

**Orleans Parish Communication District
New Orleans, Louisiana**

**Request for Professional Services
RFP # 01-2017**

Due Date/Time: 3:00 pm, CST, Thursday, October 5, 2017

Delivery Address: Orleans Parish Communication District
118 City Park Avenue
New Orleans, Louisiana 70119

OPCD Contact: Orleans Parish Communication District
118 City Park Avenue
New Orleans, Louisiana 70119

Email: RFPResponse@911nola.org

The Orleans Parish Communication District (hereafter, “**OPCD**”), located in New Orleans, Louisiana, is requesting proposals to enter into a contract with a licensed, experienced, qualified consulting firm to provide professional services, and has a demonstrated track record of successfully providing financial and accounting technical assistance to governmental agencies

The successful candidate shall have experience and expertise in providing assistance with establishing policies and procedures for financial planning, accounting, and internal control and compliance. Specifically, the scope of this RFP consists of assisting OPCD by:

- providing guidance in the preparation of policies and procedures, for financial accountability
- providing guidance in receipt and disbursement of funds
- providing guidance in financial reporting
- providing guidance in annual budgeting
- providing guidance in the safeguarding of assets
- providing guidance in implementation of ethical accounting and financial standards
- providing guidance in identifying and raising awareness of potential conflicts of interest
- providing guidance in effective organizational structure within the OPCD administration.

In addition, OPCD requests plans for the implementation of the new policies and procedures and the education of OPCD staff to achieve maximum compliance of the financial responsibilities of the OPCD. This list shall not be considered inclusive; once a successful consultant is chosen, OPCD reserves the right to negotiate any adjustments to the tasks below to include or exclude additional supporting activities.

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To receive a copy of **RFP # 01-2017**, please send your request to RFPResponse@911nola.org.

Please refer any questions about **RFP # 01-2017** to RFPResponse@911nola.org.