

## **CORRECTED PUBLIC NOTICE**

### **SOQ EVENT NO. 206**

**To provide qualified licensed Occupational Medicine Provider with an East or West Bank office who is interested in performing Occupational Medicine services including pre-employment, fitness for duty and other physical examinations, specimen collection for drug and alcohol tests, and administering medical treatment for Jefferson Parish employees and prospective employees.**

Jefferson Parish is hereby soliciting Statements of Qualifications (Jefferson Parish General Professional Services Questionnaire) from vendor(s) interested and qualified in providing Medical Review Officer services for the Parish substance use program including drug and/or alcohol testing and medication review for employees and prospective employees and to provide for related matters.

Proposer must conduct business in an office/practice on either the East Bank or West Bank of Jefferson Parish. The Jefferson Parish Council may award these contract services to one or more vendors as they deem appropriate based on the submittals received.

**Deadline for Submissions: October 30, 2026 at 3:30 PM**

#### **Minimum Qualifications**

In order to be considered the proposer must meet the following:

1. The proposer must hold a current Louisiana State Medical License, and must be in good standing.
2. Proposer must conduct business in an office/practice on either the East Bank or West Bank of Jefferson Parish, or both.
3. Proposer's office staff should consist of an occupational doctor, at a minimum two (2) medical assistants, and one (1) support staff member.

#### **Evaluation Criteria:**

The following criteria shall be used to evaluate the Statements of Qualification the of vendors submitting.

1. Proposer's qualifications. **(25 points).**
2. Demonstrated ability to respond to the Parish's needs on a timely basis. The proposer's office staff should at a minimum consist of one (1) doctor, two (2) medical assistants, and one (1) support staff member; please include names and titles of office staff and please state whether they have certifications and licenses that are related to occupational medicine; and identify any other relevant abilities of staff to respond. **(25 points)**
3. Demonstrated ability to provide required services; include professional experience in providing similar services to a population of 2,000 or more employees and include references from agencies for which similar scope of services are currently being provided

which includes contact person and telephone number for each reference; identify the number of years that your practice has included occupational medicine, indicate whether it is full or part-time and other related experiences. **(20 points)**

4. Cost of services – See Attachment B. **(20 points)**
5. Provide information demonstrating the proposer’s understanding of the nature and scope of this project. **(10 points)**

Proposals are to be submitted on the new Supplier Portal and eProcurement site at [www.jeffparish.gov/supplier](http://www.jeffparish.gov/supplier). Submissions will only be accepted electronically via the Parish’s e-Procurement system. Suppliers are able to browse solicitations anonymously, but will be required to register for free in order to submit for any solicitation.

No submittals will be accepted after the deadline. (Resolution No. 49183). All vendors must submit a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire) and the Human Resource Management Questionnaire. A copy of the Jefferson Parish General Professional Services Questionnaire may be obtained by calling the Jefferson Parish Purchasing Department at (504) 364-2678 OR (504) 364-2682 or the Jefferson Parish website at [www.jeffparish.gov](http://www.jeffparish.gov). Submissions shall be submitted on the eProcurement site at [www.JeffParish.gov/Supplier](http://www.JeffParish.gov/Supplier).

All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors’ complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928

Disputes/Protests relating to this procurement shall be brought before the 24<sup>th</sup> Judicial Court per Jefferson Parish Code of Ordinance Sec. 2-932.

Affidavits and Certificates of Insurance must be provided at the time the contract is approved.

## LIST OF ATTACHMENTS

The following attachments are made a part of this Statements of Qualifications. Please respond completely to all as indicated.

|              |                                         |
|--------------|-----------------------------------------|
| Attachment A | Human Resource Management Questionnaire |
| Attachment B | Cost Schedule                           |

**ADV: The New Orleans Advocate: September 30, October 7, & October 14, 2026**