



SOQ No. 25-041

**Provide Professional Executive Search Services
to assist the Parish in Recruiting a Finance Director, an Accounting
Director and any other related positions on an as needed basis**

Submission Deadline: November 13, 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 25-041

Provide Professional Executive Search Services to assist the Parish in Recruiting a Finance Director, an Accounting Director and any other related positions on an as needed basis

The Parish of Jefferson, authorized by **Resolution No.147387**, is hereby soliciting a Statement of Qualifications (**General Professional Services Questionnaire**) from persons or firms interested in providing executive search services to assist the parish in recruiting a finance director, an accounting director and any other related positions on an as needed basis.

Deadline For Submissions: 3:30 p.m., November 13, 2025

General (Scope of Work)

That the Purchasing Department is hereby authorized to advertise for Statements of Qualifications from persons or firms interested in providing executive search services to assist the parish in recruiting a finance director, an accounting director and any other related positions on an as needed basis.

Evaluation Criteria

The following criteria shall be used to evaluate the Statements of Qualification the firms/individuals submit:

- 1.** Professional training and experience in relation to the type of work required for the services (Maximum points awarded shall be thirty (**30**)).
- 2.** Size of firm considering the number of professional and support personnel required to perform the tasks. (Maximum points awarded shall be ten (**10**)).
- 3.** Capacity for timely completion of the work. (Maximum points awarded shall be ten (**10**)).
- 4.** Past performance by person or firm on similar comparable projects preparing educational videos, fact sheets and public presentations (Maximum points awarded shall be ten (**10**)).
- 5.** Preference shall be given to persons or firms with a principal business office 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 (twelve (**12**) points); (**3**) parishes other than the foregoing (ten (**10**) points); (**4**) outside the State of Louisiana (six (**6**) points). (Maximum points awarded shall be fifteen (**15**)).
- 6.** Adversarial legal proceedings between the parish and the person or firm performing professional services, in which the parish prevailed or any ongoing adversarial legal proceedings between the parish and the person or firm performing professional services, 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 ten (**10**) for the lack of any such adversarial proceedings as defined).
- 7.** Prior successful completion of projects of the type and nature described, for which firm has provided verifiable references. (Maximum points to be awarded shall be fifteen (**15**)).

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 <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.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.

No submittals will be accepted after the deadline.

Affidavits and Insurance 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: November 5, and 12, 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 _____.