



**SOQ No. 25-022**

**Provide Professional Federal Lobbying Services for Jefferson Parish**

**Submission Deadline: July 10, 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**

**Purchasing Specialist III: Shanna Folse  
Purchasing Specialist III: [shanna.folse@jeffparish.gov](mailto:shanna.folse@jeffparish.gov)  
Purchasing Specialist III: (504)-364-2680**

**PUBLIC NOTICE**  
**SOQ 25-022**

**Federal Lobbying Services for Jefferson Parish**

The Parish of Jefferson, authorized by **Resolution No. 146586** is hereby soliciting a Statement of Qualifications (General Professional Questionnaire) from firms and/or individuals interested in representing Jefferson Parish before Federal Agencies and to act as legislative and administrative consultant for the Parish of Jefferson in Washington, D.C. and in such other places, such as Federal regional offices, as appropriate, for a two (2) year term.

**Deadline for Submissions: 3:30 p.m., July 10, 2025**

The firms and/or individuals submitting Statements of Qualifications (General Professional Questionnaire) must identify all sub-consultant firms which they expect to use to provide professional services, and submit a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code of Ordinance, Section 2-928).

The firm(s) or individual(s) selected for this work shall: advise and consult on behalf of the Parish of Jefferson with the Executive and Legislative branches of the Federal government, and all of its departments and agencies, as may be necessary to further the interests of the Parish of Jefferson; obtain and furnish to the Parish of Jefferson such information as may be available on Federal programs and Federal regulatory matters in which the Parish indicated an interest; review, evaluate and advise the Parish of Federal government, executive, legislative and administrative proposals, rules and regulations in which the Parish of Jefferson expressed an interest; review, evaluate and advise Parish of Jefferson on proposals which are prepared for submission to Federal agencies, when requested; act as liaison with the Louisiana Congressional Delegation and keep it informed of the interests and position of the Parish of Jefferson on pending legislation; assist the Parish of Jefferson regarding appearances by Parish officials before Congressional committees and administrative agencies, and arrange appointments upon request; appear and represent the Parish of Jefferson before Congressional committees upon request; initiate contact with Federal agencies to promote interests of Jefferson Parish when Parish proposals are under consideration by such Federal agencies to obtain the most favorable consideration; advise, consult and assist with representatives of the private sector who are engaging in, or endeavoring to engage in Federally assisted economic development when requested by the Parish of Jefferson; and appear before the Parish President and/or Jefferson Parish Council whenever requested to do so by the Parish President and/or Council for the purpose of providing information and answering questions regarding matters covered by this by agreement.

**Compensation**

Compensation for the required services will be made on an hourly rate basis, or a fixed fee basis, or a combination thereof. The Parish of Jefferson reserves the right to determine method of payment (hourly or lump-sum).

Mutually agreeable fee arrangements under this agreement shall be negotiated with the consultant by the appropriate Parish Department end-user or representative of the Parish Administration.

**Evaluation Criteria**

The following criteria, listed with weighted importance shall be used to evaluate each firm submitting a Statement of Qualifications:

Professional Training and Experience	<u>25</u> points;
Past Performance on Public Contracts	<u>25</u> points;
Professional Accomplishments of Firm Members	<u>25</u> points;
Ability to provide preference in the event of a conflict	<u>15</u> points;
Location of office	<u>8</u> points;
Nature, quality and value of Prior Parish Work	<u>2</u> points;
TOTAL	<u>100</u> points

The person or firm submitting a Statement of Qualification (General Professional Questionnaire) 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 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 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 <https://www.jeffparish.gov/27/Government>. This questionnaire can be accessed by clicking on the + next to “Doing Business in Jefferson Parish” on the website and clicking on “Professional Services Questionnaires”.

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.

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 Court.

**ADV: The New Orleans Advocate: July 2, 2025**

## **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 \_\_\_\_\_.