

St. Bernard Parish School Board
Request for Proposals
Restoration Upgrade of Audiovisual Infrastructure of the Maumus Center

GENERAL INSTRUCTIONS

- A. The St. Bernard Parish School Board, 200 E. St. Bernard Hwy., Chalmette, LA 70043 hereby solicits proposals from qualified vendors to provide restoration Upgrade of Audiovisual Infrastructure of the Maumus Center.
- B. Complete proposals, including the original and (2) copies must be received by the St. Bernard Parish School Board, 200 E. St. Bernard Hwy., Chalmette, LA 70043 by 10:30 a.m. on Monday, November 10, 2025. Proposals should be clearly marked "RFP – Maumus Upgrade". Proposals received after that time will not be accepted. Proposals shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt or such proposals shall be sent registered or certified mail with a return receipt requested. Additionally, proposals may be submitted electronically via procedures established online at <https://www.bidnetdirect.com/louisiana/stbernardparishpublicschools>. Proposals submitted via fax or email will not be accepted.
- C. Questions concerning this Request for Proposals package should be addressed to Laura Carlin Dorcey at the address noted above, faxed 504-301-2010, or emailed to lcarlin@sbpsb.org, and should be clearly marked "RFP – Telecommunications Question". All calls and written questions must be completed by 4:00 p.m., November 7, 2025.
- D. This Request for Proposals does not commit the St. Bernard Parish School Board to purchase or to pay any cost incurred in the preparation of proposals. The St. Bernard Parish School Board reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. All purchases awarded shall be based upon the proposal most advantageous to the St. Bernard Parish School Board, price and other factors considered. The contract may not be awarded to the vendor that submitted the lowest bid.
- E. Proposals should be prepared simply and economically and need not contain any special bindings, materials, promotional materials, etc. Proposals emphasis should be given to completeness and clarity of content.
- F. A **MANDATORY** pre-bidders conference will be held on WEDNESDAY, October 29, 2025, at 11:00 A.M.CST in the St. Bernard Parish School Board Office, 200 East St. Bernard Hwy., Chalmette, Louisiana, 70043 at which time vendors may submit questions or request clarification of any requirements of the bid request.
- G. Proposals submitted will be evaluated by a committee consisting of member appointed by the St. Bernard Parish School Board Superintendent. During the evaluation process, vendors may be contacted to clarify and answer questions the evaluators may have regarding their proposals.

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- H. The selected proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The SBPSB shall consider the selected proposer to be the sole point of contact with regard to contractual matters, including performance of and payment of all charges to subcontractors resulting from the contract

METHOD OF AWARD

Each proposal will be evaluated in accordance with the criteria below. Competence of the proposer is clearly important in the determination of a final successful contractor. The contract will NOT be awarded solely on the lowest price. SBPSB reserves the right to request additional information about any part of the RFP that may require clarification. SBPSB and/or its designated representative(s) will review and evaluate the written response to the RFP based on the following criteria:

POINTS CRITERIA

20	Prior experience with comparable size clients (include references)
20	Staff and equipment to perform the requested services -Listing of employees and their experience including project lead
20	Equipment and component proposed as per specifications
40	Cost of Services
100	Total