



**SOQ No. 23-003**

**Underwriter/Placement Agent for the Jefferson Parish Department of Finance, Relative to the issuance of Bonds/Notes and for Assistance with other various Refunding Opportunities**

**Submission Deadline: March 01, 2023 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 # 23-003**

**Underwriter/Placement Agent for the Jefferson Parish Department of Finance, relative to the issuance of bonds/notes and for assistance with other various refunding opportunities**

The Parish of Jefferson, authorized by **Resolution No. 141132** is hereby soliciting Statements of Qualifications from individuals or firms interested in contracting with the Parish of Jefferson **to provide underwriting/placement agent services relative to the issuance of bonds/notes and to assist with other various refunding opportunities** by mutual consent of the Parties and approval by the Parish Council (Parishwide).

**Deadline for Submissions: 3:30 p.m., March 01, 2023**

**EVALUATION CRITERIA**

The following criteria shall be used to evaluate the Statements of Qualifications:

- 1) Capability of respondent to provide underwriting and distribution expertise; (30 points)
- 2) Experience of the firm and the individual professionals assigned to the project, including the breadth of experience in underwriting and placement work; (30 points)
- 3) Size of firm and capacity for timely completion of the project; (10 points)
- 4) Nature, quantity and value of Jefferson Parish work previously and currently being performed; (10 points)
- 5) Conflict of interest and regulatory issues including, but not limited to, violations of federal, state or local regulations/laws within the past ten years, pending or current litigation, or arrangement with other firms that could pose a conflict; (10 points)
- 6) Nature, quantity and value of work performed for other public entities; (10 points)

**MINIMUM QUALIFICATIONS**

That the firm submitting a Statement of Qualification shall have the following minimum qualifications:

1. The individual(s)/firm under consideration for professional services shall have at least one (1) firm representative who has at least five (5) years' experience in the field or fields of expertise required for the project.

The most current General Professional Services Questionnaire must be submitted. A copy of the questionnaire may be obtained by calling the Jefferson Parish Purchasing Department at (504) 364-2678, or via the Jefferson Parish website at [www.jeffparish.net](http://www.jeffparish.net) by clicking on "Business & Development", and then clicking on "Professional Services Questionnaire". The submitting individuals or firms must identify all subcontractors who would assist in providing professional services for the project. Each subcontractor shall submit a General Professional Services Questionnaire and all documents and information included in the questionnaire. Failure to submit a General Professional Services Questionnaire for all identified subcontractors shall result in the submitting individual(s)/firm being deemed as nonresponsive under Section 2-928 of the Jefferson Parish Code of Ordinances. Interested candidates must submit one (1) submission electronically on the Jefferson Parish eProcurement site, Central Bidding.

Central Bidding can be accessed by visiting either or [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net).

All vendors shall be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: <http://www.centralauctionhouse.com/registration> or <http://www.centralauctionhouse.com/SignUp>.

No SOQ 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, including any sub-contractors.

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 District Court.

**Advertise: The New Orleans Advocate: February 01 and 08, 2023**