



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

March 19, 2024

ADDENDUM NUMBER: Five (5)

TITLE: RFP 1411604046 Background Screening Services

RESPONSE DUE DATE: March 22, 2024

TIME OF RECEIPT: 2:00 PM EST

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

Question 1: I noticed there are some conflicting statements/requirements and I want to make sure I understand how to present the pricing. Appendix B – Response Workbook – Package Rate Sheet – Cell #3 – states: “Any mandatory third-party fees or surcharges shall not be included in the quoted rates below and shall be invoiced as individual line items.” However, on Appendix A - Technical Specifications - #26 states: “When third party services are necessary to verify information, JEA shall not be charged for the additional fees. The quoted rates shall be all-inclusive and include all Third-Party Clearinghouse Surcharges and Fees.”

Our standard methodology is to pass through any 3rd party fees, without markup, as a separate line item for that order on the invoice. For example, The Work Number has a 3rd party pass through fee of \$xxx currently. The invoice would show \$XX for the verification service, then \$xxx as a separate line item for the work number’s fee. Does this statement on Appendix A - Technical Specifications - #26 about JEA not being charged for 3rd party fees ONLY APPLY to the verification services? Does JEA want the vendor to avoid using services like the work number to verify employment? (Verification can be done directly by reaching out to the directly employer, however we can see this negatively affect the turnaround time.). Should we quote employment verification services to include the \$xxx 3rd party fee? Or should we disregard what #26 states and quote just the Vendor’s Fee for verification of employment, and any 3rd party fee would be passed through as a separate line item?

Answer: The quote should provide the Vendor’s fee for verification of employment only and note the average turnaround time.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RESPONSE FORM