



SOQ No. 22-046

Auditor for the East Jefferson General Hospital Retirement Plan

Submission Deadline: September 23, 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 22-046

Auditor for the East Jefferson General Hospital Retirement Plan

The Parish of Jefferson, authorized by **Resolution No. 140312**, is hereby soliciting a Statement of Qualifications from persons or firms interested in serving as the auditor for East Jefferson General Hospital Retirement Plan for the years ending December 31, 2022, and if necessary, December 31, 2023.

DEADLINE FOR SUBMISSIONS: 3:30 p.m., September 23, 2022

The Parish of Jefferson is hereby soliciting Statements of Qualifications from CPA firms/individuals interested in serving as auditor for the East Jefferson General Hospital Retirement Plan to perform an annual audit of the basic financial statements in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants; *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of Louisiana Revised Statute 24:513; and the provisions of the *Louisiana Governmental Audit Guide*, published jointly by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor for the years ending December 31, 2022, and if necessary December 31, 2023 (Council District 5)

To be considered, the person or firm submitting a proposal must have at least one (1) firm representative who has at least five (5) years of experience in providing audit services to employee benefit plans.

The following criteria shall be used to evaluate the Statements of Qualification the firms/individuals submit:

- A. Professional training and experience both generally and in relation to the type and magnitude of work required for the particular project; (25 points)
- B. Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower; (15 points)
- C. Past and current accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered; (10 points)
- D. The nature, quantity and value of parish work previously performed and presently being performed by the person and/or firm submitting; (10 points)
- E. Past performance by the person or firm on public contracts, including any problems with time delays, cost overruns, and/or design inadequacies in prior projects for which said person or firm was held to be at fault, as evidenced by documentation provided by the administration; (10 points)
- F. An analysis of any work by the person or firm submitting which resulted in litigation between the public entity and the person or firm performing professional services, including but not limited to ongoing litigation with a public entity or involvement in litigation with a public entity in which the public entity prevailed; (10 points)
- G. The size of the firm based on the number of personnel, as related to the project requirements and/or scope; (10 points)
- H. Proposed fee schedule. (10 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 persons or firms (including subcontractors) must submit a Statement of Qualifications (General Professional Services Questionnaire) by the deadline. The latest professional services questionnaire may be obtained by contacting the Purchasing Department at (504) 364-2678 or via the Jefferson Parish website at www.jeffparish.net. This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business in Jefferson Parish".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at www.centralauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centralauctionhouse.com/registration.php.

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications, 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: September 7 and 14, 2022