



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**SOQ 23-023-Early Childcare Education Services (Birth to Five Program)
for JeffCap**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com
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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.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

SQQ23-023 Early Childcare Education Services (Birth to Five Program) RN:142425

B. Firm Name & Address:

Weatherford Academy
613 4th Street
Westwego, LA 70094

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:

Martha Weatherford 25 Years
Myrion Love 13 Years
Michael Weatherford 13 years
Bridgette Toussaint 8 Years
Wendi Maddox 3 Years

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

613 4th Street
Westwego, LA 70094

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>5</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:
Martha Weatherford Owner
Name of Firm with which associated:
Weatherford Academy Early Learning Center
Description of job responsibilities:
<ul style="list-style-type: none">-Strategic planning-Financial management-Staff Management-Curriculum Development-Parent Communication-Compliance & regulation-Fundraiser & Development
Years' experience with this Firm:
13 Years
Education: Degree(s)/Year/Specialization:
<ul style="list-style-type: none">-Associate Degree - Associate of Arts in Early Childhood education-Bachelor Degree - Bachelor of Science in Family and Consumer Science-Master Degree - Master of Arts in Organizational Management
Other experience and qualifications relevant to the proposed Project:
<ul style="list-style-type: none">-Louisiana Pathway Trainier - Director III-Founder of Childcare Coalition-Former Director of Louisiana Technical Collage Early Childcare Education Department-Mandatory Reporter Training - CP-CPR Pediatric training

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Michael Weatherford Operation Manager
Name of Firm with which associated:
Weatherford Academy Early Learning Center
Description of job responsibilities:
<ul style="list-style-type: none">- Licensing and Compliance- Budget and Finance- Facility Management- Financial Planning- Emergency Preparedness
Years' experience with this Firm:
13 years
Education: Degree(s)/Year/Specialization:
Associates degree - Associates of ARTS in Sales and Marketing
Other experience and qualifications relevant to the proposed Project:
<ul style="list-style-type: none">-Health and Safety: Medication Administration-CPR Pediatric training

General Professional Services Questionnaire

PROFESSIONAL NO. 3	
Name & Title:	
Marion Weatherford Director	
Name of Firm with which associated:	
Weatherford Academy	
Description of job responsibilities:	
-Enrollment and Admissions -Program Development and Curriculum Oversight -Regulatory Compliance and Licensing -Parent and Community Engagement -Record Keeping and Reporting:	
-Conflict Resolution and Problem-Solving -Continuous Quality Improvement:	
Years' experience with this Firm:	
13 years	
Education: Degree(s)/Year/Specialization:	
Associate of Applied Science in Care and Development of Young Children	
Other experience and qualifications relevant to the proposed Project:	
-Mandatory Reporter Training - CP -Louisiana Early Childhood Ancillary Certificate -Louisiana Pathways Trainer I -Louisiana Pathways Early learning Center Teacher III -Louisiana Pathways Early learning Center Teacher IV -Dale Carnegie Develop Leadership Certificate -Toddler CLASS Observers Certificate	

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Bridgette Toussaint Assistant Director
Name of Firm with which associated:
Weatherford Academy Early Learning Center
Description of job responsibilities:
-Staff Supervision and Training -Parent Communication and Engagement -Health and Safety Oversight -Enrollment and Admissions Support -Facility Management
Years' experience with this Firm:
8 years
Education: Degree(s)/Year/Specialization:
-CDA Certified
Other experience and qualifications relevant to the proposed Project:
-Health and Safety : Infectious Diseases -Health and Safety: Food Safety - Ready, Set, Eat -Louisiana Pathways Gold Enhancement Platform -Louisiana Pathways Infant Class group Coaching (MMCI) -Louisiana Pathways Director III -Louisiana Pathways Trainer I -Louisiana Pathways Early Learning Center Teacher IV -Louisiana Early Childhood Ancillary Certificate -Mandatory Reporter Training - CP

General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
Wendi Maddox Lead Teacher
Name of Firm with which associated:
Weatherford Academy Early Learning Center
Description of job responsibilities:
<ul style="list-style-type: none">-Lesson Planning and Execution-Child Supervision and Care-Parent Communication-Classroom Management-Special Needs and Individualized Support
Years' experience with this Firm:
3 Years
Education: Degree(s)/Year/Specialization:
Masters of Arts in Education Bachelors of Arts in Business Management
Other experience and qualifications relevant to the proposed Project:
<ul style="list-style-type: none">-Mandatory Reporter training - CP-Certified Pre-k Class Observer-Care Course Certified in Preschoolers in Child Care-Care Course Certified in Principles of Child Development and Learning-State Department of Education Non-Public teacher Certificate

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:
Clover Early Head Start Program	<ul style="list-style-type: none"> - Speech therapy- Occupational therapy- Counseling - Vision And Hearing Screening - Child Care Financial Assistance - Parent Job Training - Staff Training -Financial assistance for disadvantage Families
Length of Services Provided:	Cost of Services Provided:
6 years	\$126,432.00

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Birth to 3 Program	<ul style="list-style-type: none"> - In-House Teacher Training - Sponsor Teacher Conference - Financial Assistance for disadvantage families - Early Step and Child Search
Length of Services Provided:	Cost of Services Provided:
2 years	\$303,316.00

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Program (NSECD) Nonpublic School Early Childhood Development	- Financial Assistance for disadvantage families
Length of Services Provided:	Cost of Services Provided:
6 Years	223,200.00

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Child Care Assistance Program (CCAP)	-Provides Financial assistance to low income Working families to aid in providing high quality child care services.
Length of Services Provided:	Cost of Services Provided:
13 Years	\$378,000

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
(CACFP) Child and adult care food program	Ensuring Children and Adults have Access to Nutritious meals and Snack.
Length of Services Provided:	Cost of Services Provided:
13 Years	\$133,000

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Junior League New Orleans Diaper Bank	The junior League Diaper bank helps families with free monthly diapers dispersements.
Length of Services Provided:	Cost of Services Provided:
5 Years	Community Aided

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	NONE
2.		
3.		
4.		

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

Weatherford Academy is a 4 star Quality Rating Center

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

Signature: _____ **Print Name:** _____

Title: _____ **Date:** _____