



SOQ No. 25-031

Provide Legally Defensible Drug Screenings for the youth placed on Probation by the Jefferson Parish Juvenile Court for the Department of Juvenile Services

Submission Deadline: OCTOBER 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 II:
Purchasing Specialist II: donna.evans@jeffparish.gov
Purchasing Specialist II: (504)-364-2691**

PUBLIC NOTICE
SOQ 25-031
Drug Screening
for the
Jefferson Parish Department of Juvenile Services

The Parish of Jefferson, authorized by **Resolution No. 146986**, is hereby soliciting Statements of Qualifications (**General Professional Services Questionnaire**) from firms or individuals interested and qualified to provide legally defensible drug screenings for the youth placed on probation by the Jefferson Parish Juvenile Court, for the Department of Juvenile Services.

Deadline for Submissions: 3:30 P.M. on OCTOBER 10,2025

General

Many of the youth placed on probation by the Jefferson Parish Court present with substance abuse related challenges. Substance abuse testing enables us to accurately identify individuals in need of intervention. Once these needs are determined, we can address addiction related concerns through a combination of therapeutic services and structured probation supervision. Reducing substance abuse among probationers is strongly correlated with decreased rates of delinquency and recidivism within the juvenile justice system.

Scope of Services

As a minimum, the **scope of services** will include the following:

1. Timely completion of multi-panel screens for all major drug classifications, alcohol, designer and street drugs for the youths currently on probation.
2. Expert availability for technical assistance, result interpretation, and telephonic testimony.
3. Accessibility to screening forms and screen results via online porta.
4. Ability to prove and track the of chain of custody.
5. The supply of collection materials and packaging for the facilitation of in-house sample collection and corresponding paperwork.
6. Ability to provide initial and booster trainings to the Department of Juvenile Services Probation Department in collection procedure, chain of custody, result interpretation and other areas as both parties see fit.

Evaluation Criteria

The following criteria will be used to evaluate the statements submitted in response to this Public Notice:

1. Ability to provide accurate multi-panel substance abuse testing, including current street drugs, designer substances and alcohol, with proof of a small margin of error in past performances. (20 points)
2. Efficient timely completion of screens, proof of 24–48-hour turnaround times in past performances. (20 points)
3. Identifiable chain of custody, including a specified forensic procedure from sample collection through result identification for legally defensible results. (20 points)
4. Online portal accessibility to manage collections, including the ability to gather forms related to sample collection, check the status and results of screens. (20 points)
5. Professional training, certifications, and experience of staff in relation to drug screen collection. (10 points)
6. Accessibility to specialists who can interpret results, provide confirmation of results, and speak to future trends in drug use amongst youth. (10 points)

Minimum Requirements for Selection

1. At least one staff member with postgraduate level specialization in toxicology, pathology or related field. This employee will be on site at the screening facility and their job description shall include overseeing substance abuse testing.
2. The vendor under consideration shall employ lab technicians with specialized

training and background in toxicology, lab collection, chain of custody, and/or related fields.

Compensation

Compensation for the required services will be made on a per test basis or a fixed fee basis, or a combination of both, which will be negotiated upon award of contract.

Questionnaire and Submittals

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. All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must also provide a complete copy of the General Professional 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.

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 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.centrauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centrauctionhouse.com/registration.php.

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: September 17, 24 and October 01,2025

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 _____.