



SOQ No. 23-027

Forensic Evaluations for the 24th Judicial District Court
and Parish Courts

Submission Deadline: October 13, 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

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

**PUBLIC NOTICE
SOQ 23-027**

Forensic Services

The Parish of Jefferson, authorized by **Resolution No. 142599**, is hereby soliciting Statements of Qualification (**General Professional Services Questionnaire**) from individuals or firms interested in providing Forensic Evaluations for the 24th Judicial District Court and Parish Courts. All services must be carried out in full compliance with all Local, State and Federal Laws or regulations concerning Health Care Services.

Deadline for Submissions: October 13, 2023

Scope of Services shall include the following:

- (A) Individuals performing evaluations must be board certified licensed psychologists and/or psychiatrists.
- (B) Qualifying applicant shall provide all necessary administrative support personnel and office space to provide services.
- (C) Qualifying applicants shall conform to appropriate professional ethical guidelines regarding scope of practice.
- (D) Individuals shall be required to have Professional Liability Insurance.

Compensation

The candidate shall propose a price per evaluation.

The following ranking criteria will be used to evaluate the submittals from each firm:

- (A) Proposer's qualifications. (35) points
- (B) Demonstrated ability to provide the required services, including evaluations, evaluation reports, comprehensive testimony, administrative support staff and office space. (35) points.
- (C) Demonstrated ability to respond to the Courts' needs on a timely basis. (30) points

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** 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 Profession Services**) 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: September 13, & 20, 2023