



**SOQ No. 26-005**

**To Provide Professional Pre-Award Grant Services**

**Submission Deadline: April 09, 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](http://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](mailto:donna.evans@jeffparish.gov)  
Purchasing Specialist II: (504)-364-2691**

**PUBLIC NOTICE**  
**SOQ # 26-005**  
**TO PROVIDE PROFESSIONAL PRE-AWARD GRANT SERVICES**

The Parish of Jefferson, authorized by Resolution No. 148082 is hereby soliciting a Statement of Qualifications (General Professional Services Questionnaire) from persons or firms interested in providing pre-award grant support services including but not limited to grant research, opportunity monitoring, application development, technical assistance, and other duties as assigned on an as needed basis by mutual consent of the Parties and approval by the Parish Council (Parishwide).

**Deadline for Submissions: 3:30 p.m., April 09,2026**

**Scope of Work**

Soliciting submittals of Statements of Qualifications from professional firms or individuals interested and qualified to provide pre-award grant support, including but not limited to grant research, opportunity monitoring, application development, technical assistance, and other duties as assigned on an as needed basis for the Jefferson Parish Department of Public Safety Grants and Administration and other Departments as needed for a period of three years with an option to extend the contract for two additional one-year periods, if agreeable by both parties.

**Minimum Requirements for Selection**

1. Shall have at least one (1) firm representative who has at least five (5) years of experience in providing the same or similar grant pre-award support services to government clients.

**Evaluation Criteria**

That the following ranking criteria will be used to evaluate the submittals:

1. **Firm Qualifications and Relevant Grant Experience** - Professional qualifications and experience of the firm in providing grant research, identification, and application development services for local governments or public entities of similar size, scope, and complexity. **(Maximum points awarded shall be twenty (20) points)**
2. **Pre-Award Grant Success and Past Performance** - Demonstrated history of successful grant awards and overall performance on similar pre-award grant engagements, including the type, quantity, and value of Jefferson Parish pre-award work previously and currently being performed by the firm, as applicable. **(Maximum points awarded shall be twenty (20) points)**
3. **Technical Expertise and Subject-Matter Capabilities** - Ability to provide specialized technical or subject-matter expertise necessary to strengthen competitive grant applications, including demonstrated geographic and community knowledge of Jefferson Parish, its municipalities, and surrounding coastal areas. **(Maximum points awarded shall be fifteen (15) points)**
4. **Knowledge of Grant Systems, Regulations, and Compliance** - Familiarity with major grant systems, regulations, and compliance requirements applicable to pre-award activities. **(Maximum points awarded shall be fifteen (15) points)**
5. **Staffing, Capacity, and Ability to Meet Deadlines** - Capacity of the firm to manage multiple assignments simultaneously and meet critical grant deadlines. **(Maximum points awarded shall be ten (10) points)**
6. **Qualifications of Assigned Personnel** - Qualifications and experience of key personnel who would be assigned to Jefferson Parish projects, including demonstrated public-sector grant experience. Proposers shall identify qualified staff, including **Certified Grant Professionals (GPC)** or personnel with extensive experience providing grant research, pre-award planning, and grant application development for governmental entities. **(Maximum points awarded shall be ten (10) points)**
7. **Location of the Principal Office** - Preference shall be given to persons or firms with a principal business office at which the work will be performed as follows: (a) Jefferson Parish, including municipalities located within Jefferson Parish (10 Points); (b) Neighboring parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (7 Points); (c) Parishes other than the foregoing (5 Points); (d) Outside the State of Louisiana (2 Points). **(Maximum points awarded shall be ten (10) points)**
8. **Proposed fee schedule** - Fee schedule should be presented such that the fees for various levels of staff based upon experience is presented separately. **(Maximum points awarded shall be ten (10) points)**

## **General**

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)

With regard to the questionnaire, **Principal** means the sole proprietor of the firm, or one who shares an ownership interest with other persons in the firm, including but not limited to, a partner in a partnership, a shareholder in a corporation, or a member of a limited liability corporation.

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](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). 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).

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No submittals will be accepted after the deadline.

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 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: March 18, 25 and April 01, 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 \_\_\_\_\_.