General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

B. Firm Name & Address:
TraduccioNOLA LLC. dba TNOLA Languages
5748 Vermillion Blvd.
New Orleans, LA 70122

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:
Andrew John Dafoe
Founder, and Sole Proprietor. TNOLA Languages
LA Supreme Court Certified Spanish Interpreter
Certified Healthcare Interpreter

Aj.dafoe@tnola.com
(303) 263-5749
5748 Vermillion Blvd.
New Orleans, LA 70122

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

5748 Vermillion Blvd.
New Orleans, LA 70122

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

YES _____ **NO** X

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 is necessary.

1.

2.

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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		
2.		
3.		
4.		
5.		

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I. Please specify the total number of support personnel that may assist in the completion of this Project: 1
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:
Sydni Turnbow, Operations Manager.
Name of Firm with which associated:
TNOLA Languages
Description of job responsibilities:
Receive and respond to all client requests for interpretation services, coordinate and schedule all interpretation requests, oversee and manage day to day operations.
Years' experience with this Firm:
2 years.
Education: Degree(s)/Year/Specialization:
Bachelor of Arts, University of New Orleans, May 2011
Other experience and qualifications relevant to the proposed Project:
Louisiana Notary Public, Commissioned 2019

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PROFESSIONAL NO. 2
Name & Title:
Firm anticipates the hiring of additional support staff position in Q1, 2021. Said hiring is unrelated to any contract with Jefferson Parish, however that position may provide additional support in the event that firm is selected.
Name of Firm with which associated:
TNOLA Languages
Description of job responsibilities:
Administrative assistant to act in support of Operations Manager as well as Founder.
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

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PROFESSIONAL NO. 3
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:

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PROFESSIONAL NO. 4
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:

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PROFESSIONAL NO. 5
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:

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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:**
Interpretation services for the Jefferson Parish Court System	Coordinate and provide interpretation and translation services for the 24th Judicial District Court, First Parish Court, Second Parish Court and Jefferson Parish Juvenile Court. More than 2500 separate interpreter requests filled to date.
Length of Services Provided:	**Cost of Services Provided:**
January 2017 - Present	Approximately $100K per year.

PROJECT NO. 2	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
City of New Orleans	Provide interpretation service for press conferences, Emergency services, and public health events. Provide Translation Services for Public Announcements, website content, press releases,
Length of Services Provided:	**Cost of Services Provided:**
2017- Present	2020 Contract of $100K

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PROJECT NO. 3	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Interpretation Services provided to the 29th Judicial District Court	Provide direct interpretation services for criminal and civil hearings and trials. Coordinate Interpreter services for criminal and civil hearings.
Length of Services Provided:	**Cost of Services Provided:**
March 2016- Present	Between $3K and $5K annually.

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Provide Interpretation Services for the 40th Judicial District Court	Coordinate and provide Interpretation services as required for criminal and civil matters within the 40th Judicial District Court.
Length of Services Provided:	**Cost of Services Provided:**
March 2014- Present	Between $3K-$5K annually

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PROJECT NO. 5	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Provide Interpretation services for Orleans Parish Juvenile Court	Coordinate and provide Court Interpreters for all types of matters heard within the Orleans Parish Juvenile Court.
Length of Services Provided:	**Cost of Services Provided:**
September 2015- Present	Approximately $9k for FY 2020

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Interpretation services for the 22nd Judicial District Court	Coordinate, schedule and provide interpretation services for the 22nd Judicial District Court, as called upon and required.
Length of Services Provided:	**Cost of Services Provided:**
November 2015- Present	Between $2K- $5K annually

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PROJECT NO. 7	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Provide Interpretation and Translation Services for USCIS Interviews and Proceedings (Private Law Firms and individuals)	Coordinate, schedule and provide Interpretation services as well as document translations for law firms that represent individuals in Immigration proceedings, as well as the individuals themselves when unrepresented.
Length of Services Provided:	**Cost of Services Provided:**
September 2013- Present	Hourly basis, between $85-$125 per hour.

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Louisiana Supreme Court, Court Interpreter Training Program	Design, coordinate and implement Court Interpreter Training workshops. Workshops included "Guns and Drugs" vocabulary building for criminal court, "Motions and Arraignments" legal education and terminology building for criminal and civil court interpreters and were offered on multiple occasions throughout the state of Louisiana.
Length of Services Provided:	**Cost of Services Provided:**
2017-2018	$100 per hour facilitator fees.

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PROJECT NO. 9	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Louisiana Supreme Court Office of Language Access	Translation of Court orders, press releases and public information in both Spanish and Vietnamese, as needed and request by the Office of Language Access.
Length of Services Provided:	**Cost of Services Provided:**
April 2020-Present	Initial Contract cap of $4K

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	**Description of Services Provided:**
Court Interpreter Services for the 34th Judicial District Court	Coordinate, schedule and provide Court Interpreter services for all divisions of the 34th Judicial District Court.
Length of Services Provided:	**Cost of Services Provided:**
May 2018- Present	Between $3K and $5K annually.

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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. None	None	N/A
2.		
3.		
4.		

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

Please refer to the following attached supplemental documents which relfect qualifications and additional information:

1. Statement of Qualifications Letter
2. Statement of Qualifications Affidavit
3. Resume of Andrew Dafoe
4. Letters of Recommendation (5 pages)
5. Resume of Sydni Turnbow
6. Hudson Initiative Certificate
7. LED Certficate
8. SLDBE Certification Letter

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

Signature: _____ **Print Name:** Andrew Dafoe

Title: Founder and Sole Proprietor, TraduccioNOLA LLC **Date:** 16 November 2020