

**St. Tammany Parish Public School System
PROFESSIONAL SERVICES APPLICATION**

**RFQ – Capital Improvement Projects Plan 11/7/2024
HEALTHCARE AND STEM DISCOVERY CENTER**

JUNE, 2025

**INFORMATION AND INSTRUCTIONS DOCUMENT
QUALIFICATIONS STATEMENT**

The Capital Improvement Project for which Qualifications Statements are being requested is as follows.

PROJECT	APPROXIMATE S.F.	ESTIMATED COST FOR CONSTRUCTION	ESTIMATED PROFESSIONAL SERVICES FEE
New Facility to Support Healthcare CTE and STEM Curriculum for District		\$25,500,000	\$2,000,000
Building	45,000		
Site Clearing/Sitework/Paving			

Project Information:

This project is envisioned to be flexible multi-use space to support current and future district wide curriculum support for career technical, dual enrollment/advanced placement/associate degree with remote teaching/learning studio offices, robotics, STEM labs, and healthcare industry certifications. The facility needs to support classes, small and large group presentations, competitions, and a variety of other uses and events. We anticipate a number of stakeholders within the school system and industry partners. The project site is in the jurisdiction of the Parish Government for permitting and development considerations. The site is heavily wooded and near the Northshore Technical Community College at Tamanend. The design team will need to work with stakeholders to better design the vision into physical space to meet local and state codes and work within the budget. Future addition space should be anticipated on site plan.

Scope and fee is subject to change relative to building site, temporary modulars, scope and difficulty factor.

All respondent firms shall be currently and duly licensed by the State of Louisiana to provide Architectural Services.

Request for Qualifications Form/Format

The Request for Qualifications includes this Information and Instructions Document, all attachments, and any addenda issued prior to acceptance of the Qualifications Statement Submittals. *It is acceptable to work with the Qualification Statement form provided and to format it for presentation (relative to font, page layout, tabs, etc.) however, please keep the Qualification Statement questions in the order provided for ease of review.*

Scope of Services

For Large Capital Improvement Projects, it is typical for the St. Tammany Parish School Board to require the selected Architect(s) to provide consultants as part of the basic services of the Designer: Civil/Site Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, Landscape Architect and interior finish selection services. Additionally, if applicable: a Food Services Consultant, Acoustics' Consultant or other consultant specialized relative to a particular building use. It is the responsibility of the applicant to select the above sub-consultants to include in their application.

Basis for Compensation and Professional Services Agreement

The Professional Services Agreement (AGREEMENT) is the STPSB approved contract for professional A/E services. It is anticipated that this Agreement will be used for all Large Capital Improvement Projects. A copy of the AGREEMENT is included in the RFQ - Large Capital Improvement Projects Professional Services Packet. The fee calculation is addressed in the Procedure Manual attached to the AGREEMENT.

Liquidated damages in the amount of \$500.00 per day for each consecutive calendar day which the construction documents are not complete shall apply. Said sum shall in no event be construed to be a penalty, but only as damages fixed and agreed upon in advance.

Schedule should be prepared by the architect and owner prior to contract signing unless otherwise agreed upon.

Anticipated Schedule

We anticipate all projects to move forward following the selection process which should be completed by mid-September 2025. In general, it is anticipated that documents should be complete in approximately 12-18 months from award of the work. Schedule for bidding of the work will be determined by the owner.

Insurance

All firms shall carry insurance of the type and in the amount required by the STPSB, the State of Louisiana, any other applicable jurisdictions, and as indicated in the Professional Services Agreement. For Architectural or Engineering Contracts, please refer to Article 15 of the St. Tammany Parish School Board Capital Improvement Projects Procedure Manual for Design and Construction which is attached to the AGREEMENT.

Questions

Respondents should review the RFQ and all attachments. Comments, matters requiring clarification or correction and questions should be made in writing no later than 7 calendar days prior to the RFQ deadline. Questions and Requests for Clarifications for specific projects should be directed to Cameron P. Tipton, Chief of Construction Services, at 985-898-3287 or Construction@stpsb.org. Questions regarding the .pdf file/format of the Qualifications Statement Form should be directed to Cullie G. Catoe at Cullie.Catoe@stpsb.org.

Screening and Evaluation Committee

A Screening and Evaluation Committee for Professional Services will evaluate the Qualifications Statements. The evaluation of the Qualifications Statements will be based on the criteria set out as follows. It is expected that each criteria will be ranked on a point system as follows:

Criteria	Summary	Points
9.1.1/.4	Education/Experience of key personnel	10
9.1.2	General Prior / Related Work Experience	15
9.1.3	Applicant’s record of success	0
9.1.4/.1	Qualifications of individual who will be in direct charge	See 9.1.1
9.1.5/.16	Adequate staff, consultants, facilities, equipment	10
9.1.6	License.....	Mandatory
9.1.7	Plan for performing work	0
9.1.8	Ability of proposer to make effective presentations	0
9.1.9/.11	Ability to work with STPSB staff and other public agencies.....	See 9.1.11
9.1.10	Pertinent new or creative ideas	10
9.1.11/.9	Applicant’s knowledge of local conditions/constraints	5
9.1.12	Appropriate level of effort	0
9.1.13	Success, efficiency, and workability of facilities designed	0
9.1.14	Applicant’s track record of resolving post-construction problems.....	0
9.1.15	Other projects that have relationship to project	0
9.1.16/.5	Applicant’s workload	See 9.1.5
9.1.17	Applicant’s past experience with building site	0
9.1.18	Applicant’s quality control program	5
9.1.19	Applicant’s record of keeping projects within budget	5
9.1.20	Applicant’s consultants’ qualifications.....	10
9.1.21	Applicant’s construction administration services	10
9.1.22	Financial stability and capacity of the proposer	0
9.1.23	Liability, professional insurance, affidavit	Mandatory
9.1.24	Location, proximity to St. Tammany Parish	5
9.1.25	Number and size of contracts with STPSB within past 6 years**	5
9.1.26	Other special characteristics	5
9.1.27	Verification of references	5
9.1.28	Other factors considered by the SEC	To be determined by SEC
9.1.29	Fees/Compensation	NA
9.1.30	Conflicts of interest	0
TOTAL	Possible Score Based on Criteria above	100

[Clarifications and Definitions]

For item 9.1.25 and the General Qualifications Statement, the word “received” is to be interpreted as “performed”, “awarded”, or “under contract” within the last six years.

** The stated purpose of this criteria is to distribute work within the community. Firms with little or no work will receive higher points than those firms with previous work.

The St. Tammany Parish Public School System adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.

Number of Originals and Copies Requested

Complete Qualification Statements include the following:

- I. Professional Services Application: **HEALTHCARE AND STEM DISCOVERY CENTER Qualifications Statement**
 - Submit one (1) fully completed signed & sealed original Healthcare and STEM Discovery Center Qualifications Statement - ***please leave the original unbound***
 - **and** twelve (12) copies of the original Healthcare and STEM Discovery Center Qualifications Statement. *Please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*

****Note:** Please save your response in a format that can be emailed or Drop Boxed to STPSB Construction Department if requested.

Submittal of Qualifications Statements

Submit to: Ms. Cameron P. Tipton, Chief of Construction Services
St. Tammany Parish School Board
CJ Schoen Administrative Complex
321 N. Theard Street, Covington, LA 70433

The deadline for submittal of Qualifications Statements is no later than **4:00 p.m.**, on the **1st day of July, 2025**, (Time shall be established by the PBX clock at the Reception Desk at the above referenced place). Each submittal should be packaged in such a manner that the submittal is sealed. Please note that the School Board offices are closed on Fridays in June starting the week of June 9th. Deliveries are typically received Monday-Thursday, 8:30a.m. – 4:00 p.m.

Print TWO copies of the "Submittal Cover Sheet" (see next page) and have in hand to be date/time stamped upon submittal (this will serve as your receipt). If you choose to use a delivery service such as Fed Ex or other similar, include 2 copies of the submittal cover sheet and one copy will be returned to you after receipt.

Please Note:

Qualifications Statements may not be delivered orally, by facsimile transmission or by other telecommunications or electronic means.

Statements that have not been received by the deadline (date and time listed above) will be rejected.

Applicants assume the risk of the method of dispatch chosen. The St. Tammany Parish Public School System assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of Qualification Statement by the St. Tammany Parish Public School System office.

St. Tammany Parish Public School System will not accept any amendments, revisions or alterations to Qualifications Statements after the deadline for submittal. Respondents may withdraw a submitted Qualifications Statements by written request, signed by an authorized representative of the company prior to the deadline for submittal of Qualifications Statements.

St. Tammany Parish Public School System reserves the right to reject any and/or all of the submittals in response to the Request for Qualifications.

*All Qualification Statements and other materials submitted in response to the RFQ procurement process become the property of the St. Tammany Parish Public School System. Selection or rejection of a response does not affect this right. All submittal information is anticipated to be held in confidence during the evaluation process. Upon the completion of the review and evaluation process of all Qualification Statements in response to the RFQ including recommendation of award to the St. Tammany Parish School Board, all responses will become public documents of the St. Tammany Parish Public School System. **By submitting a Qualification Statement, the Applicant acknowledges and accepts that the full contents of the Statement of Qualifications will become public record.***

Submittal of a Qualification Statement shall constitute acceptance of the terms, conditions, criteria, requirements and evaluation process of the RFQ and resulting contract and operates as a waiver of any objection.

The St. Tammany Parish School Board will not be responsible for any expenses incurred by any firm(s) in the development of a response to this request. Further, the School Board reserves the right to cancel at any time the work described herein.

SUBMITTAL COVER SHEET

**Qualifications Statement for
Healthcare and STEM Discovery Center
JUNE, 2025
St. Tammany Parish School Board**

Submitted By: *Firm Name*

Firm Logo (optional)

ATTN: Ms. Cameron P. Tipton, Chief of Construction
St. Tammany Parish School Board
C.J. Schoen Administrative Complex
321 N. Theard St.
Covington, Louisiana 70433

BOX BELOW FOR STPSB USE ONLY

RECEIVED BY STPSB:



PROFESSIONAL SERVICES APPLICATION
Capital Improvement Projects
HEALTHCARE AND STEM DISCOVERY CENTER

ST. TAMMANY PARISH SCHOOL BOARD
June, 2025

**QUALIFICATIONS STATEMENT
OF**

(INSERT FIRM NAME)

Principal Office Address:

Local Office Address if different from Principal address. (This office shall be adequately staffed and equipped to administer this project):

Prime Professional to Contact:

Title:

Phone No.:

E-Mail Address:

Website:

Is this an association of two or more firms? Yes* No

*If yes, provide details of the association in the response to Introduction/Overview.

Feel free to create a cover design that reflects your firm. Please include all information indicated on the cover.

INTRODUCTION/OVERVIEW

Please provide an introduction/overview of your firm/team and qualifications for this project. If this is an association of firms, please provide details of this collaboration.

**It is acceptable to add photos, use brochure sheets, etc. (This should not be more than four pages front and back or 8 pages front only)*

** It is acceptable to delete this and the above statements in the design of this response**

APPLICANT'S PERSONNEL AND WORK EXPERIENCE

Continuation Sheet if needed

Name	Title	Project Assignment	Years with Firm	Years with Other Firms	Professional License #	Year First Licensed	Degrees Earned

QUALIFICATIONS OF INDIVIDUAL WHO WILL BE IN DIRECT CHARGE OVER ENTIRE PROJECT

Provide the name and resumé (no more than 2 pages) of the individual within the Applicant Firm who will have direct charge of the St. Tammany Parish School Board's work. This should be the person whose professional stamp and signature will be affixed to the documents.

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other _____

Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing
Education: _____

Experience Relative
to facilities for:
Healthcare Teaching:
STEM:
Discovery Center:

RESUMES OF KEY PERSONNEL EXPECTED TO BE ASSIGNED TO STPSB PROJECT. *Use Continuation Sheet as needed.*

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Healthcare/STEM/Discover Center projects including, but not limited to, formal or special training and seminars attended:

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Healthcare/STEM/Discover Center projects including, but not limited to, formal or special training and seminars attended:

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Healthcare/STEM/Discover Center projects including, but not limited to, formal or special training and seminars attended:

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Healthcare/STEM/Discover Center projects including, but not limited to, formal or special training and seminars attended:

RELATED WORK EXPERIENCE: DISCOVERY CENTERS, HEALTHCARE TEACHING FACILITIES, STEM FACILITIES

List up to approximately six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm/Associated firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos and information. If the project was not performed by the applicant firm, list the firm responsible in parentheses after the description. Projects by consultants should not be listed in this section. *Copy for associated firm if applicable.*

Project Name and Location	Client	Project Description	Project Cost	Current Phase	Estimated/Completion Date

Indicate which, if any, of key personnel included in 9.1.1/.4 response worked on the projects listed above and if so, what their role was.

Please include images and brief descriptions of completed projects demonstrating the firm’s ability to design innovative adaptable spaces for educational, healthcare and STEM purposes. Use additional pages as needed.

PERTINENT NEW OR CREATIVE IDEAS

- Describe your approach to designing flexible, multi-use spaces that support
 - Classrooms
 - Large-group Presentations
 - STEM Competitions
 - Healthcare Simulations
 - Collaborative and Individual Learning Activities

- With the fast-paced changes in healthcare and technology, how does your design approach address adaptability for future educational trends and technology integration?

**CONSULTANT FIRMS' INFORMATION, PERSONNEL
AND WORK EXPERIENCE**

**PROJECT TEAM
HEALTHCARE AND DISCOVERY CENTER**

ARCHITECT/ENGINEER (Designer-Prime Professional) Firm that will sign contract with St. Tammany Parish School Board

Associated Firm & Address (if applicable) **

Proposed Consultants List consultants that will be retained for this/these project(s). **All consultants must be listed. If selected, any changes or additions to this list will require the written approval of the Owner.**

CONSULTANT TYPE	CONSULTANT FIRM	LOCATION (CITY AND STATE)
MECHANICAL		
ELECTRICAL		
CIVIL		
STRUCTURAL		
LANDSCAPING		
ACOUSTICS CONSULTANT		
OTHER TYPE:		
OTHER TYPE:		

** If this is an association of two firms, please indicate the planned organization and assigned duties of each firm on a continuation sheet**

Note: If more than one consultant is being considered for a particular discipline, please include at "other" line.

APPLICANT'S CONSULTANTS' QUALIFICATIONS

Provide a one page brief resumé of the person who will have direct charge of the proposed project in the Consultant's Firm who will be assigned to the proposed project. This should be the person whose professional stamp and signature will be affixed to the documents. *Copy sheet as needed for each consultant firm.*

Firm Name: _____

Person Responsible for
this project: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to

Healthcare:

STEM:

Discovery Center:

CONSULTANTS: SPECIFIC WORK EXPERIENCE: Discovery Center, STEM, Healthcare Teaching Facility

List projects completed within the last 5 years for each consultant with similar scope for which the Applicant’s Consultant firm provided services that are similar to the proposed project. Provide photos. *Copy sheet as needed for each consultant firm.*

CONSULTANT: _____

Project Name and Location	Client	Project Description	Project Cost	Current Phase	Estimated Completion Date of Construction

Please insert photos (brochure sheets are acceptable)

Use additional pages if needed

SECTION DIVIDER SHEET

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT AND WORKLOAD

DESIGN TEAM'S PERSONNEL

Indicate the number of personnel by discipline for your TEAM. (List each person only once by primary function.)

_____ Total Personnel		
_____ Licensed Architects	_____ Intern Architects	_____ Specification Writers
_____ Construction Inspectors/Field Administrator	_____ Draftsmen/CADD Operators	_____ Designer/Technician
_____ Interior Designers	_____ Landscape Architects	_____ Licensed Civil Engineers
_____ Licensed Electrical Engineers	_____ Licensed Mechanical Engineers	_____ Environmental Engineers
_____ Other:	_____ Other:	_____ Other:
_____ Total Staff	_____ Total Licensed Professional Staff	

EQUIPMENT/SOFTWARE

Indicate your team's current use of AutoCAD/Revit/other software for production of documents and construction administration.

DESIGN TEAM WORKLOAD:

List the Applicant & each major Consultant’s five (5) largest current projects that are active or are anticipated to be active in the upcoming months, 2025-2027. State how the Applicant will manage the successful and timely implementation with this anticipated workload. We are particularly interested in how applicant and major consultants will manage potentially more than one STPSB project if they are on multiple project teams. Please provide comments.

APPLICANT: _____

Project Name and Location	Project Cost	Phase	Estimated Completion Date

Use additional pages if needed

Comments:

CONSULTANT: _____

*Replicate table for each major consultant.

Project Name and Location	Project Cost	Phase	Estimated Completion Date

ABILITY TO WORK WITH STPSB STAFF AND OTHER PUBLIC AGENCIES

Please indicate if Applicant and Consultants Firm have worked with:

	Applicant Firm	Consultant Civil	Consultant Structural	Consultant Mechanical	Consultant Electrical
St. Tammany Parish School Board Staff					
Louisiana State Fire Marshal					
Louisiana Department of Environmental Quality					
Louisiana Department of Health and Hospitals					
Corps of Engineers (Wetlands)					
Parish of St. Tammany Government					

APPLICANT FIRM'S QUALITY CONTROL PROGRAM, COORDINATION & COMPLETENESS OF DOCUMENTS

What is your firm's method for quality control and coordination of all project information and documents through the design and construction? Also indicate how your firm reviews documents to ensure completeness of documents in house and from consultants to ensure a minimum of addenda items during bid phase and change orders items during construction administration.

APPLICANT FIRM’S RECORD OF KEEPING PROJECTS WITHIN BUDGET

List the last 5 or more projects that your firm designed and that have bid, the contract budget, and the bid amount for each project. Provide any other comments or information relative to managing projects in design phases to keep the project within budget. [Indicate how your firm estimates construction costs – i.e., in house or with a consultant.]

Project	Construction Budget	Year of Const. Budget	Actual Bid Amount	Date of Bid

APPLICANT FIRM'S CONSTRUCTION ADMINISTRATION SERVICES

What person(s) will provide construction administration for any STPSB projects selected? Please provide resumé information for the individual(s) who will be handling construction administration of the St. Tammany Parish School Board project(s) on the form following this page. What is your firm's method of handling Construction Administration for projects? If the same person who was in direct charge of design is not the person overseeing construction administration, provide information as to how your firm transfers/transitions between those persons. With regard to workload, please indicate if/how additional projects in your office affect the identified CA personnel's availability to effectively perform the CA tasks (in office and site related) for any STPSB projects for which you may be selected. What is your office's method of ensuring that your firm and your consultants are tracking, producing, and reviewing shop drawings, RFI's, change proposal documents and field reports in a time frame that is mindful of the construction contract and schedule? What is your firm's contractual requirement of major consultants relative to attending job site meetings and on-site regular observations of their discipline of work?

QUALIFICATIONS OF INDIVIDUAL WHO WILL BE HANDLING CONSTRUCTION ADMINISTRATION IN OFFICE/ON SITE. If more than one staff person, please copy this page and provide a resumé` for each.

Provide the name and a short resumé of the individual(s) within the Applicant's organization who will handle construction administration of the St. Tammany Parish School Board's work.

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

LOCATION, PROXIMITY TO ST. TAMMANY PARISH

Indicate your office’s proximity to St. Tammany Parish. If your office is not located in St. Tammany Parish, indicate if any of the key personnel that are to be assigned to the proposed projects live in/in close proximity to St. Tammany Parish. If you have a satellite office in St. Tammany Parish/Northshore Area indicate how the local office is staffed relative to the principal office location. Also in comments, provide information on proximity of consultant firms.

Points Associated With a “Yes” Response*	Questions	Yes or No
3	Applicant Firm: Is principal office located in St. Tammany Parish, LA? [If yes, skip next two questions]	
2	Applicant Firm: If principal firm is not located within St. Tammany Parish, LA, is local office performing work for this project located in St. Tammany Parish or within 30 miles of the St. Tammany Parish line?	
1	Applicant Firm: If not located within St. Tammany Parish, LA, is office that is performing work for this project located over 30 miles from the St. Tammany Parish line?	
1	Applicant Firm: Is person that will be primarily handling this project during design and construction administration, a resident of St. Tammany Parish, LA?	
1	Applicant Firm: Are 50% or more of employees associated with the office performing work for this project, residents of St. Tammany Parish, LA?	
5	Total Points Possible	

*A “Yes” Response = full number of points indicated for the question; A “No” Response = 0 points for the question.

NUMBER AND SIZE OF CONTRACTS WITH STPSB WITHIN PAST 6 YEARS

List the St. Tammany Parish School Board Large Capital Improvement Projects (projects greater than \$5,000,000.00) received within six (6) years of the year of this qualifications statement. Include the construction cost of the project.

OTHER SPECIAL CHARACTERISTICS

Does your firm have CMAR experience with any public school system projects in Louisiana relative to RS 38:2225.2.4 or previous versions of this law? If so, indicate the project(s) and provide information about the project, process and experience. If not, does your firm have other CMAR project experience? Do you think this project would benefit by this method of delivery? If so/not, why? Use continuation sheets as needed.

OTHER SPECIAL CHARACTERISTICS/SUMMARY

This continuation page may be used to tell the Evaluation & Screening Committee any information you would like relative to your firm, your design team, and the qualifications you bring relative to the planning, design, and administration of this project. Use continuation sheets as needed.

REFERENCES

Provide written references from current clients/similar projects. List three (3) projects of similar size and type with client/owner reference contacts or provide written recommendations from recent projects of similar type/size.

MANDATORY FORMS AND INFORMATION

I certify that I am an architect or engineer and a principal (principal is defined as a licensed architect or engineer who has the right and authority to exercise control over the project; who shares in profits, losses, and responsibility for incurred liabilities), with the firm applying for this project, that the foregoing information is accurate and complete to the best of my knowledge, and that I have read the information contained in the RFQ – Capital Improvements Plan 11/7/24 Professional Services Application Packet June 2025.

Signature of Principal: _____ Date: _____

Typed Name and Title of Principal: _____

Louisiana License Number: _____

PLACE STAMP/SEAL HERE

Attach the following information:

CURRENT LICENSE

Attach a copy of the document that your firm receives from the licensing board indicating your firm's current license to practice in the State of Louisiana.

LIABILITY AND PROFESSIONAL INSURANCE

Indicate your ability to provide all insurance required by the Professional Services Agreement. Attach a copy of your current insurance coverages from your insurance company. If your current coverages are less than those required, provide a certified letter from your insurance company verifying that you can meet the coverages required.

AFFIDAVIT

The following page contains an Affidavit which must be signed, notarized, and submitted as a part of this qualifications statement.

Have there been any problems with time delays, cost overruns, and/or design inadequacies on any projects for which the Applicant or any of its partners, shareholders, employees or joint ventures are in litigation or have been held to be at fault? _____ Yes _____ No

If yes, please explain.

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned authority, personally came and appeared _____

_____ of _____

(hereinafter referred to as "affiant"), who after being by me duly sworn, deposed and said that affiant has read this affidavit and does hereby agree under oath to comply with the applicable provisions of law set forth herein and affiant further states that Affiant or affiant's firm is seeking to be selected by the St. Tammany Parish School Board to provide services to be rendered in connection with a contract for construction, alteration or demolition of a public building or project or in connection with providing services in a particular field or specialty for work to be performed on behalf of the St. Tammany Parish School Board and neither he or she or his or her firm has paid any individual or firm to solicit the contract on his or her or its behalf nor has he or she or his or her firm paid a Board member or employee or a Committee member to secure a contract.

Signature of Affiant

Sworn to and subscribed before me this ____ Day of _____, 2025.

NOTARY PUBLIC