



SOQ No. 22-041

Investment Manager for the Parish of Jefferson.

Submission Deadline: August 19, 2022 at 3:30 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, www.jeffparishbids.net, by the SOQ submission deadline date and time. Late submissions will not be accepted.

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamy@jeffparish.net
504-364-2684

PUBLIC NOTICE
SOQ 22-041

Investment Manager for the Parish of Jefferson

The Parish of Jefferson, authorized by **Resolution No. 139969**, is hereby soliciting Statements of Qualifications from firms/individuals interested in serving as Investment Manager for the Parish by actively trading the portfolio managed within the Parish's Investment Policy guidelines and according to state law. (Parish Wide)

Deadline for Submissions: 3:30 p.m., August 19, 2022

The Parishwide funds include approximately 6 accounts which are to be managed and reported on separately. The allocation of these funds will consist of approximately 220 Treasury and Agency securities, 840 Municipal bonds (both taxable and tax exempt), and 3 Corporate Bonds. The investment services will include liquidity management of operating funds requiring daily interaction with the Parish. The Investment Manager will be responsible for maintaining compliance with state law as well as the internal investment guidelines and various bond indenture covenants of the Parish and its related entities.

Minimum Qualifications: Respondents must provide verification that they are a Securities and Exchange (SEC) Registered Investment Advisor. Respondent shall have at least one (1) firm representative who has at least five (5) years' experience as a Registered Investment Management Advisor.

The following criteria shall be used to evaluate the statements of the firms submitting:

- A. Respondent's understanding of Jefferson Parish's overall investment program and the investment objectives and constraints unique to Jefferson Parish.
35 points
- B. Professional training and experience of the firm/individuals assigned to this project and their past experience as investment managers of public funds for public agencies. 30 points
- C. Respondents provide evidence of errors and omissions insurance in effect at the time of submission and adequate financial resources to fund potential obligations resulting from malfeasance, inappropriate conduct and negligence. 10 points
- D. Respondents provide a suggested fee schedule relative to services. This will be used for negotiation purposes.
25 points

The person or firm submitting a Statement of Qualification (General Professional Services Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a General Professional Services Questionnaire and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All individuals must submit a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire) by clicking on “Business with the Parish” under Business Services, and then clicking on “General Professional Services Questionnaire”. Submissions are to be submitted on the eProcurement site at www.jeffparishbids.net no later than 3:30 P.M. on August 19, 2022.

These submissions will only be accepted electronically via the Parish’s e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralauctionhouse.com or www.jeffparishbids.net. All vendors will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: www.centralauctionhouse.com/registration.

No statements will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (Jefferson Parish Professional Services Questionnaire) but shall be submitted prior to contract approval.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

ADV: The New Orleans Advocate: July 20 and 27, 2022.