



Procurement Department Bid Section
Customer Center 1st Floor, Room 002
21 W. Church Street
Jacksonville, Florida 32202

January 22, 2021

ADDENDUM NUMBER: Two (2)

TITLE: RFP 100565 Executive Search Services

RESPONSE DUE DATE: January 26, 2021

TIME OF RECEIPT: 12:00 PM EST

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

1. Question: What is the number of positions anticipated to be released under each category over the next 2 years?
Answer: We do not have an anticipated number at this time. The contract will be in place for future hires.
2. Question: Is there a salary range for these positions, this would help in determining the best fee structure?
Answer: The fee structure is not required during this Request for Qualifications solicitation.
3. Question: How would JEA like to see the percent mark-up proposed, there is no exhibit A on the sample contract or direction in the solicitation?
Answer: JEA is not requesting a markup during this Request for Qualifications (RFQ). We intend to just qualify a number of firms for various specialties. When a future recruitment is needed the qualified firms will be allowed to participate in a Request for Proposals (RFP). The markup will be provided during the RFP process.
4. Question: Is JEA looking for one markup rate or will you accept alternate proposals on fee structure?
Answer: Markup rates will be provided during future RFP's for specific positions.
5. Question: Will the markup be applied to base salary only or total compensation package offered?
Answer: The markup will be applied to the Base salary.
6. Question: Are there incumbent vendors currently performing these services, if so how many and who?
Answer: We do not have a current Executive Search Services contract in place.
7. Question: If there are incumbents what has the spend on these services been for 2018, 2019, 2020?
Answer: There are currently no qualified incumbent companies.
8. Question: Can JEA provide any sample or past positions with job descriptions that would fall under these services?
Answer: The job descriptions will be provided in the future Request for Proposals.

9. Question: If we are submitting for more than one category do we need a different past performance for each?

Answer: It is not required.

10. Question: Can we submit the same past performance for multiple categories if similar services were provided to that same client?

Answer: Yes

11. Question: Director to Senior Executive - are they looking to hire only above to manager level people through this RFP?

Answer: JEA intends to use this contract for upper management positions, including, but not limited to, senior executive positions.

12. Question: What is the current recruitment cycle time? Can we know what the current cycle time is?

Answer: The recruitment time varies depending on each specific recruitment.

13. Question: Is it a must to work on all eight categories?

Answer: No

14. Question: Should the AM be local - will they look for Account Manager

Answer: The Account Manager is not required to be local.

15. Question: They are asking for a single reference. Also, for each category, they are asking for references. Should we give multiple references or a single reference we can use across the RFP?

Answer: The Respondent shall submit past performance Responses for each recruitment category specific to their expertise. If the Respondent intends to be evaluated and scored on more than one (1) category, they shall identify and list the specific categories in their Response. The references should be an example of the company's ability to provide executive search services for the applicable category. The Minimum Qualification reference can be used as a reference for the Past Performance section of the solicitation.

16. Question: Can we know the list of titles they are looking to hire under each category?

Answer: JEA does not have a list of upcoming searches at this time.

17. Question: "Timeline with the milestone" - Is this about the recruitment cycle time?

Answer: A project plan should be provided with project milestones. Details regarding these criteria will be detailed in the recruitment RFP.

18. Question: What is the estimated annual perm placement volume (headcount and range of compensation plans) per location?

Answer: JEA is in one location and at this time we have no indication of future recruitments.

19. Question: Does JEA utilize contingent, contract executives for interim and/or project roles?

Answer: Yes

20. Question: What is the specific business purpose of each JEA location (e.g., administrative, sales, product line, etc.)?
- Answer: JEA is a municipal utility that provides electricity, water and sewer in Jacksonville, Florida. The various locations support our utility operation.
21. Question: Will JEA provide volume by talent (segmentation, job title, workers comp classification)?
- Answer: No
22. Question: Will JEA provide detailed job descriptions for each in-scope role?
- Answer: Yes
23. Question: Can JEA provide any significant changes in business expected in the upcoming years that could impact labor spend or hiring volume?
- Answer: No
24. Question: What are the top three “selling points” of working as a contingent resource or permanent employee of your organization?
- Answer: We would expect the qualified firms to assist JEA as needed with the selling points.
25. Question: Could JEA clarify what types of background/credit/drug screens are required and whether this will be required of us as vendor?
- Answer: Background/credit/drug screens will not be required for the Executive Search Services Company.
26. Question: Please specify expectations for orientation prior to the start of a contingent resource’s assignment. Please also define any on-going training requirements and associated frequency of distribution?
- Answer: These will be senior level positions and JEA will provide training as required.
27. Question: What are JEA’s expected payment terms?
- Answer: JEA shall render payment to the Company within thirty (30) days of the date of receipt by JEA of properly itemized and documented billings.
28. Question: What is JEA’s expected invoicing schedule (weekly, bi-weekly, monthly)?
- Answer: The Company shall submit an Invoice to JEA upon the completion of and JEA's subsequent verification of the completion, for each Milestone.
29. Question: Does JEA envision paying with a Purchasing Card?
- Answer: JEA does not intend to use a Purchasing Card for these services.
30. Question: With respect to contingent, interim and/or project executives, please describe any overriding factors that tend to impact pay rates, length of assignments, or bill rates at your organization, such as federal/state acts, union requirements, and/or JEA guidelines?
- Answer: No

31. Question: Does JEA have mandatory PTO for contingent executives? If so, what is the expectation and does JEA want this billed separately or factored into the markup/bill rate?

Answer: Not applicable

32. Question: Will JEA be providing all equipment and work spaces (if applicable)?

Answer: JEA will provide equipment and work spaces for all new hires.

33. Question: Is a Reference Account required for each Executive Search Category being proposed?

Answer: A reference is required for each category. JEA will accept the same reference for multiple categories if applicable.

34. Question: In the Past Performance section, references are requested for each placement listed. What type of references does JEA expect? Are these in addition to the Reference Account required on the separate form?

Answer: The Respondent shall submit past performance Responses for each recruitment category specific to their expertise. If the Respondent intends to be evaluated and scored on more than one (1) category, they shall identify and list the specific categories in their Response. The references should be an example of the company's ability to provide executive search services for the applicable category. The Minimum Qualification reference can be used as a reference for the Past Performance section of the solicitation.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RESPONSE FORM