



SOQ No. 25-006

Supplemental Legal Services

Submission Deadline: February 20, 2025 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  
Mark Buttery  
Mark.Buttery@[jeffparish.gov](mailto:jeffparish.gov)  
(504)-364-2810

**PUBLIC NOTICE**  
**SOQ 25-006**

**Supplemental Legal Services**

The Parish of Jefferson, authorized by **Resolution No. 145683** is hereby soliciting a Statement of Qualifications (**Professional Legal Services Questionnaire**) from persons or firms interested in providing various professional legal services.

**Deadline for Submissions: 3:30 p.m., February 20, 2025**

The following criteria, listed in order of importance, will be used to evaluate the statement of the firms submitting, with only those persons and/or firms receiving an overall cumulative score of at least seventy (70) percent or greater, of the total possible points for all categories to be assigned by the participating legal services evaluation committee members shall be deemed qualified to perform outside legal services tasks:

- (1) Professional training and experience in relation to the type of work required for the outside legal services. (Maximum points awarded shall be thirty-five (35).)
- (2) Size of firm and capacity for timely completion of newly assigned work considering the number of professional and support personnel required to perform the type of outside legal service tasks and the firm's current unfinished workload. (Maximum points awarded shall be thirty (30).)
- (3) Past performance by person or firm on parish contracts. Assertions of fault by a person or firm, which shall include time delays, cost over-runs, and/or malfeasance in prior work completed for the parish shall be evidenced by substantiating documentation provided by the parish attorney and received by the chairman of the evaluation committee a minimum of two (2) weeks prior to the scheduled date of the legal services evaluation committee meeting. (Maximum points awarded shall be ten (10).)
- (4) Location of the principal office where work will be performed. Preference shall be given to persons or firms with a principal business office at which the work will be performed as follows: (1) Jefferson Parish, including municipalities located within Jefferson Parish (15 points); (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 points); (3) Parishes other the foregoing (ten (10) points); (4) outside the State of Louisiana (six (6) points). Maximum points awarded shall be fifteen (15).)
- (5) Adversarial legal proceedings between the parish and the person or firm performing professional services, in which the parish prevailed, and excluding those instances or cases where the person or firm was added as an indispensable party, or where the person or firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or firm fails to provide accurate and detailed information regarding legal proceedings with the parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. (Maximum points awarded shall be fifteen (15) for the lack of any such adversarial proceedings as defined.)
- (6) Prior successful completion of projects of the type and nature of legal services, as defined, for which firm has provided verifiable references. (Maximum points to be awarded shall be five (5).)

That the person and/or firm submitting a Statement of Qualifications (**Professional Legal Services Questionnaire**) shall have the following minimum qualification: at least one Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is licensed to practice law in the State of Louisiana, with a minimum of five (5) years' experience.

All persons and/or firms must submit a Statement of Qualifications (Jefferson Parish Professional Legal Services Questionnaire) by clicking on “Business with the Parish” under Business Services, and then clicking on “Professional Legal Services Questionnaire”, and submit a Statement of Qualifications (Professional Legal Services Questionnaire) for each sub-consultant firm or individual. (Refer to Jefferson Parish code Ordinance, Section 2-928).

Submissions are to be submitted on the eProcurement site at [www.jeffparishbids.net](http://www.jeffparishbids.net).

Those submissions will only be accepted electronically via the Parish’s eProcurement system, Central Bidding. Central Bidding can be accessed by visiting either [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). All vendors will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: [www.centralauctionhouse.com/registration](http://www.centralauctionhouse.com/registration).

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.

Insurances 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 District Court.

**ADV: The New Orleans Advocate: February 5, and 12, 2025**

## **Professional Legal Services Questionnaire Instructions**

- The Professional Legal Services Questionnaire shall be used for outside legal services.
- **The Professional Legal Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the Professional Legal Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

## Professional Legal Services Questionnaire

**A. Person or Firm Name & Principal Address:**

**B. Name, Title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is licensed to practice law in the State of Louisiana with a minimum of five (5) years' experience:**

**C. Location of the principal:**

**D. Please check the legal field or fields in which Firm is qualified to perform services for Jefferson Parish and include the number of years of experience in that particular field.**

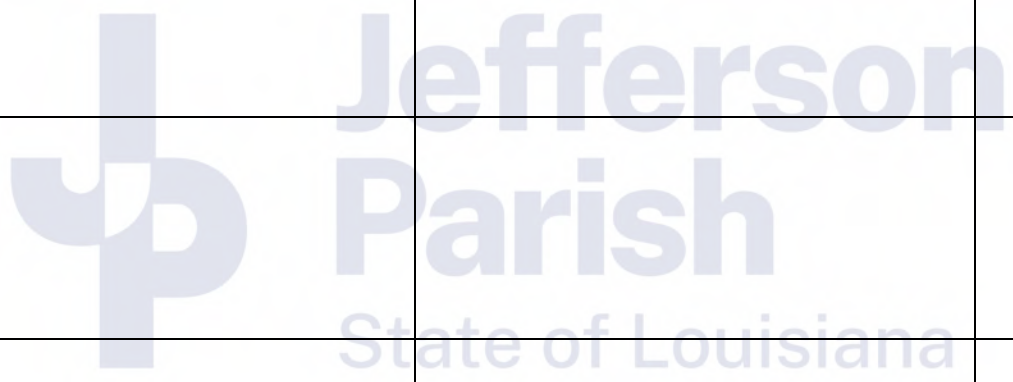
- |                                                                           |                                                                                                                         |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bond Services (Years: _____)                     | <input type="checkbox"/> Science & Technology Law (Years: _____)                                                        |
| <input type="checkbox"/> Elections (Years: _____)                         | <input type="checkbox"/> State & Local Government Law (Years: _____)                                                    |
| <input type="checkbox"/> Administrative & Regulatory (Years: _____)       | <input type="checkbox"/> Taxation (Years: _____)                                                                        |
| <input type="checkbox"/> Antitrust Law (Years: _____)                     | <input type="checkbox"/> Tort Trial & Insurance Practices (Years: _____)                                                |
| <input type="checkbox"/> Business Law (Years: _____)                      | <input type="checkbox"/> Complex Litigation (including asbestos litigation)<br>(Years: _____)                           |
| <input type="checkbox"/> Criminal Justice (Years: _____)                  | <input type="checkbox"/> Securities (Years: _____)                                                                      |
| <input type="checkbox"/> Dispute Resolution (Years: _____)                | <input type="checkbox"/> Ethics Law (Years: _____)                                                                      |
| <input type="checkbox"/> Environmental, Energy & Resources (Years: _____) | <input type="checkbox"/> Civil Service Matters (Years: _____)                                                           |
| <input type="checkbox"/> Health Law (Years: _____)                        | <input type="checkbox"/> Civil Rights & the Constitution (Years: _____)                                                 |
| <input type="checkbox"/> Intellectual Property (Years: _____)             | <input type="checkbox"/> Municipal Representation (including liability &<br>intergovernmental conflicts) (Years: _____) |
| <input type="checkbox"/> International Law (Years: _____)                 | <input type="checkbox"/> Code Enforcement Matters (Years: _____)                                                        |
| <input type="checkbox"/> Labor & Employment Law (Years: _____)            |                                                                                                                         |
| <input type="checkbox"/> Public Contract Law (Years: _____)               |                                                                                                                         |

## Professional Legal Services Questionnaire

__ Public Utilities Law (Years: _____) __ Communications Law (Years: _____) __ Transportation Law (Years: _____) __ Property (Years: _____) __ Trust & Estate Law (Years: _____) __ Other/specific project as required by the advertisement (Years: _____)	__ Oil Spill Litigation (Years: _____) __ Public Finance (Years: _____) __ Land Use, Planning & Zoning Law (Years: _____) __ Economic Development (Years: _____) __ Construction Law (Years: _____)
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**E. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		
4.		



**Professional Legal Services Questionnaire**

**F. Professional Training and experience in relation to the type of work required for the outside legal services.**



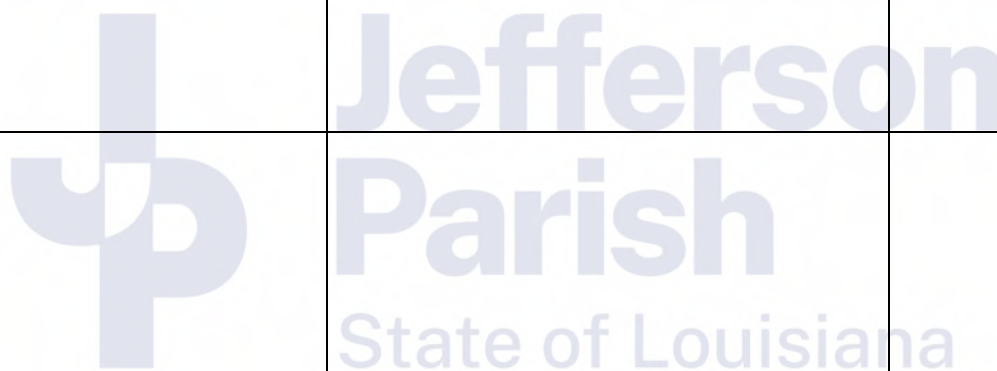
**G. Size of Firm and capacity for timely completion of newly assigned work considering the number of professional and support personnel required to perform the type of outside legal services tasks and the Firm's current unfinished workload.**

**Professional Legal Services Questionnaire**

i. Please specify the total number of support staff that may assist in the completion of a matter for each area of the law selected above: \_\_\_\_\_

ii. List any attorneys that may assist in the completion of a matter for each area of the law selected above. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm’s attorneys that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

Name:	Legal Field:	Years of Experience in Legal Field:
1.		
2.		
3.		
4.		
5.		





## Professional Legal Services Questionnaire

**H. Past performance by person or Firm on Parish contracts. Please attach additional pages if necessary.**

**I. Adversarial legal proceedings between the Parish and the person or Firm performing professional services, in which the Parish prevailed, and excluding those instances or cases where the person or Firm was added as an indispensable party, or where the person or Firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or Firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. Please attach additional pages if necessary.**

**Professional Legal Services Questionnaire**

**J. Prior successful completion of projects of the type and nature of legal services, as defined, for which Firm has provided verifiable references. (List no more than 10 projects.)**

1.

2.

3.



4.

5.

**Professional Legal Services Questionnaire**

6.

7.

8.



9.

10.

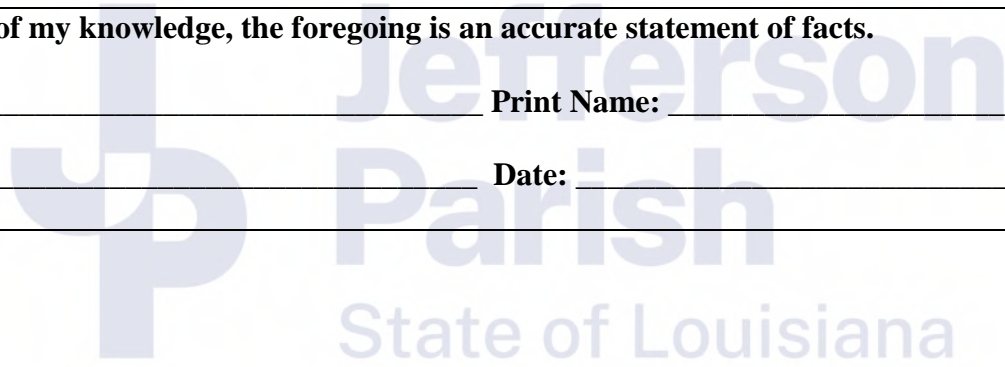
**Professional Legal Services Questionnaire**

**K. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

**L. To the best of my knowledge, the foregoing is an accurate statement of facts.**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Statement of Qualifications Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

**Statement of Qualifications**

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a Statement of Qualifications (SOQ) to \_\_\_\_\_  
\_\_\_\_\_ (Briefly describe the services the SOQ  
will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B** \_\_\_\_\_ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

**Choice B** \_\_\_\_\_ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*



That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.