



SOQ No. 25-023

**Provide Professional services for
Legislative and Administrative Consultant in Baton Rouge**

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, 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
Purchasing Specialist III: (504)-364-2680**

PUBLIC NOTICE
SOQ NO. 25-023

Legislative and Administrative Consultant in Baton Rouge

The Parish of Jefferson, authorized by **Resolution No. 146587** is hereby soliciting Statements of Qualifications (**General Professional Services Questionnaire**) from individuals or firms interested in representing Jefferson Parish before State Agencies and to act as legislative and administrative consultant for the Parish of Jefferson in Baton Rouge, Louisiana, and in such other places, such as State regional offices, as appropriate, for a two-year term.

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

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 Louisiana State government, and all of its departments and agencies, as may be necessary to further the interest of the Parish of Jefferson; obtain and furnish to the Parish of Jefferson such information as may be available on State programs and State regulatory matters in which the Parish indicates an interest; review, evaluate and advise on State government executive, legislative and administrative proposals, rules and regulations in which the Parish of Jefferson expresses an interest; review, evaluate and advise on Parish of Jefferson proposals which are prepared for submission to State agencies when requested; act as liaison with the Jefferson delegation and keep it informed of the interests and position of the Parish of Jefferson concerning pending legislation; assist the Parish of Jefferson regarding appearances by Parish of Jefferson officials before committees of the State legislature and administrative agencies; arrange appointments when requested to do so, and to appear before committees of the State legislature and administrative agencies; contact State agencies on the Parish's behalf when Parish of Jefferson applications are under consideration by such agencies to obtain the most favorable consideration thereto; advise, consult with, and assist representatives of the private sector engaging, or proposing to engage, in state-assisted economic development activities when requested; appear before the Parish President and/or Jefferson Parish Council whenever requested to do so by the Jefferson Parish President and/or Council for the purpose of providing information or answering questions with respect to matters covered by any ensuing agreement; and conduct lobbying related services, as required.

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 firms and/or individuals submitting Statements of Qualifications (**General Professional Services 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).

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 <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 are to be submitted on the eProcurement site at 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 or 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: <http://www.centralauctionhouse.com/SignUp>

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 24th Judicial Court.

ADV: The New Orleans Advocate: July 4, 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 _____.