

## **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:**

Provide School Uniform Assistance Program for JeffCap  
Resolution NO. 143673

**B. Firm Name & Address:**

Uniforms By Logo Express  
109 Wall Blvd  
Gretna, LA 70056

**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:**

Kourtney Gillard - Chief of Staff  
109 Wall Blvd  
Gretna, LA 70056

Kourtney@nolauniforms.com  
504-300-3631

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

109 Wall Blvd  
Gretna, LA 70056

**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

<b>I. Please specify the total number of support personnel that may assist in the completion of this Project:</b> <u>25</u>
<b>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.</b>
<b>PROFESSIONAL NO. 1</b>
<b>Name &amp; Title:</b>
Sean Reichert "Esq." Outside Counsel
<b>Name of Firm with which associated:</b>
Law Office of Sean Reichert
<b>Description of job responsibilities:</b>
General Legal Counsel
<b>Years' experience with this Firm:</b>
1 Year
<b>Education: Degree(s)/Year/Specialization:</b>
Juris Doctor - 2013
<b>Other experience and qualifications relevant to the proposed Project:</b>
11 years of general legal practice

## General Professional Services Questionnaire

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

**General Professional Services Questionnaire**

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

## General Professional Services Questionnaire

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

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 5</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
N/A
<b>Description of job responsibilities:</b>
N/A
<b>Years' experience with this Firm:</b>
N/A
<b>Education: Degree(s)/Year/Specialization:</b>
N/A
<b>Other experience and qualifications relevant to the proposed Project:</b>
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:
<p>Jefferson Parish Voucher Program Experience</p> <p>Location: 109 Wall Blvd Gretna, LA 70056</p> <p>Rajeev Sadhwani Rajeev@nolauniforms.com</p>	<p>Last year, Jefferson Parish officials turned to Uniforms by Logo Express (ULE) for support with its 2023 Uniform Voucher Program, which assisted families with children being reassigned to a new school. ULE was happy to participate, and created a promotion that offered students a free belt or mesh book bag if they redeemed their vouchers at one of our stores.</p> <p>To accurately record each transaction, ULE attached a printed store receipt to each physical voucher received. During the program's timeframe, ULE filed and billed a list of redeemed vouchers quarterly.</p> <p>In addition to physical recordkeeping, we were also able to track the number of redeemed vouchers by using reports from our point of sale system.</p> <p>2023 was the first time that ULE supported a school uniform voucher program with Jefferson Parish. However, we have a long history of filling requests to assist needy students attending charter and independent Orleans Parish schools.</p>
Length of Services Provided:	Cost of Services Provided:
1 Year	\$20-\$80 Per Scholar

### PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Partner School Voucher Program</p> <p>Location: Various</p> <p>Rajeev Sadhwani Rajeev@nolauniforms.com</p>	<p>ULE offers a voucher program to support each of its official partners, which include both Charter Management Organizations (CMOs) and independent schools. Here is how it works:</p> <ul style="list-style-type: none"> <li>- School gives the parent a voucher to redeem an agreed-upon product (for example, a top and bottom, or for a single polo shirt)</li> <li>- ULE creates a voucher account for each school, which is tailored to the agreed item(s) with the discount built-in</li> <li>- Parent presents voucher at checkout and receives the discounted, agreed-upon uniform item(s)</li> <li>- Vouchers collected by ULE are billed to the school or CMO quarterly</li> <li>- Tracking is done electronically through our point of sale system</li> <li>- Each redeemed voucher is also scanned at the end of each quarter using Eventbrite</li> </ul>
Length of Services Provided:	Cost of Services Provided:
10 Years	\$20-\$80 Per Scholar

## General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Internal Social Worker Support Location: Various Rajeev Sadhwani Rajeev@nolauniforms.com	ULE provides area social workers with Support Request Forms that they can complete and email to ULE on behalf of an underserved student. Once we receive the form, it is directed to the store location best stocked to fulfill the request. As soon as the order is filled, either the social worker or the child's parent is alerted that the uniform items are ready for store pickup.  Schools receive ULE's wholesale discount on all social worker request orders, which are billed quarterly. ULE retains physical copies of each request form with the receipt attached, and tracking for each request is done through ULE's biweekly invoice reporting system.
Length of Services Provided:	Cost of Services Provided:
10 Years	\$20-\$80 Per Scholar

PROJECT NO. 4	
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**

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

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

**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>
N/A	N/A
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
N/A	N/A

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

**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>
N/A	N/A
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
N/A	N/A

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

See attached : "Statement of Qualifications"

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

Signature:  Print Name: Kourtney Gillard  
 Title: Chief of Staff Date: 4/5/2024



April 5, 2024

Jefferson Parish Purchasing Department  
Attn: Shanna Folse, Purchasing Specialist II  
General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

Subject: Statement of Qualifications; SOQ No. 24-007

*Submitted electronically with General Professional Services Questionnaire*

Dear Ms. Folse,

We acknowledge and understand the Scope of Services for the Jefferson Parish School Uniform Assistance Program. Based on our experience fulfilling your 2023 Uniform Voucher Program, as well as our extensive work facilitating similar voucher programs for area schools, we are pleased to submit this Statement of Qualifications for your consideration.

#### **Jefferson Parish Voucher Program Experience**

Last year, Jefferson Parish officials turned to Uniforms by Logo Express (ULE) for support with its 2023 Uniform Voucher Program, which assisted families with children being reassigned to a new school. ULE was happy to participate, and created a promotion that offered students a free belt or mesh book bag if they redeemed their vouchers at one of our stores.

To accurately record each transaction, ULE attached a printed store receipt to each physical voucher received. During the program's timeframe, ULE filed and billed a list of redeemed vouchers quarterly.

In addition to physical recordkeeping, we were also able to track the number of redeemed vouchers by using reports from our point of sale system.

2023 was the first time that ULE supported a school uniform voucher program with Jefferson Parish. However, we have a long history of filling requests to assist needy students attending charter and independent Orleans Parish schools.

#### **Social Worker Support Requests**

ULE provides area social workers with Support Request Forms that they can complete and email to ULE on behalf of an underserved student. Once we receive the form, it is directed to the store location best stocked to fulfill the request. As soon as the order is filled, either the social worker or the child's parent is alerted that the uniform items are ready for store pickup.

Schools receive ULE's wholesale discount on all social worker request orders, which are billed quarterly. ULE retains physical copies of each request form with the receipt attached, and tracking for each request is done through ULE's biweekly invoice reporting system.



### Partner School Voucher Programs

ULE offers a voucher program to support each of its official partners, which include both Charter Management Organizations (CMOs) and independent schools. Here is how it works:

- School gives the parent a voucher to redeem an agreed-upon product (for example, a top and bottom, or for a single polo shirt)
- ULE creates a voucher account for each school, which is tailored to the agreed item(s) with the discount built-in
- Parent presents voucher at checkout and receives the discounted, agreed-upon uniform item(s)
- Vouchers collected by ULE are billed to the school or CMO quarterly
- Tracking is done electronically through our point of sale system
- Each redeemed voucher is also scanned at the end of each quarter using Eventbrite

If you have any questions, please don't hesitate to reach out.

All our best in your review,

A handwritten signature in black ink, appearing to be 'Ricky Sadhwani'.

Ricky Sadhwani

A handwritten signature in black ink, appearing to be 'Rajeev Sadhwani'.

Rajeev Sadhwani

A handwritten signature in black ink, appearing to be 'David Mi'.

David Mi

Owners, Uniforms by Logo Express