

**PUBLIC NOTICE  
SOQ 23-016**

**To Provide Services to Develop a Parish-Wide Cost Allocation Plan.**

The Parish of Jefferson, authorized by **Resolution No. 142162** is hereby soliciting Statements of Qualifications from experienced firms interested in providing services to develop a Parish-wide Cost Allocation Plan and a departmental cost allocation plan which identifies the various costs incurred by the General Fund to support and administer services for non-General Fund programs as well as a departmental cost allocation plan for the District Attorney's Office to support and administer the Child Support program based upon audited financial statements for the years 2023, 2024 and 2025.

**Deadline for Submissions: 3:30 p.m., July 28, 2023**

The following criteria shall be used to evaluate the Statements of Qualification the firms/individuals submitting:

- 1) Professional training and experience, particularly in the cost allocation area (20 points).
- 2) Past and current professional accomplishments in developing Indirect Cost Plans for other jurisdictions including at least three references (20 points).
- 3) Capacity to complete engagement in a timely manner (20 points).
- 4) Extensive experience in negotiating with state and federal agencies (20 points).
- 5) Proposed fee schedule. (20 points).

The person or firm submitting a Statement of Qualifications (**General Professional Services Questionnaire**) must identify all subcontractors who will assist in providing professional services for the project in the General Professional Services Questionnaire. Each subcontractor 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 subcontractors) 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.net](http://www.jeffparish.net). This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business in Jefferson Parish".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). Registration is required and free for Jefferson Parish vendors by accessing the following link: [www.centralauctionhouse.com/registration.php](http://www.centralauctionhouse.com/registration.php).

No submittals will be accepted after the deadline.

Affidavits 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 24<sup>th</sup> Judicial Court.

**In accordance with provisions of the American with Disabilities Act Amendments Act of 2008, as amended, Jefferson Parish shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.**

**ADA Coordinator/Office of Citizens with Disabilities  
1221 Elmwood Park Blvd., Suite 210, Jefferson, LA 70123  
(504) 736-6086, [ADA@jeffparish.net](mailto:ADA@jeffparish.net)**

**ADV: The New Orleans Advocate: July 5, and 12, 2023**