

Professional Legal Services Questionnaire Instructions

- The Professional Legal Services Questionnaire shall be used for outside legal services.
- **The Professional Legal Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be dated and signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the Professional Legal Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordianances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

Professional Legal Services Questionnaire

A. Person or Firm Name & Principal Address:

B. Name, Title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is licensed to practice law in the State of Louisiana with a minimum of five (5) years' experience:

C. Location of the principal office where work will be performed:

D. Please check the legal field or fields in which Firm is qualified to perform services for Jefferson Parish and include the number of years of experience in that particular field.

- | | |
|--|--|
| <input type="checkbox"/> Bond Services (Years: _____)
<input type="checkbox"/> Elections (Years: _____)
<input type="checkbox"/> Administrative & Regulatory (Years: _____)
<input type="checkbox"/> Antitrust Law (Years: _____)
<input type="checkbox"/> Business Law (Years: _____)
<input type="checkbox"/> Criminal Justice (Years: _____)
<input type="checkbox"/> Dispute Resolution (Years: _____)
<input type="checkbox"/> Environmental, Energy & Resources (Years: _____)
<input type="checkbox"/> Health Law (Years: _____)
<input type="checkbox"/> Intellectual Property (Years: _____)
<input type="checkbox"/> International Law (Years: _____)
<input type="checkbox"/> Labor & Employment Law (Years: _____)
<input type="checkbox"/> Public Contract Law (Years: _____) | <input type="checkbox"/> Science & Technology Law (Years: _____)
<input type="checkbox"/> State & Local Government Law (Years: _____)
<input type="checkbox"/> Taxation (Years: _____)
<input type="checkbox"/> Tort Trial & Insurance Practices (Years: _____)
<input type="checkbox"/> Complex Litigation (including asbestos litigation) (Years: _____)
<input type="checkbox"/> Securities (Years: _____)
<input type="checkbox"/> Ethics Law (Years: _____)
<input type="checkbox"/> Civil Service Matters (Years: _____)
<input type="checkbox"/> Civil Rights & the Constitution (Years: _____)
<input type="checkbox"/> Municipal Representation (including liability & intergovernmental conflicts) (Years: _____)
<input type="checkbox"/> Code Enforcement Matters (Years: _____) |
|--|--|

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__ Public Utilities Law (Years: _____) __ Communications Law (Years: _____) __ Transportation Law (Years: _____) __ Property (Years: _____) __ Trust & Estate Law (Years: _____) __ Other/specific project as required by the advertisement (Years: _____)	__ Oil Spill Litigation (Years: _____) __ Public Finance (Years: _____) __ Land Use, Planning & Zoning Law (Years: _____) __ Economic Development (Years: _____) __ Construction Law (Years: _____)
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E. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		
4.		

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F. Professional Training and experience in relation to the type of work required for the outside legal services.



G. Size of Firm and capacity for timely completion of newly assigned work considering the number of professional and support personnel required to perform the type of outside legal services tasks and the Firm's current unfinished workload.

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i. Please specify the total number of support staff that may assist in the completion of a matter for each area of the law selected above: _____

ii. List any attorneys that may assist in the completion of a matter for each area of the law selected above. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm’s attorneys that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

Name:	Legal Field:	Years of Experience in Legal Field:
1.		
2.		
3.		
4.		
5.		



Professional Legal Services Questionnaire

H. Past performance by person or Firm on Parish contracts. Please attach additional pages if necessary.

I. Adversarial legal proceedings between the Parish and the person or Firm performing professional services, in which the Parish prevailed, and excluding those instances or cases where the person or Firm was added as an indispensable party, or where the person or Firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or Firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. Please attach additional pages if necessary.

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J. Prior successful completion of projects of the type and nature of legal services, as defined, for which Firm has provided verifiable references. (List no more than 10 projects.)

1.

2.

3.

4.

5.



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6.

7.

8.

9.

10.



Professional Legal Services Questionnaire

K. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

L. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: _____ **Print Name:** _____

Title: _____ **Date:** _____

