



**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](http://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:**

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

**B. Firm Name & Address:**

K B M C Inc dba Spring Ridge Academy  
520 Jackson Street  
Kenner, La 70065

**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:**

Darnerster Nora, Executive Director  
3025 Acron Street  
Kenner, La 70065  
504-912-1761

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

520 Jackson Street  
Kenner, La 70065

**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.

## 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. K B M C Inc dba Spring Ridge Academy	High Quality Early Learning Academy	Yes
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:**

06

**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:**

Darnerster Nora, Executive Director

**Name of Firm with which associated:**

KBMC, INC dba Spring Ridge Academy

**Description of job responsibilities:**

Preschool and childcare center directors supervise and lead staffs, design program plans, oversee daily activities, and prepare budgets. Responsible for all aspects of their center's program, which may include before- and after-school care.

**Years' experience with this Firm:**

30+

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

Master's of Art Counseling

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

- Vice President, Childcare Coalition
- Member of Alpha Kappa Alpha Sorority, Inc.
- National Association for the Education of Young Children Assessor
- Member of Greater New Orleans AEYC, Louisiana AEYC
- CDA Professional Development Specialist
- CLASS Train the Trainer Infants
- CLASS Train the Trainer Toddlers
- CLASS Train the Trainer Prekindergarten
- CLASS Observer Infants
- CLASS Observer Toddlers
- CLASS Observer Pre-Kindergarten
- Teachstone (Making the Most out of Classroom Interactions)
- Teachstone (My Teaching Partner Coach)
- American Red Cross CPR/FAid Instructor

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 2</b>
<b>Name &amp; Title:</b>
Dr.Kenneth Nora. Human Resources Manager
<b>Name of Firm with which associated:</b>
K B M C Inc., dba Spring Ridge Academy
<b>Description of job responsibilities:</b>
A Human Resources Manager in Childcare is responsible for planning, coordinating, maintaining, and overseeing the operations of the Child Care Center <sup>2</sup> . They also assist with the childcare development program to ensure that the well-being and learning objectives for children under the care of the Child Care Center are met <sup>1</sup> . The manager leads the Child Care Center staff and performs evaluations <sup>1</sup> . They are also responsible for hiring, evaluating, training, disciplining and recommending dismissal of staff as necessary.
<b>Years' experience with this Firm:</b>
15 Years
<b>Education: Degree(s)/Year/Specialization:</b>
Doctoral Degree, PH D
<b>Other experience and qualifications relevant to the proposed Project:</b>
Kenneth Nora has 7 years of Human Resources, Personnel Management and Administration experience, including 4 years supporting the New Orleans Job Corps program. He began his Job Corps career as Human Resource Manager and later moved to Career Preparation Manager and now serves as Trainee Personnel Officer. Mr. Nora's areas of expertise include interpreting and implementing human resource policies and procedures, employee development and training design. He has many years of service in the United States armed forces which include computer operations, leadership training, developing, implementing and evaluating personnel policies and staff supervision.

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 3</b>
<b>Name &amp; Title:</b>
Lashae Lockett, Site Director
<b>Name of Firm with which associated:</b>
K B M C Inc dba Spring Ridge Academy
<b>Description of job responsibilities:</b>
Preschool and childcare center directors supervise and lead staffs, design program plans, oversee daily activities, and prepare budgets. They are responsible for all aspects of their center's program, which may include before- and after-school care.
<b>Years' experience with this Firm:</b>
3 yrs
<b>Education: Degree(s)/Year/Specialization:</b>
National Child Development Credential
<b>Other experience and qualifications relevant to the proposed Project:</b>
CPR/FA Certified, CLASS Observer Infant, CLASS Observer Toddler, CLASS Observer Pre School

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 4</b>	
<b>Name &amp; Title:</b>	
Gwendolyn Haten	
<b>Name of Firm with which associated:</b>	
K B M C Inc dba Spring Ridge Academy	
<b>Description of job responsibilities:</b>	
<ul style="list-style-type: none"><li>- Communicate with the assistant and the Director.</li><li>- The teacher must</li><li>- The teacher must be ready to greet each child in the morning.</li><li>- When a child is absent from preschool, the teacher should call the parents (that day) to let them know the child was missed.</li><li>- Write monthly newsletters.</li></ul>	<ul style="list-style-type: none"><li>- Dress neatly. (Shorts to be fingertip length and no midriffs showing)</li><li>- For emergency phone calls, teachers please use 504-912-1761. No cell phones are permitted.</li><li>- Help with carpooling in the afternoon.</li><li>- Notify the Director when you are going to be absent after you have scheduled a sub-list from the provided sub-list; also notify your helper.</li></ul>
<b>Years' experience with this Firm:</b>	
10 Yrs	
<b>Education: Degree(s)/Year/Specialization:</b>	
Bachelor's Degree in Child & Family Consumer	
<b>Other experience and qualifications relevant to the proposed Project:</b>	
AA Child Development CPR/First Aide	

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 5</b>	
<b>Name &amp; Title:</b>	
Bria Williams Team Leader	
<b>Name of Firm with which associated:</b>	
KBMC INC., dba Spring Ridge Academy	
<b>Description of job responsibilities:</b>	
<ul style="list-style-type: none"><li>- Communicate with the assistant and the Director.</li><li>- The teacher must</li><li>- The teacher must be ready to greet each child in the morning.</li><li>- When a child is absent from preschool, the teacher should call the parents (that day) to let them know the child was missed.</li><li>- Write monthly newsletters.</li></ul>	<ul style="list-style-type: none"><li>- Dress neatly. (Shorts to be fingertip length and no midriffs showing)</li><li>- For emergency phone calls, teachers please use 504-912-1761. No cell phones are permitted.</li><li>- Help with carpooling in the afternoon.</li><li>- Notify the Director when you are going to be absent after you have scheduled a sub-list from the provided sub-list; also notify your helper.</li></ul>
<b>Years' experience with this Firm:</b>	
5 Yrs	
<b>Education: Degree(s)/Year/Specialization:</b>	
Bachlors Science in Education	
<b>Other experience and qualifications relevant to the proposed Project:</b>	
CPR/First Aide CLASS Reliable	

## 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:
Jeff Capp Early Headstart Partnership	Spring Ridge Academy in partnership with Jeff Capp Early Head Start is a federally funded program designed to promote school readiness for infants, toddlers, and preschoolers from families that meet income eligibility requirements. It supports pregnant women and families with children younger than age 3 years <sup>1</sup> . Early Head Start programs provide intensive comprehensive child development and family support services to low-income infants and toddlers and their families, as well as to pregnant women and their families.
Length of Services Provided:	Cost of Services Provided:
5 Yrs.	$\$1,064.00 \times 24 = \$25,536.00$ per month, annually \$306,432.00

### PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Clover Early Head Start Partnership	Spring Ridge Academy in partnership with Clover Early Head Start (previously Kingsley House) is a federally funded program designed to promote school readiness for infants, toddlers, and preschoolers from families that meet income eligibility requirements. It supports pregnant women and families with children younger than age 3 years <sup>1</sup> . Early Head Start programs provide intensive comprehensive child development and family support services to low-income infants and toddlers and their families, as well as to pregnant women and their families.
Length of Services Provided:	Cost of Services Provided:
9 years	$\$1,485.00 \times 23 = \$34,155.00$ per month , annually \$409,860.00

## General Professional Services Questionnaire

<b>PROJECT NO. 3</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Nonpublic School Early Childhood Development Program, NSECD	The Nonpublic School Early Childhood Development Program, (NSECD) provides low-income families the opportunity to send their children to a state approved private preschool. The program provides six hours of daily instruction and up to four hours of before and after school care.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
11 Yrs	\$558.00 x 40 = \$22,320.00 per month, annually \$223, 200.00

<b>PROJECT NO. 4</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Child & Adult Care Food Program	The Child and Adult Food Program (CACFP) is a federal Program that provides Reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
15 Yrs.	Annual budget of \$200,000.00

**General Professional Services Questionnaire**

<b>PROJECT NO. 5</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

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

**General Professional Services Questionnaire**

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

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

**General Professional Services Questionnaire**

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

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

## 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.		
2.		
3.		
4.		

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

Jefferson Parish  
State of Louisiana

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

Signature: *Darnester Nora* Print Name: Darnester Nora  
 Title: *Executive Director* Date: 10/03/2023