

PUBLIC NOTICE

SOQ 21-018

The Parish of Jefferson is hereby soliciting the submittal of a Statement of Qualifications from persons or firms interested and qualified to provide Child Psychology Services for the Department of Jefferson Community Actions' Head Start Birth-to-Five Program. Persons or firms deemed qualified for this work shall be eligible for award of Child Psychology services on an as-needed basis for projects located throughout the Parish until July 2024.

(Resolution No. 137999)

(Deadline Date: August 25, 2021 at 3:30 P.M.)

1. Psychological services provided to approximately 787 children between the ages of six weeks old to 5 years of age on the Westbank and Eastbank of Jefferson Parish for the Department of JeffCAP Head Start Birth-to-Five Program and its contracted Child Care Partners that provide Early Head Start Services at the following centers: Beechgrove Head Start, Causeway Head Start, Clay Street Head Start, Jutland Head Start, Kenner Head Start, Lapalco Head Start, Terrytown-Gretna Head Start, Wagamann Head Start, Westwego Head Start and Child Care Partners: Carlie Kids, Creative Kidz, KGR Academy, Kids House of Learning, Prime Step I, Prime Step II, Spring Ridge Academy, and Woodmere Learning Center;
2. Required License in Psychology in the State of Louisiana and qualified to practice in area of early childhood mental health.
3. Training and assistance provided to parents and staff members regarding mental health and access to mental health interventions, if needed;
4. Support for teachers in social and emotional strategies to enhance positive classroom environments;
5. Initial observation of each classroom to determine and/or identify any special needs or concerns;
6. Ongoing services provided on a referral basis as well as an as-needed basis during isolated events such as emergencies, disasters, crisis, Etc.;
7. Reports and recommendations provided based upon observations and findings.

All proposals must include proof of professional liability insurance with combined single limits of one million (\$1,000,000.00) dollars for the entire contract period, August 2021 through July 2024 (3 program years). Consultants, consultants' staff, and all students approved by the Program to provide services are subject to satisfactory child care civil criminal background checks; annual tuberculosis (TB) screenings, and satisfactory completions of physical examinations by his or her own medical doctor once every three years, the results of which will be provided to and retained by the Program.

The following evaluation criteria, listed in order of importance, are used to evaluate each firm submitting a Statement of Qualifications:

- (A) Professional training and experience - **25 points**
- (B) The nature, quantity, and value of parish work previously performed and presently being performed by the person and/or firm submitting, with the intent being to provide a maximum opportunity for different firms to work for the Parish - **20 points**
- (C) Past performance by the person or firm on public contracts, including any problems with time delays, cost overruns, and incomplete or incorrect appraisals in prior projects for which said person or firm was held to be at fault - **20 points**
- (D) 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 - **15 points**
- (E) Past and current professional accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered - **15 points**
- (F) Location of the principal office where work will be performed, with preference being given to persons or firms with offices located in Jefferson Parish - **5 points** (1) Jefferson Parish, including municipalities within Jefferson Parish: **5 points**; (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes: Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes – **3 points**; (3) Parishes other than the foregoing – **2 points**

All firms must submit a Statement of Qualifications (TEC Questionnaire). Please obtain the latest TEC Questionnaire, by calling the Purchasing Department at (504) 364-2678 or (504) 364-2682. Submissions are to be submitted on the e-Procurement site at www.jeffparishbids.net no later than 3:30 PM on Month, Date, Year.

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.centrauctionhouse.com/registration.SignUp 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: www.centrauctionhouse.com/registration.php.

No submittals will be accepted after the deadline of 3:30 PM on August 25, 2021.

Affidavits are not required to be submitted with the Statement of Qualifications (TEC Questionnaire) 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 24th Judicial Court. (Resolution No. 137999)
Parish Wide

ADV.: The New Orleans Advocate: August 4, 2021