

CORRECTED
PUBLIC NOTICE
SOQ EVENT #154

Provide Court Reporting Services on an as Needed Basis for the Parish of Jefferson

The Parish of Jefferson, authorized by **Resolution No. 149077** is hereby soliciting a Statement of Qualifications (**Jefferson Parish General Professional Services Questionnaire**) 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., September 24, 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 www.jeffparish.gov/Supplier.

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at www.jeffparish.gov/supplier.

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: September 2, 9, and September 16, 2026