

**Statements of Qualifications
for interested SAMHSA certified and CAP-FUDT certified laboratories to perform
laboratory services for employees and prospective employees.**

SOQ EVENT NO. 204

PUBLIC NOTICE

The Parish of Jefferson, authorized by **Resolution No.149184** is hereby soliciting a Statement of Qualifications (**General Professional Services Questionnaire**) from SAMHSA certified laboratories and CAP-FUDT certified laboratories interested in performing specimen collection and testing of forensic samples provided by employees and prospective employees of Jefferson Parish for analysis of drug and alcohol content, according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs, 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: 3:30 p.m., November 10,2026

Minimum Qualifications:

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

1. The laboratory must be certified by SAMHSA and/or CAP-FUDT;
2. The laboratory must have demonstrated experience in handling large employee populations, preferably over 2,000 employees.

Evaluation Criteria:

1. Demonstrated ability to provide required services as evidenced by professional experience in providing similar services to a population of 2,000 plus employees and include references from agencies for which similar scope of services are currently being provided with a contact person and telephone number for each reference; describe experience in providing expert testimony in Louisiana, Federal and State courts and administrative hearings; and describe other related experiences. **(25 points)**
2. Demonstrated ability to respond to the Parish's needs on a timely basis. Provide the educational background and work experience of the staff members who are responsible for testing and certifying test results to Jefferson Parish. Attach copies of all university diplomas and degrees, professional licenses, certificates, and curriculum vitae of all employees assigned to provide services for this contract; and information regarding other relevant abilities to respond; and identify the location of the principal office where work will be performed, with preference being given to persons or firms with offices located in Jefferson Parish. **(25 points)**
3. Provide information demonstrating the Proposer's understanding of the nature and scope of this project. **(25 points)**

4. Cost for services – Include fees to be charged for on-premises and off-premises alcohol and drug testing services. Also provide the fees for expert witness testimony by your laboratory director and toxicologist at judicial, administrative or other proceedings with respect to specimens tested by your lab. And, the fees for expert witness testimony by a technician or technologist. **(25 points)**

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. 149184) All vendors must submit a Statement of Qualifications (Jefferson Parish 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 www.jeffparish.gov.

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: October 7, 14 and 21, 2026