



SOQ No. 23-025

Laboratory Services for the  
Human Services Department

**Submission Deadline: September 8, 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

Purchasing Specialist II Name: Shanna Folsie  
Purchasing Specialist II Email: [sfolsie@jeffparish.net](mailto:sfolsie@jeffparish.net)  
Purchasing Specialist II Phone: (504)-364-2680

**Statements of Qualifications requested  
for SAMHSA certified and CAP-FUDT  
certified laboratories to perform laboratory  
services for employees and prospective  
employees.**

Requested by:  
Jefferson Parish Government  
Department of Human Resource Management  
Director: Nicole C. Thompson  
1221 Elmwood Park Blvd., Suite 517  
Jefferson, LA 70123  
[JPHumanResources@jeffparish.net](mailto:JPHumanResources@jeffparish.net)  
504-736-6180



**Statement of Qualifications for SAMSHA certified and CAP-FUDT certified  
laboratory**

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**PUBLIC NOTICE**  
**SOQ 23-025**

**Laboratory Services**

The Parish of Jefferson, authorized by **Resolution No.142476**, is hereby soliciting Statements of Qualifications (General Professional Services Questionnaire) 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, for the Department of Human Resources.

**Deadline for Submissions: 3:30 p.m., September 8, 2023**

The vendors submitting a Statement of Qualifications (General Professional Services Questionnaire) 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.

**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 25 points)**
4. 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 Jefferson Parish Council may award these contract services to one or more vendors as they deem appropriate based on the submittals received.

The person or firm submitting a Statement of Qualification (General Professional Services) 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](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: August 30, 2023**

## ATTACHMENT A

### General Professional Services Questionnaire

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 (504) 364-2682 or the Jefferson Parish website at [www.jeffparish.net](http://www.jeffparish.net) by clicking on “Business with the Parish” under Business Services, and then click on “Prof. Services Questionnaire”.

[https://jefferson-parish-government.azureedge.net/JPGeneralProfServicesQuestionnaire-2016-11-22\(New%20Image\).pdf](https://jefferson-parish-government.azureedge.net/JPGeneralProfServicesQuestionnaire-2016-11-22(New%20Image).pdf)

**The submitting firms must identify all subcontractors who would assist in providing professional services for the project.**

**Each subcontractor must submit a General Professional Services Questionnaire and all documents and information included in the questionnaire. Affidavits and Certificates of Insurance must be provided at the time the contract is awarded.**

## **ATTACHMENT B**

### **INSURANCE REQUIREMENTS**

The insurance requirements shall be as follows:

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated as amended. The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

#### **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, except Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act; otherwise, this limit shall be no less than \$500,000 per occurrence.

#### **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

#### **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

#### **DEDUCTIBLES**

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the Proposer.

#### **PROFESSIONAL LIABILITY**

Shall provide Combined Single Limit of \$1,000,000.00 per Occurrence.

#### **UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

#### **SUBCONTRACTOR INSURANCE**

The Proposer shall include all subcontractors as insured under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the Proposer.

Jefferson Parish, Louisiana, its Districts, Departments and Agencies under the director of the Parish President and the Parish Council are to be named as certificate holders.

## ATTACHMENT C

### HUMAN RESOURCE MANAGEMENT QUESTIONNAIRE SAMSHA CERTIFIED AND CAP-FUDT CERTIFIED LABORATORY SERVICES

*Questions are to be answered by prospective professional service contract providers. If you have subcontractors, these questions must also be answered by each subcontractor.*

1. A copy of your current SAMHSA and/or CAP-FUDT certifications. Have these certifications been revoked or suspended in the last 24 months? If yes, please explain.
2. When did your company receive SAMHSA and/or CAP-FUDT certification and when did your company begin testing and certifying results?
3. An organizational chart showing the names, titles, and business contact information for each staff member that would directly support services under this contract and explain their roles in working with Jefferson Parish.
4. The educational background and work experience of the staff members that are responsible for testing and certifying test results to Jefferson Parish. Please attach copies of all university diplomas, degrees, professional licenses, certificates, and curriculum vitae, and other relevant documents verifying abilities to provide services requested.
5. Identify the location of the laboratory where Jefferson Parish's specimens would be sent for testing. Describe the methods your company uses to transport the specimens to your laboratories. Identify which of these methods would be used for Jefferson Parish?
6. The location of collection sites your company has in Jefferson Parish and the surrounding Greater New Orleans metropolitan area.
7. Give the total number of employees at the facility where Jefferson Parish testing will be conducted and the average number of tests conducted per month at said facility.
8. Have you previously contracted to provide services to Jefferson Parish, if so, when?
9. Describe any work your company has performed for a public entity that resulted in litigation and describe the outcome/current status.
10. Attach copies of your company's articles of incorporation, articles of partnership or any other documentation evidencing the current legal status of your business in Louisiana.
11. The laboratory director, toxicologist, and certifying scientist representing Jefferson Parish may be required to testify at judicial, administrative or other proceedings with respect to certified test results. Please identify all civil service hearings, administrative hearings or court settings where they have been qualified as an expert to provide testimony involving drug testing.
12. What adulterants are you capable of identifying and do you automatically tests all samples for these substances? Describe the procedures or practices that you have in place to monitor and detect new adulterants as they come into common usage?



13. On the average, describe how long it takes to report a negative screen, and to report a positive screen and confirmation test to the Parish's Medical Review Officer (MRO)? How are the test results transmitted to the MRO?
14. Describe your non-DOT chain of custody form and collection kit. Please describe the differences between DOT testing and non-DOT testing relative to collection kits, chain of custody, testing procedures, storage, record keeping, confidentiality, and certifying results.
15. Supply the name, address, type of business, size of company, phone number, and contact individual for three of your local clients and provide a list of the total number of clients you have had for the last two years.