



**SOQ No. 25-027**

**Provide Onsite Professional Primary Health Care and Medical Services  
to Juvenile Detainees for the Jefferson Parish Department of Juvenile  
Services**

**Submission Deadline: September 12, 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. Conditions. All submissions must be received on the Purchasing  
Department's eProcurement site, [www.jeffparishbids.gov](http://www.jeffparishbids.gov) by the SOQ  
submission deadline date and time. Late submissions will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053**

**Buyer Name: DONNA M EVANS  
Buyer Email: [donna.evans@jeffparish.gov](mailto:donna.evans@jeffparish.gov)  
Buyer Phone: 504-364-2691**

**Corrected  
PUBLIC NOTICE  
SOQ 25-027**

**To Provide Onsite Professional Primary Health Care and Medical Services  
To Juvenile Detainees for the  
Jefferson Parish Department of Juvenile Services**

The Parish of Jefferson, authorized by **Resolution No. 146786**, is hereby soliciting Statements of Qualifications (**General Professional Services Questionnaire**) from individuals or firms interested in providing onsite professional primary healthcare and medical services to juvenile detainees in the care, custody, and control of the L. Robert Rivarde Juvenile Detention Facility, located at 1550 Gretna Blvd., Harvey, LA, for the Department of Juvenile Services. 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: 3:30 p.m. on September 12, 2025**

**Scope:**

**A. Compliance & Procedures:**

1. In compliance with the accreditation standards set forth by the National Commission on Correctional Health Care (NCCHC) contractor shall hire and supervise personnel qualified by education training and/or experience to assist in providing required onsite primary healthcare and medical services.
2. Contractor shall develop and direct a medical services program which meets the accreditation standards of the National Commission on Correctional Health Care (NCCHC) within budgetary limitations as set forth by the Jefferson Parish Council.
3. Contractor shall have a minimum 10 years of experience in providing primary healthcare and medical services in a correctional center facility.
4. Contractor shall organize and implement training programs for correctional center officers and staff to include screening programs for the protection of personnel and inmates from communicable diseases in accordance with the National Commission on Correctional Health Care (NCCHC).
5. Contractor shall develop and implement policies, procedures, and guidelines for administration of the primary healthcare and medical services program.
6. Contractor shall perform all clinical and administrative duties necessary for operation of the primary healthcare and medical services program.
7. Contractor shall procure all supplies associated with the primary healthcare and medical services program, as an inclusive expense.
8. Contractor shall procure prescription medication prescribed for detainees, as a reimbursable expense.
9. Contractor shall maintain a monthly report of services & supplies provided and an expense report for all primary healthcare and medical services.
10. Contractor shall secure and maintain such coverages as set forth in the Standard Insurance Requirements of the Parish of Jefferson as required by Resolution 136353. Additionally, for the specific services herein the following additional coverages are required: A. Contractor shall secure primary, professional liability insurance/medical malpractice insurance covering provider and any personnel eligible for such insurance coverage by their status as a health care provider in accordance with La. R.S. 40:1299.41, et seq., as well as participate in the Louisiana Patients'

Compensation Fund. B. Contractor shall secure \$100,000 Sexual Abuse and Molestation Liability per claim; and \$100,000 Sexual Abuse and Molestation Liability annual aggregate. With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**B. Services:**

1. Contractor shall provide onsite full-time (Monday – Friday, 7am-3:30pm) professional primary healthcare and medical services to a maximum of 50 juvenile detainees in the care, custody, and control of the L. Robert Rivarde Juvenile Detention Facility, located at 1550 Gretna Blvd., Harvey, LA, for the Department of Juvenile Services, beginning on January 1, 2026.
2. Contractor shall provide 24 hour, 7 days a week, on call consultation (excluding Monday – Friday, 7am-3:30pm) professional primary healthcare and medical services to a maximum of 50 juvenile detainees in the care, custody, and control of the L. Robert Rivarde Juvenile Detention Facility, located at 1550 Gretna Blvd., Harvey, LA, for the Department of Juvenile Services, beginning on January 1, 2026.
3. Contractor shall perform medical examinations and evaluations of juveniles admitted to the L. Robert Rivarde Juvenile Detention Facility.
4. Contractor shall consult with staff regarding juvenile detainees and their medical needs.
5. Contractor shall diagnose medical needs and provide treatment for juvenile detainees.
6. Contractor shall refer juvenile detainees to outside referrals, if medically necessary.
7. Contractor shall utilize, where possible, public agencies (Office of Public Health) to reduce costs to Jefferson Parish.
8. Contractor shall provide training to certify staff nurse to conduct dental screenings.

**The following ranking criteria, listed in order of importance, will be used to evaluate the submittals from each firm:**

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The person or firm submitting a Statement of Qualification (**General Professional Services 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 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.gov](http://www.jeffparish.gov). 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.gov](http://www.jeffparishbids.gov). 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 and insurances are not required to be submitted with the Statement of Qualifications, but shall be submitted prior to contract approval, including any subs.

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: August 20, 27 and September 03, 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 \_\_\_\_\_.