

PUBLIC NOTICE

SOQ EVENT NO. 205

PROVIDE MEDICAL REVIEW OFFICER SERVICES FOR THE PARISH'S SUBSTANCE USE PROGRAM INCLUDING DRUG AND/OR ALCOHOL TESTING AND MEDICATION REVIEW FOR EMPLOYEES AND PROSPECTIVE EMPLOYEES

The Parish of Jefferson, authorized by **Resolution 149182** is hereby soliciting Statement of Qualifications (**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

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. The proposer must hold a current certificate as a Medical Review Officer accredited by the federal drug testing law/SAMHSA. If proposer subcontracts with specimen collectors, they must be SAMHSA certified.
3. Proposer must be qualified as an expert Medical Review Officer in a Louisiana, Federal or State court.
4. Proposer must conduct business in an office/practice on either the East Bank or West Bank of Jefferson Parish.

Evaluation Criteria:

1. Proposer's qualifications and Professional Credentials as listed in Section J of General Professional Questionnaire, or other documents as provided: Proposer's experience and qualifications as they align with the Minimum Qualifications, including the length and extent of experience as a Medical Review Officer; current Louisiana medical licensure and professional standing; MRO certification and experience performing services in accordance with applicable federal drug-testing requirements, including SAMHSA requirements; experience serving as an expert witness in Louisiana, federal, or state courts or in civil service matters; specialized training and continuing education related to drug and/or alcohol testing and medication review; and any additional professional credentials, certifications, or qualifications directly relevant to the Scope of Services. – (Maximum points awarded shall be **20**).
2. Demonstrated ability to provide required services as evidenced through References and past projects listed in Section K and M of General Professional Questionnaire, or other documents as provided; include professional experience in providing similar services to a population of 2,000 or more employees include references from agencies for which similar scope of services are currently being provided and include contact person and telephone number for each reference; experience in providing expert testimony in Louisiana, Federal and State courts, or civil service appeals; participation or attendance at continuing education seminars for Medical Review Officer; and other related experiences. – (Maximum points awarded shall be **20**).
3. Demonstrated ability to respond to the Parish's needs on a timely basis. The vendor's office staff should at a minimum consist of one (1) doctor, two (2) medical assistants and one (1) support staff member; please include office staff and please state whether they have training in drug and/or alcohol testing and

medication review processes and procedures; and other relevant abilities to respond. – (Maximum points awarded shall be 25).

4. Cost of Services includes record review, consultations, expert witness testimony, medication review, and office visits relating to drug and alcohol testing results. – (Maximum points awarded shall be 25).
5. Provide information demonstrating the Proposer's understanding of the nature and scope of this project. Response should demonstrate the Proposer's understanding of the role of an MRO in the Parish's substance use program, including the provision of drug and/or alcohol testing services and medication review for employees and prospective employees. The Proposer should describe its proposed approach to performing the Scope of Services, including its understanding of applicable federal and state requirements, MRO responsibilities, review and verification of test results, medication review, communication of results, confidentiality requirements, and coordination with the Parish. The evaluation shall consider the extent to which the Proposer's response demonstrates a clear understanding of the Parish's operational needs and the specific services identified in the Scope of Service. – (Maximum points awarded shall be 10).

Proposals are to be submitted on the new Supplier Portal and eProcurement site at 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. 149182)**. All vendors must submit a Statement of Qualifications (General Professional Services Questionnaire) and the (Human Resource Management Questionnaire). A copy of the General Professional Services Questionnaire may be obtained by calling the Jefferson Parish Purchasing Department at (504) 364-2678 or the Jefferson Parish website at <https://www.jeffparish.gov/468/Statement-of-Qualifications-SOQ>.

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 24th 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.

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