

## **General Professional Services Questionnaire Instructions**

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional 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 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 General Professional 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 Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**SOQ 24-011 Therapeutic Treatment Services for the Jefferson Parish  
Department of Juvenile Services**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

02-May-2024 09:56:25 AM

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: 0

J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

PROFESSIONAL NO. 1

Name & Title:

TRACY FEDERICI LPE  
THERAPIST / OWNER

Name of Firm with which associated:

TRACY FEDERICI LPE, LMP, FT

Description of job responsibilities:

THERAPIST

Years' experience with this Firm:

12

Education: Degree(s)/Year/Specialization:

BA GENERAL STUDIES 2003  
MA COUNSELING ED. 2005

Other experience and qualifications relevant to the proposed Project:

Management / Case Manager 2 yrs  
Children are our future  
Contract w/ Jefferson Parish as a therapist  
17 years  
MPT  
MI CRT

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1	
Project Name, Location and Owner's contact information:	Description of Services Provided:
TKERAPeUTic Treatment Services Jefferson Parish Dept of Juvenile Services	MR Border sensitive entire court contact individual intervention cognitive behavioral therapy Aggression replacement therapy Substance abuse treatment Contact: [redacted] 225-881-1111
Length of Services Provided: <i>ongoing no open</i>	Cost of Services Provided: <i>N/A</i>

PROJECT NO. 2	
Project Name, Location and Owner's contact information:	Description of Services Provided:
	<p><i>cost</i></p> <p>Progress notes evaluations, recidivism report, family progress quarterly reports provide all services to sponsor (speaking clinic) Sexual performance therapy [redacted]</p>
Length of Services Provided: <i>as long as needed</i>	Cost of Services Provided:



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FROM CENTRAL AUCTION HOUSE

**SOQ 24-011 Therapeutic Treatment Services for the Jefferson Parish  
Department of Juvenile Services**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

07-May-2024 10:06:19 AM

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

SOQ 24-011 Therapeutic Treatment Services for the Dept of Juvenile Services

B. Firm Name & Address:

TRACY FEDERICKI LPE  
3100 Ridgeland Dr  
Metairie LA 70002

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

N/A

D. Address of principal office where Project work will be performed:

X

E. Is this submittal by a JOINT-VENTURE? Please check:

YES \_\_\_\_\_ NO

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

2.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A  Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B  There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A  Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B  there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

## General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES \_\_\_\_\_ NO

H. 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.  <div style="text-align: center; font-size: 2em;">N/A</div>		
2.		
3.		
4.		
5.		

**General Professional Services Questionnaire**

**I. Please specify the total number of support personnel that may assist in the completion of this Project:**

0

**J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.**

**PROFESSIONAL NO. 1**

**Name & Title:**

N/A

**Name of Firm with which associated:**

**Description of job responsibilities:**

**Years' experience with this Firm:**

**Education: Degree(s)/Year/Specialization:**

**Other experience and qualifications relevant to the proposed Project:**

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 2</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 3</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 4</b>
<b>Name &amp; Title:</b>
n/a
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 4</b>	
<b>Name &amp; Title:</b>	
N/A	
<b>Name of Firm with which associated:</b>	
<b>Description of job responsibilities:</b>	
<b>Years' experience with this Firm:</b>	
<b>Education: Degree(s)/Year/Specialization:</b>	
<b>Other experience and qualifications relevant to the proposed Project:</b>	

General Professional Services Questionnaire

<b>PROFESSIONAL NO. 5</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_

Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

Choice B X

There are NO subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*