

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:
SOQ No. 22-020 - Real Estate Abstracting Services

B. Firm Name & Address:
American Dream Title & Background Checks Services, LLC
10062 High Pines Drive
Baton Rouge, LA 70809

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:

Lakita V Oliver - Owner
10062 High Pines Drive
Baton Rouge, LA 70809
(225) 751-9202 - Office
(225) 362-3303 - Cell
(225) 751-9203 - Fax
Email: adtbc22@gmail.com

D. Address of principal office where Project work will be performed:
10062 High Pines Drive
Baton Rouge, LA 70809

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.
N/A

2.
N/A

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. N/A	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A
5. N/A	N/A	N/A

General Professional Services Questionnaire

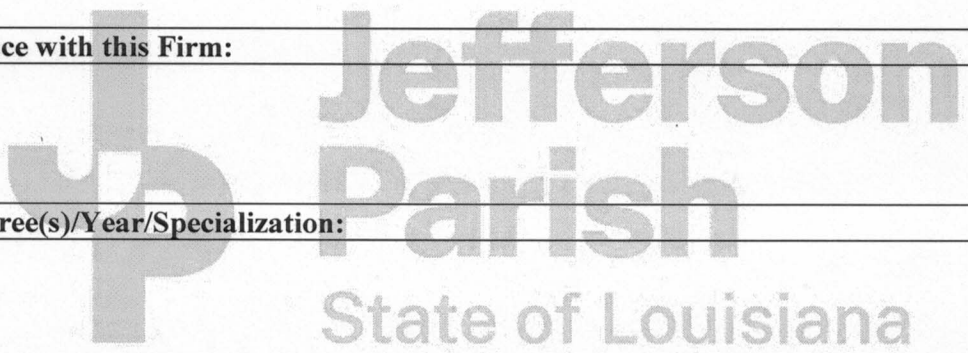
I. Please specify the total number of support personnel that may assist in the completion of this Project: <u>None at the time</u>
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history 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:
Lakita V Oliver - Owner
Name of Firm with which associated:
American Dream Title & Background Checks Services, LLC
Description of job responsibilities:
Real Estate Abstracting, Notary Public Services and Pre-employment Background Checks
Years' experience with this Firm:
I have been in business since 1995.
Education: Degree(s)/Year/Specialization:
I have 22 years of real estate abstracting experience.
Other experience and qualifications relevant to the proposed Project:
Real Estate License - 1998 Paralegal - 1992 Notary Public - 1992 Insurance License - 1992 MBA - Masters in Business Administration - 2009

General Professional Services Questionnaire

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

General Professional Services Questionnaire

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

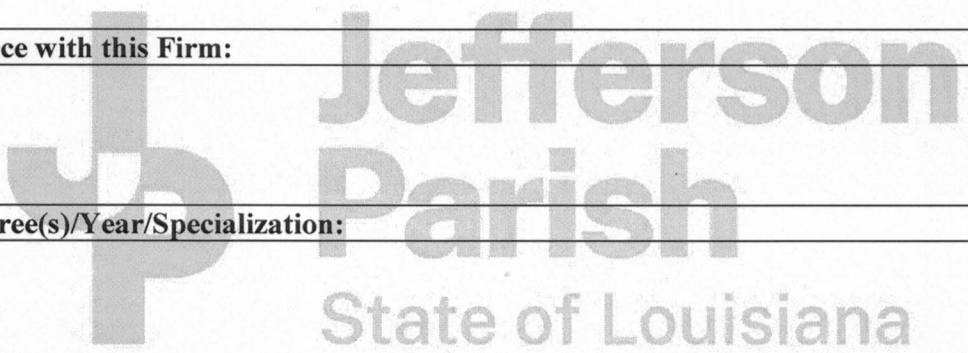


General Professional Services Questionnaire

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

General Professional Services Questionnaire

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



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:
LADOTD 1201 Capitol Access Road Baton Rouge, LA 70802 POC: Kiawasha White	Real Estate Abstracting (Full Title Abstracts)
Length of Services Provided:	Cost of Services Provided:
2013 to present	\$450.00-\$500.00 per parcel and reimbursement for copy costs

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
SIGMA CONSULTING GROUP, INC 10305 Airline Highway Baton Rouge, LA 70816 POC: Robbie Lear	Real Estate Abstracting (Full Title Abstracts/Updates)
Length of Services Provided:	Cost of Services Provided:
2019 to present	\$350.00 per parcel and reimbursement for copy costs \$150.00 to update per parcel

General Professional Services Questionnaire

PROJECT NO. 3

Project Name, Location and Owner's contact information:	Description of Services Provided:
THE BLUEST INK 3929 Florida Blvd Baton Rouge, La 70806 Owner: Attorney Kenesha Antoine	Full Abstracting (Current Owners, Full Title Abstracts) Notary Public Services
Length of Services Provided:	Cost of Services Provided:
2017 to present	\$125.00 - Full Title Searches and reimbursement for copy costs \$65.00 - Current Owner

PROJECT NO. 4

Project Name, Location and Owner's contact information:	Description of Services Provided:
US ARMY CORPS OF ENGINEERS Leake Avenue New Orleans, LA POC: N/A	Real Estate Abstracting (Full Title Searches)
Length of Services Provided:	Cost of Services Provided:
2002-2004 (Estimate)	\$350.00 per parcel and reimbursement for copy costs

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Southern Title, Inc 2325 Manhattan Blvd Harvey, LA 70058 POC: Carl Williams	Real Estate Abstracting (Full Title Searches)
Length of Services Provided:	Cost of Services Provided:
2007-2009 (Estimate)	\$150.00 per parcel and reimbursement for copy costs

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	N/A
Length of Services Provided:	Cost of Services Provided:
N/A	N/A

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A

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

I have been in business since 1995. I have been into real estate abstracting since 2000. Over the years, I have abstracted for many different companies - too old to mention above such as Fiserv, Old Republic, Title Source, American Abstract to name a few.

My company is actively certified as a State & Local Disadvantaged Business Enterprise (SLDBE) with the City of New Orleans, certified with Louisiana Department of Transportation and Development (LADOTD) as a Disadvantaged Business Enterprise (DBE) and Small Business Element (SBE) and also certified with the Louisiana Economic Development Hudson Initiative - Small Entrepreneurship program. Please see attached certifications.

I am an independent contractor working alone at this time however, I am looking to expand upon approval of new contracting opportunities. For these reasons, experiences and qualifications mentioned in this Professional Questionnaire, I think I would be a great candidate for this Real Estate Abstracting Services contract.

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

Signature: _____

Print Name: _____

Lakita V Oliver

Title: _____

Owner

Date: _____

4-20-2022

Statement of Qualifications

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF East Baton Rouge

BEFORE ME, the undersigned authority, personally came and appeared: LAKITA

V. OLIVER, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized OWNER of American Dream Title & Background Checks Services, LLC (Entity), the party who submitted a Statement of Qualifications (SOQ) to REAL ESTATE Abstracting Services (Briefly describe the services the SOQ will cover), to the Parish of Jefferson.

Affiant further said:

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 campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

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

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

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.

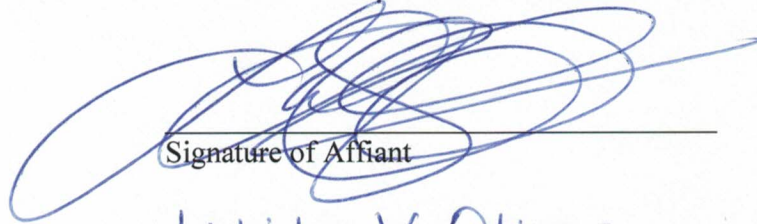
Choice B X There are **NO** subcontractors which would require disclosure under Choice A of this section.

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.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



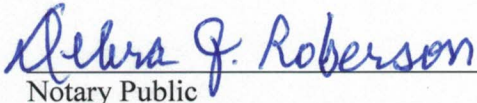
Signature of Affiant

LAKITA V. OLIVER

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 8th DAY OF April, 2022.



Notary Public

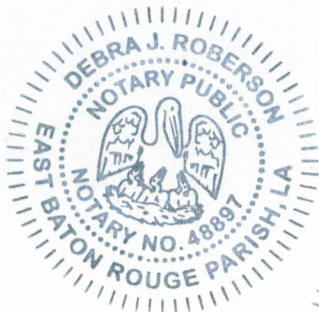
Debra J. Roberson

Printed Name of Notary

48897

Notary/Bar Roll Number

My commission expires At Death.



RESUME'

LAKITA V. OLIVER

10062 High Pines Drive
Baton Rouge, Louisiana 70809
(225) 751-9202 (Office)
(225) 751-9203 (Fax)
(225) 362-3303 (Cell)
Email: adtbc22@gmail.com

Professional Objective:

To work in my area(s) of expertise that offers professional development and advancement.

Education:

Masters in Business Administration (MBA)
University of Phoenix
Baton Rouge, La
Graduated: August, 2009

Paralegal
Louisiana State University
Baton Rouge, La
Paralegal Studies Program
Graduated – January, 1993

Notary Public
Louisiana State University
Baton Rouge, La
Commissioned: Parish of Iberville – March, 1992
Dual Commissioned: Parish East Baton Rouge – September, 1996

Insurance License (Life & Health)
Department of Insurance
Baton Rouge, La
Date Received: 1992

Real Estate License – Agent
Real Estate Commission
Baton Rouge, La
Date Received: 1988 and 1998

Bachelor of Science (B.S.)–Business (Concentration in Marketing)
Southern University A&M College
Baton Rouge, La
Graduated: May, 1987

Experience:

February, 2001 – Present

American Dream Title & Background Checks Services, LLC
Position: Owner

Real Estate Title Abstracting Services

Perform real estate title researches on residential and commercial properties at the courthouse or online as requested. Then write and prepare reports on such properties within the time given.

Type of real estate title searches perform are as follows: 30, 40 and 50 year searches, institutional lender searches (PMM), one, two and three owner searches, current owner searches, property reports, mini searches, deed reports, updates, bring downs, document retrievals, recordings included but not limited to these searches. Major contract work includes: US Army Corps of Engineers and LADOTD and Sigma Consulting Group.

Pre-Employment Background Check Services

Perform pre-employment background check searches for companies/agencies for the purpose of employment.

Notary Public Services

Perform notarizations on different types of documents and real estate closings.

August, 2008 – Present

Oliver's School for Responsible Vendors, LLC
Position: Trainer/Instructor

Travel to different businesses in and around the Baton Rouge area that serve and sale alcohol and tobacco in the normal scope of employment. Duties are to teach, train, administer test and issue permits to employees/employers in compliance to the State of Louisiana Office of Alcohol and Tobacco Control. Also, educate employees/employers on underage drinking and the importance of not drinking and driving.

References:

Will furnish upon request.

STATE & LOCAL DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

1340 Poydras Street, Suite 1800 | New Orleans, LA 70112



August 24, 2021

VIA EMAIL

Lakita Oliver
American Dream Title & Background Checks Services, LLC
4440 Franklin Avenue
New Orleans, LA 70122
loliver@americandreamtitlebc.com

RE: SLDBE Re-certification Approval

Dear Lakita Oliver:

We are pleased to inform you that **American Dream Title & Background Checks Services, LLC** has been approved for re-certification as a State & Local Disadvantaged Business Enterprise (SLDBE). This approval represents certification with: City of New Orleans, Sewerage & Water Board of New Orleans, Louis Armstrong New Orleans International Airport and Harrah's New Orleans Casino & Hotel.

Your firm's contact information will be active on the online SLDBE Directory (<http://www.nola.gov/economic-development/supplier-diversity/directory/>). It will reflect your areas of certification. Your specialties will be listed as:

CERTIFICATION DESCRIPTION: PARALEGAL SERVICES; NOTARY PUBLIC SERVICES; BACKGROUND CHECKS; REAL ESTATE ABSTRACTING; OFFICE ADMINISTRATIVE SERVICES

NAICS 541191: TITLE ABSTRACT COMPANIES, REAL ESTATE
NAICS 541199: NOTARY PUBLIC SERVICES
NAICS:541199: PARALEGAL SERVICES
NAICS 561110: OFFICE ADMINISTRATIVE SERVICES
NAICS 5613: EMPLOYMENT SERVICES
NAICS 813990: TENANTS' ASSOCIATIONS (EXCEPT ADVOCACY)

A re-certification notice will be emailed to you prior to the date of expiration. **However, should you not receive notification from this office for your re-certification, it is your responsibility to contact us.** Submittal of this information is necessary to ensure that there is no interruption in your certified status during your certification period. If a re-certification application is not received, we will proceed with decertification procedures.

We invite you to view City of New Orleans, Sewerage & Water Board of New Orleans, Louis Armstrong New Orleans International Airport and Harrah's New Orleans Casino & Hotel websites for SLDBE opportunities.

If we can be of further assistance, you may contact us at 504-658-4275 or via e-mail at saoliva@nola.gov.

Sincerely,

Sonia Oliva

Sonia Oliva
Certification Coordinator
Office of Supplier Diversity | City of New Orleans
1340 Poydras Street | Suite 1800 | New Orleans, LA 70112



Office of the Secretary
PO Box 94245 | Baton Rouge, LA 70804-9245
PH: 225-379-1200 | FX: 225-379-1851

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

August 26, 2021

American Dream Title & Background Checks Services, LLC
Attn: Lakita V Oliver
10062 High Pines Drive
Baton Rouge, LA 70809

Dear Lakita Oliver:

We have received your firm's Disadvantaged Business Enterprise (DBE) and Small Business Element (SBE) annual affidavit. Based on the information which you provided we have concluded that your firm continues to meet the eligibility requirements of our program and remains certified for only the following specific work categories that fall under the listed NAICS codes:

NC541191-Title Abstract and Settlement Offices
C28-Title Abstracts
C66-Employee Background Checks
C67-Notary Services

Please note that per the federal regulations, suppliers only receive 60% goal credit towards the materials they provide. Also note that A Louisiana Contractor's License is required by any contractor performing work in excess of \$50,000 with the exception of electrical, mechanical and plumbing which are required to have a license if work is in excess of \$10,000. You may contact the State Licensing Board for Contractors at (225) 765-2301 for more information. Your firm's certification will be recognized by all participants of the Louisiana Unified Certification Program. This includes all entities receiving federal transportation funding within the boundaries of our state.

You will be required to submit an annual affidavit with all supporting documents (**Business taxes with all attachments, such as 1098, 1099, K-1's and/or W-2's**) stating your firm continues to meet the eligibility requirements of the program. An email informing you to submit the necessary documentation will be forwarded to you approximately six (6) weeks prior to your anniversary date of **August 31, 2022**. However, should you not receive notification from this office for your annual affidavit, it is your responsibility to contact us. Additionally, you must notify our office immediately regarding any changes which affect the social and economic disadvantage, size, ownership or control of your firm.

The Department has contracted with SJB Group, LLC to provide DBE Supportive Services to all our certified DBE's at no cost to you. This consultant can offer your firm assistance and guidance on areas such as marketing, estimating, bidding, financial preparations, etc. Please feel free to contact Jackie des Bordes or Kenyatta Sparks with the SJB Group, LLC at (225) 769-3400 for any assistance needed to grow your organization.

American Dream Title & Background Checks Services, LLC

August 26, 2021

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We reserve the right to withdraw this certification, if at any time, it is determined that **DBE and SBE** certifications was knowingly obtained by the submission of false, misleading or incorrect data. We further reserve the right to request additional information and/or conduct an on-site visit at any time during your certification period.

If further assistance is needed, contact the DBE Certification Unit at (225) 379-1382.

Respectfully,

Rhonda Wallace

Rhonda Wallace
DBE/SBE Programs Manager



LOUISIANA UNIFIED CERTIFICATION PROGRAM

Disadvantaged Business Enterprise Program (DBE)

Small Business Element (SBE)

This is to certify that under Title 49, Part 26 of the Code of Federal Regulations
& under the State of Louisiana Unified Certification Program (LAUCP)

American Dream Title & Background Checks Services, LLC

Is a Certified Disadvantaged Business Enterprise (DBE) & Small Business Element (SBE) in the following specialties:

NC541191

NOTE: There may be other approved NAICS Codes. The online DBE Directory includes a complete list of approved codes.

Certificate Eligibility: August 2021 to August 2022

This certificate is valid through the above date provided. This firm meets the on-going programmatic standard and fulfills the annual update requirement to remain in good standing as a DBE. This certification is subject to annual verification and suspension or revocation based upon reasonable cause to believe that the firm is ineligible.

Rhonda Wallace

Rhonda Wallace, DBE/SBE Program Manager

Louisiana Department of Transportation & Development

Small Entrepreneurship Certification - Hudson Initiative

Date: 3/19/2022
Certification ID: 9565

American Dream Title & Background Checks Services, LLC
10062 High Pines Drive
Baton Rouge , LA , 70810

Congratulations! Your business has been certified by the Louisiana Department of Economic Development in the Hudson Initiative.

The purposes and intent of this program are to provide the maximum opportunity for Louisiana-based small businesses to become certified under the Hudson Initiative in order to facilitate access to state procurement and public contracts; and to encourage business opportunities for Louisiana small business entrepreneurs.

Annual online re-certification is a requirement to remain certified in this program. As a reminder, the [LEDSmallBiz](#) website will automatically send a notification, via email, one month prior to your business's annual certification date. Failure to report or failure to report on a timely basis will result in termination for non-compliance of your business's Small Entrepreneurship (Hudson) certification and loss of the benefits of the program.

Now that your business is certified in the Hudson Initiative, your business should register with state purchasing through the [LaPAC Supplier Portal \(LaPAC\)](#) in order to utilize this program to its fullest potential.

Thank you for participating in the Hudson Initiative. Together we will build a better economy for our state and a stronger business climate for your own success and future.

Stephanie R. Hartman
Director, Small Business Services



DIVISION OF SMALL BUSINESS SERVICES


This certification acknowledges that

American Dream Title & Background Checks Services, LLC

is Certified-Active as a Small Entrepreneurship with
Louisiana Economic Development's Hudson Initiative.

This certification is valid from 3/19/2022 to 3/19/2023.

Certification No. 9565


Stephanie Hartman,
Director, Entrepreneurial Services