

**APPENDIX A – MINIMUM QUALIFICATION FORM
RFQ 100565 EXECUTIVE SEARCH SERVICES**

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED RESPONDENT BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE RESPONDENT MUST COMPLETE THE RESPONDENT INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE RESPONDENT MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

RESPONDENT INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

The Respondent must meet all the following Minimum Qualifications to be considered eligible to have its Response evaluated. JEA will reject Responses from Respondents not meeting all of the following Minimum Qualifications:

The Respondent shall provide one (1) similar account reference where executive search services were provided for a similar sized entity, within the last three (3) years ending December 31, 2020.

- A similar account is defined as executive search services as described in the Scope of Services and stated herein, performed by the submitting Company.
- A similar sized entity is defined as a company similar in size to JEA with approximately 2000 employees.
- The account reference must include the reference company name, contact person, phone number, email address and a summary of the scope of work provided. JEA will contact and verify the account references.

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REFERENCE

Reference Company Name_____

Reference Contact Name_____

Reference Phone Number_____

Reference E-Mail Address_____

Address of Work _____

Lead Account Manager_____

Brief Description of Project (Scope of Services Provided): _____
