



SOQ 22-049

Two years of Operational Audits for Jefferson Parish

Deadline for Submissions: September 23, 2022 AT 3:30 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: SHANNA FOLSE
Buyer Email: sfolve@jeffparish.net
Buyer Phone: 504-364-2680**

**PUBLIC NOTICE
SOQ 22-049**

Two years of Operational Audits for Jefferson Parish

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

The Parish of Jefferson, authorized by (**Resolution No. 140315**), is hereby soliciting a Statement of Qualifications from persons or firms interested in providing necessary services to perform operational audits for Jefferson Parish for the two-year period January 1, 2023 through December 31, 2024.

The Parish of Jefferson is hereby soliciting Statements of Qualifications from CPA firms/individuals interested in in providing necessary services to perform operational audits for Jefferson Parish for the two-year period January 1, 2023 through December 31, 2024 (Parishwide)

To be considered, a person or firm submitting a proposal must have at least one (1) firm representative who has at least five (5) years of experience in type of services requested in this SOQ.

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

- A. Professional training and experience of the CPA firms/individuals assigned to this project and the breadth of their experience in the performance of operational audits; (25 points)
- B. Nature, quantity and value of Jefferson Parish operational audit work previously and currently being performed; (20 points)
- C. Nature, quantity and value of operational audit work performed for other public entities; (20 points)
- D. Capacity for timely completion of work; (15 points)
- E. The size of the firm based on the number of personnel, as related to the project requirements and/or scope (10 points)
- F. 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.centrauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centrauctionhouse.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, & 14 2022