



SOQ No. 22-050

Human Resources Laboratory Services

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](http://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  
Buyer Name: Donna M. Evans  
Buyer Email: DMEvans [@jeffparish.net](mailto:DMEvans@jeffparish.net)  
Buyer Phone: (504)364-2691

**PUBLIC NOTICE**  
**SOQ 22-050**

**Human Resources Laboratory Services**

The Parish of Jefferson, authorized by **Resolution No. 140311**, is hereby soliciting a Statement of Qualifications from SAMHSA certified laboratories and CAP-FUDT certified laboratories interested in performing specimen collection and testing of forensic samples provided by employees and prospective employees of Jefferson Parish for analysis of drug and alcohol content, according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs.

**Deadline for Submissions: 3:30 p.m., September 23, 2022**

The vendors submitting a Statement of Qualifications must complete the General Professional Services Questionnaire and the Human Resource Management Questionnaire.

MINIMUM QUALIFICATIONS - in order to be considered the proposer must meet the following:

1. The laboratory must be certified by SAMHSA and/or CAP-FUDT;
2. The laboratory must have demonstrated experience in handling large employee populations, preferably over 2,000 employees; and
3. The laboratory personnel must be available to testify in person at court and administrative hearings.

**EVALUATION CRITERIA:** The following criteria will be used to evaluate each firm submitting a statement of qualifications:

1. Demonstrated ability to provide required services; include professional experience in providing similar services to a population of 2,000 plus employees and include references from agencies for which similar scope of services are currently being provided with a contact person and telephone number for each reference; describe experience in providing expert testimony in Louisiana, Federal and State courts and administrative hearings; and describe other related experiences. (maximum of 25 points)
2. Demonstrated ability to respond to the Parish's needs on a timely basis. Provide the educational background and work experience of the staff members who are responsible for testing and certifying test results to Jefferson Parish. Attach copies of all university diplomas and degrees, professional licenses, certificates, and curriculum vitae of all employees assigned to provide services for this contract; and information regarding other relevant abilities to respond; and identify the location of the principal office where work will be performed, with preference being given to persons or firms with offices located in Jefferson Parish. (maximum of 25 points)
3. Provide information demonstrating the Proposer's understanding of the nature and scope of this project. (maximum of 15 points)
4. Identify the occasions where you or staff members have testified at court proceedings or at administrative hearings. (maximum of 10 points)
5. Cost for services –Include fees to be charged for on-premises and off-premises alcohol and drug testing services. Also provide the fees for expert witness testimony by your laboratory director and toxicologist at judicial, administrative or other proceedings with respect to specimens tested by your lab. And, the fees for expert witness testimony by a technician or technologist. (maximum of 25 points)

The person or firm submitting a Statement of Qualification (General Professional Services Questionnaire and the Human Resource Management 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 the Human Resource Management 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 and the Human Resource Management 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](http://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](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). Registration is required and free for Jefferson Parish vendors by accessing the following link: [www.centralauctionhouse.com/registration.php](http://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 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: September 07, 14 and 21, 2022**