



SOQ No. 24-007

Provide School Uniform Assistance Program for JeffCap

Submission Deadline: April 5, 2024 at 3:30 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, www.jeffparishbids.net, by the SOQ submission deadline date and time. Late submissions will not be accepted.

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053

Purchasing Specialist II Name: Shanna Folsie
Purchasing Specialist II Email: sfolsie@jeffparish.net
Purchasing Specialist II Phone: (504)-364-2680

PUBLIC NOTICE
SOQ 24-007

School Uniform Assistance Program

The Parish of Jefferson, authorized by **Resolution No.143673**, is hereby soliciting the submittal of a Statement of Qualification (General Professional Services Questionnaire) from individuals or firms interested in participation with the Jefferson Community Actions Community Service Block Grant - School Uniform Assistance Program. The purpose of the Project is to identify multiple qualified, licensed school uniform vendors to provide school uniforms to preapproved Pre-K to 12th-grade students through a voucher system under the Department of Community Action Programs' Community Services Block Grant.

Deadline for Submissions: 3:30 p.m., April 5, 2024

Scope of Services

1. Receive and update an emailed spreadsheet of the preapproved voucher list
2. Receive and redeem preapproved vouchers
3. Maintain purchase records by attaching copies of receipts to vouchers.
4. Individuals and /or firms approved by the Program to provide services are responsible for retaining records of purchases and redeemed and unredeemed program vouchers. At the program's close, vendors will be responsible for compiling records for submission to the CSBG Program Manager and then retained by the Program.

All Statements of Qualification must include a copy of the Jefferson Parish General Professional Service Questionnaire for the contract period, October 1, 2023, through September 30, 2024.

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

- (A) Scope of Services - **30 points**
- (B) Demonstrated ability to provide the required services sought by the program. **(30) points**
- (C) Previous Years of Program Participation Experience – **30 points**
- (D) Responsiveness to the SOQ -**10 points**

The person or firm submitting a Statement of Qualification (General Professional Services Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the 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. 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 or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: 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 24th Judicial Court.

ADV: The New Orleans Advocate: March 13, & 20, 2024