

STATEMENT OF QUALIFICATION – PROFESSIONAL SERVICES

FREQUENTLY ASKED QUESTIONS (FAQ)

Question 1 If my company is on the Parish’s current pre-qualified vendor list, do I need to submit a SOQ?

Answer 1: Yes, all Individuals and Firms interested in being considered for the 2018 Pre-Qualified Vendor List must submit an SOQ by 4:30 PM, Wednesday, May 9, 2018.

Question 2: May I modify the SOQ Form?

Answer 2: The SOQ Form is available in WORD (email soq@stp.gov). The boxes may be expanded to allow for longer, more detailed responses to the questions. No other alterations or attachments are permitted. The only attachments to the SOQ should be a W-9 and if applicable, a DBE Certification Form.

Question 3: The SOQ form does not have a specific space for resumes. May I attach resumes and/or other documentation?

Answer 3: No, resumes and other documents may not be attached. Resume information may be included in the responses to the questions in Section 6. The only attachments to the SOQ should be a W-9 and if applicable, a DBE Certification Form.

Question 4: Do Sub-Consultants and/or Sub-Contractors listed in Section 4 of the SOQ form need to submit their own SOQ?

Answer 4: No, the Sub-Consultants and/or Sub-Contractors do not need to submit their own SOQ *unless* the Sub-Consultant and/or Sub-Contractor is seeking to be listed as a separate entity on the Parish Pre-Qualified Vendor List.

Question 5: If a certified DBE Sub-Consultant and/or Sub-Contractor is utilized, is that sufficient to select the DBE certification?

Answer 5: No, the DBE certification is for the Individual or Firm submitting the SOQ.