



PUBLIC NOTICE

The Jefferson Parish Finance Authority (hereinafter “JPFA”) is hereby soliciting Statements of Qualifications from licensed attorneys interested in providing general counsel services as follows:

The JPFA is a public trust established by the Jefferson Parish Council to provide financial assistance to homebuyers by way of municipal bond programs and/or other market-rate down payment assistance programs. General Counsel will provide expert and strategic legal advice to management and the Board of Trustees. General Counsel will ensure that the JPFA operates within the law at all times, as well as offer counsel on programs and business strategies development. In addition, General Counsel will be responsible for the following:

- Assistance in drafting internal governance policies and manage the impact of external factors;
- Evaluate and weigh multiple inputs and impacts of any decision or course of action sought by the Board of Trustees;
- Anticipate issues and estimate risks; identify proactive solutions for potential risks;
- Assist in dealings with external parties (auditors, external counsel, politicians, clients);
- Meet all legal objectives with a complete understanding of the JPFA trust indenture, its By-Laws, its purpose, and Roberts Rules of Order;
- Draft agreements and legislation on behalf of the JPFA; and
- Keep abreast and inform executive director and Board of Trustees of all legislative changes relative to the JPFA at a federal and local level;
- Attend all meetings of the Board of Trustees and if necessary, committee meetings.

The following criteria shall be used to evaluate the statements of the first/individuals submitting to the general counsel position:

1. Professional training and experience both general and in relation to the type and magnitude of work required for the JPFA, including but not limited general counsel experience in a business environment involving a public and/or private board and municipal finance;
2. Capacity for timely completion of the work, taking into consideration the person’s or firm’s current and projected workload and professional and support manpower;
3. Past and current accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered;
4. Past performance by the person or firm on public contracts, including any problems with time delays and cost overruns for which said person or firm was at fault;
5. Location of the principal office where work will be performed. Preference shall be given to persons or firms with a principal business office located in Jefferson Parish, including municipalities located within the parish; and
6. Proposed fee schedule.

Interested firms/individuals must submit three (3) copies each of their Statements of Qualifications to the Jefferson Parish Finance Authority c/o Mrs. Valerie Brolin, Executive Director, 1221 Elmwood Park Boulevard, Suite 505, Harahan, Louisiana 70123 no later than 3:30pm on February 23, 2018. No statements will be accepted after the deadline.