



SOQ No. 23-024

To Provide Arbitrage Rebate Compliance Reports

Submission Deadline: September 29, 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, 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
Dreamey@jeffparish.net
504-364-2684**

PUBLIC NOTICE
SOQ 23-024

To Provide Arbitrage Rebate Compliance Reports

The Parish of Jefferson, authorized by **Resolution No. 142480** is hereby soliciting Statements of Qualifications (General Professional Services) from firms/individuals interested in providing periodic arbitrage rebate compliance reports on each applicable outstanding bond issue of Jefferson Parish for the years 2024, 2025 and 2026.

Deadline for Submissions: 3:30 p.m., September 29, 2023

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

- A. Professional training and experience both generally and in relation to the type and magnitude of work required, including that the persons or firms must have at least one (1) principal that has at least (5) years' experience in the field of arbitrage rebate compliance reporting; (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; (10 points).
- C. Past and current accomplishments and performance, for which references from clients or former clients may be considered; (10 points).
- D. The nature, quantity and value of parish work previously performed and presently being performed by the person 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 evidence 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. Location of the principal office where work will be performed, with preference being given to persons or firms with a principal business office at which the work will be performed as follows: (a) Jefferson Parish, including municipalities located within Jefferson Parish (10 points); (b) neighboring parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles, and St. Tammany Parishes (8 points); (c) parishes other than the foregoing (6 points); (d) outside the State of Louisiana (4 points).
- H. The size of the firm based on the number of personnel, as related to the project requirements and /or scope; (5 points).
- I. Proposed fee schedule. (10 points).

The person or firm submitting a Statement of Qualifications (**General Professional Services Questionnaire**) must identify all subcontractors who will assist in providing professional services for the project in the General 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: August 23 and 30, 2023

In accordance with provisions of the American with Disabilities Act Amendments Act of 2008, as amended, Jefferson Parish shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.

**ADA Coordinator/Office of Citizens with Disabilities
1221 Elmwood Park Blvd., Suite 210, Jefferson, LA 70123
(504) 736-6086, ADA@jeffparish.net**