



SOQ No. 26-004

Provide 24-Hour Supplemental Emergency Veterinary Services on an As-Needed Basis for Jefferson Parish Animal Welfare Services (JPAWS)

Submission Deadline: April 24, 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: Sean Dumas
Purchasing Specialist II: Sean.Dumas@jeffparish.gov
Purchasing Specialist II: (504)-364-2808

PUBLIC NOTICE
SOQ#26-004

Provide 24-Hour Supplemental Emergency Veterinary Services on an As-Needed Basis for Jefferson Parish Animal Welfare Services (JPAWS)

The Parish of Jefferson, authorized by **Resolution No.148071** is hereby soliciting the submittal of a Statement of Qualifications (**General Professional Services Questionnaire**) from persons or firms qualified and interested in providing **24-hour Louisiana Licensed Veterinary Supplemental Emergency Services** (“Supplemental Veterinary Care”) on an as-needed basis for the Department of Jefferson Protection & Animal Welfare Services. “Supplemental Veterinary Care” shall include, but not be limited to: 24-hour services in instances when JPAWS does not have a veterinarian on site; when an animal requires care in excess of that which JPAWS is capable of providing in-house; emergency after-hours services; and/or overflow services as needed. (Parish wide)

Deadline for Submissions: 3:30 p.m., April 24, 2026

Minimum Requirements for Selection

1. The persons or firms under consideration shall have at least one (1) Louisiana licensed Doctor of Veterinary Medicine on staff.

Evaluation Criteria

All proposals shall be evaluated with respect to the completeness of data provided, support for all claims made, and the overall approach taken. The following criteria will be used to evaluate each person or firm submitting a Statement of Qualifications. – Maximum points awarded shall be **100**:

- (A) The nature, quantity, and value of work to be performed as matched by the person and/or firm submitting, including, but not limited to consideration of the 24-hour services, diagnostic equipment, and emergency/critical care capabilities. - Maximum points awarded shall be **25**.
- (B) The size of the firm based on the number of personnel, as related to the project requirements and/or scope. – Maximum points awarded shall be **25**.
- (C) Professional training and experience, both generally and in relation to the type and magnitude of work required for the particular project. – Maximum awarded points shall be **15**.
- (D) Capacity for timely completion of the work, taking into consideration the person’s or firm’s current, and projected, workload and professional and support manpower. – Maximum award points shall be **15**.
- (E) Location of the principal office where work will be performed, with preference being given to persons or firms with offices located in Jefferson Parish at **(15 points)**, and all other areas at **(5 points)**. – Maximum awarded points shall be **15**.
- (F) Past and current professional accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered. – Maximum points awarded shall be **5**.

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.centralauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centralauctionhouse.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: March 11, 18, and 25, 2026

Statement of Qualifications Affidavit Instructions

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

The Affidavit MUST comply with the following requirements to be accepted.

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

Affidavits with the following WILL NOT be accepted.

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

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 duly sworn by me, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
who submitted a Statement of Qualifications (SOQ) to the Parish of Jefferson to _____
_____ (Briefly describe the services.).

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. 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, if known to the Affiant, the date of any such solicitation shall be 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 _____.