

**APPENDIX A – RESPONSE FORM
RFQ 100565 EXECUTIVE SEARCH SERVICES**

COMPANY INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

EMAIL OF CONTACT: _____

The Respondent shall check each recruitment category below indicating which areas of expertise they intend to submit a response for on this portion of the RFQ:

1. Information Technology		2. Human Resources/Safety	
3. Customer Service/Marketing/Government Relations		4. Finance/Risk/Compliance	
5. Supply Chain		6. Environmental	
7. Water/Wastewater Operations & Engineering		8. Electric Operations & Engineering	

PAST PERFORMANCE

Maximum score for criterion is: 60 Points

The Respondent shall submit past performance Responses for each recruitment category. If the Respondent intends to be evaluated and scored for more than one (1) category they shall identify and list the specific categories in their Response. The Respondent shall also check the sections they intend to submit a Response for on the Response Form.

The Respondent shall show how many positions they have filled within each category during the past two (2) years, ranging from Director to Senior Executive, including the title of the position with description, references, and recruitment cycle time for each position. The Respondent may also submit a past summary of their firm's recruitment history, including strengths in each category and experience working with utilities and/or government agencies. Responses will be awarded additional points for utility position placements.

The eight (8) recruitment categories JEA will utilize are as follows:

1. Information Technology
2. Human Resources/Safety
3. Customer Service/Marketing/Government Relations
4. Finance/Risk/Compliance
5. Supply Chain
6. Environmental
7. Water/Wastewater Operations & Engineering
8. Electric Operations & Engineering

The response for this criteria is limited to a maximum of three pages per category. A summary table with the positions filled, including the title of the position with description, references, and recruitment cycle time for each position, is recommended for each category.

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ACCOUNT MANAGEMENT

Maximum score for criterion is: 40 POINTS

The Respondent shall provide account management approach and the resume of the Lead Account Manager available to work on the JEA engagement.

At minimum, the resume shall present the employee's name, title, work location, availability, years of service with the company, applicable professional registrations, education, and work experience. The resume shall be no more than two pages in length, single sided, and on 8.5" by 11" sized paper. If the resume contains more than two pages, only the information contained on the first two pages will be evaluated by JEA.

Please provide a summary of work experience, including any team members who would be working in conjunction with the Lead Account Manager. Additional points will be awarded for experience in supporting utility staffing needs.

The response for this criteria is limited to a maximum of five pages.

____ (Initials) I have read and understood the Terms and Conditions including the Form Contract contained within this solicitation. I understand that I am in agreement with these terms and accept them "as-is" without exceptions.

____ (Initials) I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my Response will be disclosed to the public "as-is".

Company's Certification

By submitting this Response, the Respondent certifies that it has read and reviewed all of the documents pertaining to this RFQ and agrees to abide by the terms and conditions set forth therein, that the person signing below is an authorized representative of the company, that the company is legally authorized to do business in the State of Florida, and that the company maintains in active status an appropriate license for the work. The company certifies that its recent, current, and projected workload will not interfere with the company's ability to Work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Company shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorize Officer of Company or Agent

Date

Printed Name & Title

Phone Number