



Procurement Department Bid Section  
225 North Pearl Street  
Jacksonville, Florida 32202

April 10, 2026

ADDENDUM NUMBER: Three (3)

---

TITLE: ITN Contingent Workforce Staffing Program – 1412127849

---

RESPONSE DUE DATE: April 21, 2026

---

TIME OF RECEIPT: 12:00 PM ET

---

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

- 1. Requirement change: JEA is removing the Supplier Funded Program requirement for this RFP. The 1% VMS (Beeline) Fee shall not be included in the Companies bill rate. The VMS fee will be paid by JEA.**
- 2. Revise and Replace Solicitation Section 1.1 Scope of Work removing the highlighted language below:**

**1.1) Scope of Work**

The purpose of this solicitation for a Contingent Workforce Staffing Program (this "Solicitation") is to evaluate and select multiple Companies to provide Contingent staffing services as described in this Solicitation (the "Work") and to determine the best method for JEA to procure the Work with regard to pricing, quality, experience, design approach, and workmanship.

JEA requests responses from staffing companies to provide qualified, non-permanent Contingent workers. JEA expects to spend approximately \$8-10 million annually under this contract for its contingent workforce staffing but it should be noted that amount is an estimate and not a guarantee of work. JEA currently utilizes a Managed Service Provider (MSP) for our Contingent workforce staffing but intend to manage this process internally in the future. JEA shall execute contracts with staffing providers based on the evaluation process detailed in the Solicitation. JEA intends to award multiple contracts to the highest-ranked firms. JEA reserves the option to execute future contracts with remaining qualified companies from the shortlist as needs arise. To minimize disruption for our managers and staff, JEA may contract directly with current staffing companies to retain our existing workforce, provided it is in our best interest.

The awarded companies shall use our Vendor Management System (VMS), Beeline, for all staffing services including but not limited to requisitions, reporting, time keeping, compliance monitoring and invoicing. ~~The cost of the VMS services will be included in the Companies bill rate, as JEA intends to implement a supplier funded program.~~

A more detailed description of the Work is provided in the Technical Specifications included as an Exhibit to this Solicitation.

Capitalized terms used in this Solicitation without definition shall have the definitions given to them in Section 2 of this Solicitation.

- 3. Revise and Replace Technical Specifications Scope of Work removing the highlighted language below:**

The purpose of this solicitation for a Contingent Workforce Staffing Program (this "Solicitation") is to evaluate and select multiple Companies to provide Contingent staffing services as described in this Solicitation (the "Work") and

to determine the best method for JEA to procure the Work with regard to pricing, quality, experience, design approach, and workmanship.

JEA requests responses from staffing companies to provide qualified, non-permanent Contingent workers. JEA expects to spend approximately \$8-10 million annually under this contract for its contingent workforce staffing but it should be noted that amount is an estimate and not a guarantee of work. JEA currently utilizes a Managed Service Provider (MSP) for our Contingent workforce staffing but intends to manage this process internally in the future. JEA shall execute contracts with staffing providers based on the evaluation process detailed in the Solicitation. JEA intends to award multiple contracts to the highest-ranked firms. JEA reserves the option to execute future contracts with remaining qualified companies from the shortlist as needs arise. To minimize disruption for our managers and staff, JEA may contract directly with current staffing companies to retain our existing workforce, provided it is in our best interest.

The awarded companies shall use our Vendor Management System (VMS), Beeline, for all staffing services including, but not limited to requisitions, reporting, time keeping, compliance monitoring and invoicing. ~~The cost of the VMS services will be included in the Companies bill rate, as JEA intends to implement a supplier funded program.~~

4. **Delete the fourth bullet from the Technical Specifications:**

- ~~• The VMS fee will be 1% (subject to change with renewals). As a supplier funded program, the Companies invoice payments will be reduced by 1% to cover the Beeline services.~~

5. **Addendum 1 Question #19 Revised:** Are there any other fees or discounts associated with the program, such as MSP/VMS fee, volume discount, tenure discount, etc.

**Revised Answer: An MSP/VMS Fee shall not be applied.** A Tenure discount will be applied after 6 months. Vendors may propose an additional tenure discount after 2 years. There will not be a volume discount.

6. **Addendum 1 Question #67 Revised:** Beeline Fee - Can JEA confirm whether the 1% VMS fee will be fixed at the beginning of this new contract period?

**Answer: JEA is removing the Supplier Funded Program requirement for this RFP. The 1% VMS (Beeline) Fee shall not be included in the Companies bill rate. The VMS fee will be paid by JEA.**

7. **Question:** Why is there a driver's license requirement for some of the technology and customer care positions?

**Answer:** A driver's license is required because employees in technology and customer care positions may need to travel to different locations, especially during weather emergencies or other urgent situations, to provide support and maintain operations.

8. **Question:** If we are not subcontracting, do we still have to fill out the "List of Subcontractors form"? What do we fill in the three sections of the Excel, JSEB, Tier 1, Tier 2?

**Answer:** If no subcontracting is intended for this service, the form must still be submitted with 'N/A' entered for the Business Name across all three Tiers.

9. **Question:** Question for section 1.20) of "1412127849 Solicitation - CWF" when you mention Project Cost and Project Title, what do you want to see (cost / Spend / size?) how is it applicable since staffing service is a continuous staffing engagement, instead of standalone projects?

**Answer:** The Project Title shall be the contract title for the account reference provided for the Minimum Qualifications. The Project Cost shall provide a description of the annual billing volume in hours. It should be noted that the Minimum Qualifications require 160,000 annual billing volume in hours as a minimum.

10. **Question:** Each resume shall be no more than two pages in length, single sided, and 8.5" by 11" sized paper. How this may be relevant, as we are submitting response electronically?

**Answer:** Responses must be submitted electronically and are limited to two standard-sized pages in Microsoft Word or PDF format.

11. **Question:** We are curious as to why is the program moving internally now, from MSP?

**Answer:** The decision to transition from an MSP to an in-house contractor program is based on research indicating that an internal model provides greater operational control, improved alignment with organizational priorities, and increased flexibility in managing workforce needs.

12. **Question:** Where do we acknowledge the receipt of addendum on the Response Form? Shall we write in the filed "Through" = JEA?

**Answer:** The company shall acknowledge receipt of addendums on Appendix B – Response Form above the Company’s Certification. An example for three addendums is provided below.

We have received addenda           3           through           3          

13. **Question:** Will the future addenda posted including the awards also be notified by email?

**Answer:** Future addenda will be posted in Zycus and will be emailed to the companies on the Buyers mailing list. If you are not currently receiving addendum emails, an email request to be added to the mailing list must be sent to the seldel@jea.com. A public Response Opening will be held via MS Teams at 2pm on the Response Due Date (Section 1.7). After the public evaluation meeting, an intent to shortlist or intent to award email will be sent to all participants.

14. **Question:** 1412127849 Appendix A - Technical Specifications CWF- If contingent workers are Supplement Workforce, Consultants or Contractors and may work remote, do you allow for offshore resources?

**Answer:** The use of offshore resources will depend on the specific scope of work, security requirements, and system access needs associated with each engagement. Any offshore support must comply with applicable policies, data security standards, and access controls established for the program.

15. **Question:** 1412127849 Appendix B - Response Workbook- There are 32 Job Titles listed for Technology. In 1412127849 Appendix A - Job Descriptions, there 14 Technology job description documents with 1 of those that does not match any of the Job Titles. There are 9 job description titles that match directly and 4 that partially match the job title [i.e. Application Analyst job description title >Application Analyst Associate (Developer I), Application Analyst (Developer II), Application Analyst Senior (Developer III)] When will the remaining job descriptions be provided that will match to the job titles in 1412127849 Appendix B - Response Workbook?

**Answer:** As the program transitions in-house, job titles will be standardized and aligned with the organization’s current naming conventions, which underscores the importance of internal oversight. At present, job titles were developed in an ad hoc manner, resulting in inconsistencies between the titles listed in Appendix B and the available job descriptions in Appendix A.

16. **Question:** For document 1412127849 Appendix A - Drug Free Workplace Policy V7, Page 16 NOTE: JEA does not recognize prescriptions for low THC cannabis or medical cannabis. Does this mean that JEA will not tolerate any level of THC even if it is prescribed? OR Does it mean JEA does not recognize it as part of the test results?

**Answer:** Due to the receipt of federal funding, JEA's Drug Free Workplace Policy does not tolerate any level of THC.

17. **Question:** Could you please confirm the expected format and content? Is a sample available?

**Answer:** The bank letter can be in your own format and JEA does not have a sample to provide. The letter must disclose the amount of immediate cash available to the Company and a designated bank contact. The Respondent is responsible for stating their average monthly payroll amount from the 2025 calendar year, which JEA will verify against the submitted audited financial statements. The available cash stated on the formal bank letter must cover at least a one-month CY2025 average of the Company's total payroll obligations to meet the Minimum Qualifications.

18. **Question:** Additionally, are any other financial documents required besides the bank letter?

**Answer:** Yes, refer to Solicitation Section 1.18 Business Organization and History for a detailed list.

19. **Question:** If we don't have audited financials, would that prevent us from winning the bids? I can get the bank letter and accountant letters.

**Answer:** Refer to Addendum 1 Question #50. We will accept unaudited financial statements with the understanding that there will be greater weight placed on the bank support in those instances to have a third party confirm financial stability and payroll capacity.

20. **Question:** Can you provide the deadline to ask additional questions ahead of the due date?

**Answer:** The deadline is Tuesday, April 14, 2026. Additional details can be found in Solicitation Section 1.5.

**ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RESPONSE FORM**