen's Compensation Law of the State of Louisiana, and further, under the provisions of R.S. 23:1034 anyone employed by the Contractor shall not be considered an employee of NORA for the purpose of Worker's Compensation coverage.
8. **ACKNOWLEDGMENT OF EXCLUSION OF UNEMPLOYMENT COMPENSATION COVERAGE:** Contractor herein expressly declares and acknowledges that it is an independent contractor, and as such is being hired by NORA under this agreement for hire as noted and defined in R.S. 23:1472 (E), and therefore, it is expressly declared and understood between the parties hereto, in entering into this services agreement, or agreement for hire, and in connection with unemployment compensation only, that:
 - a. Contractor has been and will be free from any control or direction by NORA over the performance of the services covered by this contract; and
 - b. Services to be performed by Contractor are outside the normal course and scope of NORA's usual business; and
 - c. Contractor has been independently engaged in performing the services listed herein prior to the date of this agreement.

Consequently, neither Contractor nor anyone employed by Contractor shall be considered an employee of NORA for the purpose of unemployment compensation coverage, the same being hereby expressly waived and excluded by the parties hereto.

9. **WAIVER OF SICK AND ANNUAL LEAVE BENEFITS:** It is expressly agreed and understood between the parties entering into this services agreement that the Contractor, acting as an independent agent, shall not receive any sick and annual leave benefits from the NORA.

10. **JURISDICTION & CHOICE OF LAW:** The Contractor hereby consents and yields to the jurisdiction of the State Civil Courts of the Parish of Orleans and does hereby formally waive any pleas of jurisdiction on account of the residence elsewhere of the Contractor. This agreement shall be construed and enforced according to the laws of the state of Louisiana, excepting its conflict of laws provisions.
11. **APPROPRIATION AND/OR EXTENSION:** This agreement may be extended at the option of NORA, provided that funds are allocated by the City of New Orleans and the extension of the agreement facilitates the continuity of services provided herein. This agreement may be extended by NORA on an annual basis for five one year periods; however, it may be extended for an additional time if agreed to in writing by the parties to the agreement.
12. **SOLICITATION:** The Contractor attests that he has not employed or retained any company or person, other than a bona fide employee working solely for him, to solicit or secure the subject contract. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for him, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the subject contract.
13. **CANCELLATION:** Either party to this agreement may terminate the agreement at any time during the term of the agreement by giving the other party written notice of said intention to terminate at least thirty (30) days prior to the date of termination. In the event NORA elects to terminate for convenience, NORA shall be obligated to pay Contractor only for those Services performed up to and through the date of termination.
14. **AUDIT AND OTHER OVERSIGHT:** It is agreed that the contractor or applicant will abide by all provisions of City Code §2-1120, including but not limited to City Code §2-1120(12), which requires the contractor to provide the Office of Inspector General with documents and information as requested. Failure to comply with such requests shall constitute a material breach of the contract. In signing this contract, the contractor agrees that it is subject to the jurisdiction of the Orleans Parish Civil District Court for purposes of challenging a subpoena.

NORA and/or its designated representatives shall have the right to audit, inspect and review all books and records (in whatever form they may be kept whether written, electronic or other) relating or pertaining to this contract or agreement (including any and all documents and other materials, in whatever form they may be kept which support or underlie those books and records), kept by or under the control of the Contractor, including, but not limited to those kept by the Contractor, its employees, agents, assigns, successors and subcontractors.

The Contractor shall maintain such books and records together with such supporting or underlying documents and materials for the duration of this contract or agreement and for at least 5 years following the completion of this contract or agreement, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request to NORA, through its employees, agents' representatives, contractors or other designees, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location at, location, which is convenient for NORA.



15. SUBCONTRACTS: NORA may require information regarding ownership interests in the subcontractor prior to approval of the sub-Contractor's retention. The Contractor shall incorporate by reference in all subcontracts the provisions of this Article and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

16. OWNERSHIP OF WORK PRODUCT: Except as otherwise agreed to in writing, all work product including, but not limited to, documents, reports, data, information, and ideas specially produced, developed or designed by the contractor under any agreement for NORA, whether preliminary or final, will become and remain the property of the NORA, including any copyright or service marks developed on behalf of NORA. NORA shall have the right to use all such products without restriction or limitation and without further compensation.

END OF SECTION