



Procurement Department
Jacksonville, Florida 32202

March 28, 2024

ADDENDUM NUMBER: One (1)

TITLE: 1411645246 Business Excellence Consulting Services

RESPONSE DUE DATE: April 16, 2024

TIME OF RECEIPT: 12:00 PM ET

THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:

1. Question: Is JEA considering awarding this to multiple vendors?

Answer: JEA intends to award to one company. Subcontracting will be allowed. If the Company intends to subcontract some aspects of this scope of work it shall be detailed in the Response and the Subcontractor Form attached as Addendum 1 – Subcontractor Form shall be included with the Response.

2. Revise and Replace Solicitation section 1.20 Required Forms to be Submitted with the following language:

1.20) Required Forms to be Submitted

The following forms must be completed and submitted to JEA at the timeframes stated below. The Respondent can obtain the required forms, other than the Minimum Qualification Form, Response Form and Response Workbook, by downloading them from JEA.com.

A. The following forms are required to be submitted with the Response:

- I. Minimum Qualifications Form- This form can be found in Appendix A of this Solicitation
- II. Response Form- This can be found in Appendix A of this Solicitation
- III. Conflict of Interest Form - This can be found in Appendix A of this Solicitation
- IV. **Subcontractor Form – If Applicable - This can be found on JEA.com and attached to Addendum 1.**

If the above listed forms are not submitted with the Response by the Response Due Time and Date, JEA shall reject the Response.

B. The following form is required to be submitted by the awarded company or short-listed Companies:

- I. Information Security Questionnaire - This can be found in Appendix B of this Solicitation – It should be noted this form requires additional documentation that may contain confidential information. If a non-disclosure agreement (NDA) is required JEA intends to use the JEA Mutual NDA document for execution which is provided in Appendix B.

C. JEA also requests the following documents to be submitted prior to Contract execution. A Response will not be rejected if these forms are not submitted at the Response Due Date and Time. However, failure to submit these documents prior to Contract execution could result in Response rejection.

I. Insurance certificate

II. W-9

III. Evidence of active registration with the State of Florida Division of Corporations (www.sunbiz.org)

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RESPONSE FORM