



SOQ No. 26-013

Provide Court Reporting Services on an as Needed Basis

Submission Deadline: May 14, 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: Stacey Champagne
Purchasing Specialist II: stacey.champagne@jeffparish.gov
Purchasing Specialist II: (504)-364-2688**

ARE YOU A VENDOR WITH JEFFERSON PARISH?

Jefferson Parish is in the process of updating its procurement system. All vendors are encouraged to register for an upcoming training session to learn more about the new system and what to expect. Don't miss your chance to learn how to register, update your profile, and upload certifications, insurance, and licenses!

Register to attend one of the training sessions listed below at www.JeffParish.gov/Purchasing



Friday,
May 8, 2026



East Bank Regional Library -4747 West
Napoleon Avenue, Metairie, LA 70001



1:45 to
4:00 PM



Friday,
May 15, 2026



General Government Building -200 Derbigny Street,
2nd Floor Council Chambers, Gretna, LA 70053



1:30 to
4:30PM

Vendor Registration for the new system will open on Monday, May 18, just before Memorial Day. If you don't register, you won't be able to bid on any future opportunities. For questions, please email My.Ngo@jeffparish.gov.



JEFFERSON PARISH

OFFICE OF THE PARISH PRESIDENT



CYNTHIA LEE SHENG
PARISH PRESIDENT

April 22, 2026

Re: Action Required from our Vendor Community – Jefferson Parish Transition to New Financial Management System

Dear Jefferson Parish Vendor,

Jefferson Parish is pleased to announce that we are transitioning to a new Financial Management System — an Enterprise Resource Planning (ERP) solution by Infor Public Sector— which will replace our current financial system. The new system is scheduled to go live on July 1, 2026, and represents a significant step forward in improving efficiency, transparency, and service across our financial and procurement operations.

As part of this transition, Jefferson Parish will soon begin a phased migration from our legacy Financial Management System to our new ERP. During this time, certain financial and procurement activities will be limited or temporarily paused to shift workflows and data to the new system. Specifically, this includes the issuance of new Purchase Orders, the awarding of new contracts, and the processing of invoices for payment. We strongly encourage vendors to plan accordingly to minimize any disruption to your operations.

Additionally, ALL VENDORS will be REQUIRED to register in the new Infor Supplier Portal to interact with the Parish's Purchasing Department to ensure continued eligibility for payments and contract opportunities with the Parish. Through the new Infor self-service Supplier Portal, our vendors will be able to better manage their profiles, respond to solicitations, track Purchase Orders, and upload invoices, certifications, insurance documents, and licenses.

Registering in the Infor Supplier Portal is MANDATORY. To assist our vendor community, the Parish Purchasing Department will host two Infor Supplier Portal training sessions—details are below and in the attached flyer.

The following are noteworthy dates to prepare you for our transition to the new Infor ERP:

- May 8th – Supplier Portal Training at East Bank Regional Library (first of two training opportunities)
- May 15th – Supplier Portal Training at General Government Building, Gretna (final training opportunity)
- May 22nd – Final day for issuance of new Purchase Orders
- June 5th – Final day to submit invoices for payment
- June 13th – June 30th – full stop of accounting processes



JEFFERSON PARISH

OFFICE OF THE PARISH PRESIDENT



CYNTHIA LEE SHENG
PARISH PRESIDENT

We strongly encourage all vendors to submit invoices, payment requests, and any outstanding documentation as early as possible, no later than June 5th, to help minimize potential delays. Please be assured that every effort is being made to complete this transition as efficiently as possible. We expect normal accounting operations to resume in early July as our Finance team and Infor are committed to minimizing any disruption to our valued vendor partners.

If you have any questions or require assistance during this time, please contact our Purchasing Department at 504-364-2690 or email My.Ngo@jeffparish.gov.

We appreciate your continued partnership and cooperation during this important transition.

Sincerely,

Cynthia Lee Sheng
Jefferson Parish President

PUBLIC NOTICE
SOQ 26-013

Provide Court Reporting Services on an as Needed Basis

The Parish of Jefferson, authorized by **Resolution No. 148425** is hereby soliciting a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire (rev. 02/22/2022)) from persons or firms interested in contracting with the Parish to provide court reporting services on an as needed basis for the Parish of Jefferson including but not limited to all Parish departments, boards and commissions.

Deadline for Submissions: 3:30 p.m., May 14, 2026

The persons or firms under consideration shall have at least one (1) principal who has at least five (5) years' experiences in the performance of court reporting services. The following ranking criteria, listed in order of importance, shall be used to evaluate the submittals from each firm/individual submitting to provide court reporting services on an as needed basis:

- A. Professional qualifications, training and experience of the firm/individuals assigned to this project and the breadth of their experience in the performance of court reporting services. **(25 Points)**
- B. Fee Proposal. The firm shall submit a fee proposal for consideration. The proposal must include the Appearance Fee for each proposed employee/subcontractor, including costs for certified transcripts. The firm may also propose additional fees. All fees are subject to negotiation; inclusion of any item in the proposal does not guarantee or entitle the firm to payment of that fee. **(25 Points)**
- C. Size of firm; Capacity for timely completion of work. **(20 Points)**
- D. Nature, quantity and value of Jefferson Parish court reporting services previously and currently being performed. **(15 Points)**
- E. Nature, quantity and value of court reporting services performed for other public entities. **(10 Points)**
- F. Location of the office where the work will be performed. Preference shall be given to persons or firms with a principal business office at which the work will be performed as follows: (1) Jefferson Parish, including municipalities within Jefferson Parish – **5 Points**; (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes: Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes – **3 Points**; (3) Parishes other than the foregoing – **2 Points**

Submittals for Court Reporters must include fee proposals. All firms or individuals must submit a Statement of Qualification (General Professional Services Questionnaire). Each sub-consultant 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 sub-consultants) 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: May 6, and May 13, 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 _____.