



SOQ No. 24-006

Seeking Individuals to Provide Dietetics and Nutrition Services

Submission Deadline: March 08, 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](http://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: Donna M. Evans  
Purchasing Specialist II Email: [DMEvans@jeffparish.net](mailto:DMEvans@jeffparish.net)  
Purchasing Specialist II Phone: (504)364-2691

## **PUBLIC NOTICE**

### **SOQ 24-006**

#### **Dietetics and Nutrition Services**

The Parish of Jefferson **authorized by Resolution No.143658** is hereby soliciting the submittal of a Statement of Qualifications (General Questionnaire) from persons or firms interested and qualified who are interested in providing technical assistance and related grant management services in coordinating Dietetics and Nutrition Services across Head Start and Child and Adult Care Food Program (CACFP) as defined below hereof in Jefferson Parish, and other services across a broad range of projects and programs managed and contributed to by JeffCAP HS B-5 Program. Persons or firms deemed qualified for this work shall be eligible for award of providing dietetic and coordinating nutrition services on an as-needed basis for projects located throughout the Parish. Subcontractors cannot be utilized in these services.

**Deadline for Submissions: 3:30 p.m., March 08, 2024**

#### **Minimum Requirements:**

1. Dietetic services provided to approximately 825 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, Jutland Head Start, Lapalco Head Start, Terrytown-Gretna Head Start, West Metairie Head Start, Westwego Head Start and Child Care Partners: Carlie Kids, Creative Kidz, KGR Academy, Kids House of Learning, Spring Ridge Academy, and Woodmere Learning Center;
2. Initial observation of each Head Start Kitchen to determine and/or identify any special needs or concerns;
3. Reports and recommendations provided based upon observations and findings.

Failure to meet any of these requirements at the time of the submission deadline will result in the disqualification of a proposal.

#### **Minimum Qualifications:**

1. Certification as a registered dietitian with the American Dietetic Association or equivalent is required
2. A valid Louisiana Driver's License and the availability of private transportation or the ability to operate provided transportation between job sites may be required;
3. Paid work experience in the area of food service in a commercial or institutional type kitchen at the supervisory level; and involving dealing with vendors, working with contracts, supervising staff and facility operations, and working with budgeting and menus;

4. The Registered Dietician consultant will adhere to local, state and federal grant regulations, parish laws, ordinances and departmental processes to demonstrate specific knowledge of and experience to provide technical assistance and related grant management services in Jefferson Parish.

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, (2 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 (General Questionnaire). Please obtain the latest General Questionnaire, by calling the Purchasing Department at (504) 364-2678. Submissions are to be submitted on the e-Procurement site at [www.jeffparishbids.net](http://www.jeffparishbids.net) no later than 3:30 PM.

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](http://www.centrauctionhouse.com) or [www.jeffparishbids.net](http://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](http://www.centrauctionhouse.com/registration).

No submittals will be accepted after the deadline of 3:30 PM.

Affidavits are not required to be submitted with the Statement of Qualifications (General 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 24<sup>th</sup> Judicial Court.

**ADV.: The New Orleans Advocate: February 28 and March 06, 2023**