



SOQ-25-045

**Drug Testing for the Jefferson Parish Department of
Human Resource Management**

Submission Deadline: January 30, 2026 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: Ruby Tran

Purchasing Specialist II: Ruby.tran@jeffparish.gov

Purchasing Specialist II: (504)-364-2687

PUBLIC NOTICE
SOQ 25-045

Drug Testing for Jefferson Parish

The Parish of Jefferson, authorized by **Resolution No. 147584** is hereby soliciting a Statement of Qualifications **(General Professional Services Questionnaire)** from SAMHSA certified laboratories and CAP-FUDT certified laboratories interested in performing specimen collection and testing of forensic samples provided by employees and prospective employees of Jefferson Parish for analysis of drug and alcohol content, according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs.

Deadline for Submissions: 3:30 p.m., January 30, 2026

The vendors submitting a Statement of Qualifications must complete the **(General Professional Services Questionnaire)** and the Human Resource Management Questionnaire.

MINIMUM QUALIFICATIONS - in order to be considered the proposer must meet the following:

1. The laboratory must be certified by SAMHSA and/or CAP-FUDT;
2. The laboratory must have demonstrated experience in handling large employee populations, preferably over 2,000 employees.

EVALUATION CRITERIA: The following criteria will be used to evaluate each firm submitting a statement of qualifications:

1. Demonstrated ability to provide required services; include professional experience in providing similar services to a population of 2,000 plus employees and include references from agencies for which similar scope of services are currently being provided with a contact person and telephone number for each reference; describe experience in providing expert testimony in Louisiana, Federal and State courts and administrative hearings; and describe other related experiences. **(maximum of 25 points)**
2. Demonstrated ability to respond to the Parish's needs on a timely basis. Provide the educational background and work experience of the staff members who are responsible for testing and certifying test results to Jefferson Parish. Attach copies of all university diplomas and degrees, professional licenses, certificates, and curriculum vitae of all employees assigned to provide services for this contract; and information regarding other relevant abilities to respond; and identify the location of the principal office where work will be performed, with preference being given to persons or firms with offices located in Jefferson Parish. **(maximum of 25 points)**
3. Provide information demonstrating the Proposer's understanding of the nature and scope of this project. **(maximum of 25 points)**
4. Cost for services –Include fees to be charged for on-premises and off-premises alcohol and drug testing services. Also provide the fees for expert witness testimony by your laboratory director and toxicologist at judicial, administrative or other proceedings with respect to specimens tested by your lab. And, the fees for expert witness testimony by a technician or technologist. **(maximum of 25 points)**

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/468/Statement-of-Qualifications-SOQ>.

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at www.centrallauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centrallauctionhouse.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: January 7, 14, and 21, 2026

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 _____.