

PUBLIC NOTICE
SOQ 21-017

The Parish of Jefferson is hereby soliciting Statements of Qualifications from firms/individuals interested in providing investigative services including, but not limited to, surveillance, background investigations, fraud investigations and theft investigations through the Department of Human Resource Management for circumstances related to payroll fraud, abuse of leave or other benefits, theft and improper use of Parish equipment and resources, and process servicing, etc.

(Res. No. 137768)

(Deadline Date: July 7, 2021)

The person or firm submitting a Statement of Qualifications (Jefferson Parish Professional Service Questionnaire) must identify all sub-contractor firms which they expect to use to provide professional services, and submit a Statement of Qualifications (Jefferson Parish Professional Services Questionnaire) for each sub-contractor firm. (Refer to Jefferson Parish Code of Ordinance, Section 2-928)

I. MINIMUM QUALIFICATIONS

1. Proposer must be licensed in the State of Louisiana to conduct these investigations and must provide evidence of such license(s) with the proposal.

II. EVALUATION CRITERIA: The following criteria will be used to evaluate each firm submitting a Statement of Qualifications:

- (1) Professional training and experience in relation to the services requested to be provided – maximum of 20 points
- (2) Past performance by the person or firm on similar contracts, demonstrating success of the firm/individual in preventing losses as a result of payroll fraud, abuse of leave or benefits, improper use of equipment and resources, etc. for which references from clients or former clients, and information gathered by inspection of current or recent projects may be considered - maximum of 15 points
- (3) Demonstrated expertise in the use of video surveillance equipment, with a description of the surveillance equipment used by the firm/individual to conduct investigations and the technical capabilities/specifications of this equipment – maximum of 15 points
- (4) Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower - maximum of 15 points;
- (5) Financial strength of firm/individual – maximum of 10 points
- (6) Cost Proposal – maximum of 25 points

The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned

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

The firm(s) must submit a Statement of Qualifications; a Jefferson Parish Professional Service Questionnaire; if using a sub-contractor, a Jefferson Parish Professional Service Questionnaire and notarized affidavits for any sub-contractors, the proposed rate form, a signed scope of services, a signed addendum; and signed, notarized affidavits, along with any other information requested in the SOQ.

A copy of the Statement of Qualifications packet addressing the criteria can be obtained electronically by logging on to: www.jeffparishbids.net.

Submissions shall be submitted on the eProcurement site at www.jeffparishbids.net. These submissions will only be accepted electronically via the Parish's e-Procurement system, Central Bidding, Central Bidding can be accessed by visiting either www.centralauctionhouse.com or www.jeffparishbids.net. All vendors will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: <http://www.centralauctionhouse.com/SignUp>

Interested firms and/or individuals, must submit electronically through www.jeffparishbids.net no later than 3:30 p.m. on July 7, 2021.

No submittals will be accepted after the deadline. (Resolution No. 137768)

The New Orleans Advocate: June 23, 2021