



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

October 11, 2021

ADDENDUM NUMBER: TWO (2)

TITLE: 1410426646 (RFP) Emergency Preparedness Consultant Services

QUOTE DUE DATE: October 13, 2021

TIME OF RECEIPT: 11:59 PM EST

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

1. **Question:** From section 1.1.1 Scope of Work, "Benchmark against other municipal utilities similar in size to JEA and other industry best practices. Develop gap analysis to findings and JEA practices." There are many possible benchmarks that are not directly related to municipal utilities for emergency preparedness. What applicable industry benchmarks are you anticipating are available for Emergency Preparedness for municipal utilities?

Response: While the majority of industry benchmarks may be general utility focused, JEA expects the analysis to include a comparison to how it ranks against other similar organization's programs.

2. **Question:** From section 1.2.1 Minimum Qualifications for Submission, "The proposer shall have successfully completed three similar contracts within the last five years." Will JEA accept currently working projects along with completed projects (regarding similar contracts within the last 5 years)?

Response: JEA will not accept current contracts. The contract must be successfully completed.

3. **Question:** From section 1.3.2 Alternate Provisions and Conditions, "To the extent Proposals contain exceptions to or modify the requirements found in this RFP, including, but not limited to, the Contract terms and conditions contained in Section 2 of this RFP, and any requirements found in the Technical Specifications attached as Appendix A to this RFP, such exceptions and modifications are stricken unless JEA affirmatively accepts the exceptions or modifications in the Contract." Appendix A is mentioned, but there is no Appendix A listed on the JEA Procurement site. Will JEA provide Appendix A?

Response: There is no Appendix A for this solicitation, please disregard. The technical specifications are located in Section 1.1.1 Scope of Work.

4. **Question:** From section 1.4.3 Required Forms to Submit with Proposal, "The following forms are required to be submitted at the time of Proposal: Proposal—Project Approach (free form)." Please confirm there is no other forms that needs to be filled out for this.

Response: The following forms are required to be submitted at the time of Proposal:

- Proposal – Project Approach (free form)
- Response Form (including acknowledgements of all addenda) - This form can be found in Appendix B
- Minimum Qualifications Form – Appendix B

5. **Question:** From section 1.4.6 Shipping, Freight, and Travel, "The Proposer shall include the price for travel, shipment of materials and equipment in its pricing shown on the Proposal Form or Proposal Workbook unless otherwise stated herein. The shipment of all materials shall be F.O.B. Destination. If the Solicitation allows travel expenses to be billed separately, then all Proposer's travel expenses will be reimbursed in accordance with JEA's Contractor Travel Policy." Is JEA's

Contractor Travel Policy the same as the GSA Policy? Will Respondents have access to the JEA Travel Policy for the development of the proposal (if different than GSA)? Please confirm if the respondent's prices should include travel, shipment of materials and equipment. It is unclear with both statements made above.

Response: Proposer should include travel, shipment of materials and equipment in overall price. Please see the attached JEA Travel Policy.

6. **Question:** Section 1.4.8 Listing of Subcontractors is not clear. Please clarify this requirement.

Response: Subcontractors are not required for this solicitation. If a Proposer plans to use a subcontractor, please list them in the "Proposal – Project Approach (free form)".

7. **Question:** From Section 2.8.3 Background Checks and Other Information Security Policies, "The background screening must be conducted prior to the employee providing any services or performing any work for JEA. JEA has the right to require more regular background checks and has the right to require that the Company provide background check results to JEA. JEA also shall have the right to require JEA conduct its own background checks on the Company's employees and to screen all such employees." How current must the employee background check be? What are the JEA security background checks standards—are they different then the items listed in the same section?

Response: The background check must have been completed within the last seven years. The JEA Security background check standards are the same as listed.

8. **Question:** In regards to the "Appendix B – Response Form", The third entry on the page is for listing a "License Number". What License are you referring to? It appears this form is requesting one total price to complete all services requested. Please confirm one total price is the expected submission.

Response: The "License Number" field is for the business license number. One total price is expected on the "Appendix B – Response Form". A breakdown of prices may be included on the "Proposal".

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL FORM.