

**ADDENDUM 3 -APPENDIX B - MINIMUM QUALIFICATIONS FORM
ITN 96043 BACKGROUND SCREENING 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 shall meet the following Minimum Qualifications to be considered eligible to submit a Response to this ITN. **A Minimum Qualifications Form which is required to be submitted with the Response Form is provided in Appendix A of this ITN.** It is the responsibility of the Respondent to ensure and certify that it meets the Minimum Qualifications stated below. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated below.** A Respondent not meeting all of the following criteria will have their Response rejected:

- Company shall be a member of National Association of Professional Background Screeners (NAPBS) and provide member ID number on the Minimum Qualification Form.

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- The Respondent shall provide two (2) account references for work similar to the services described in the scope of work for this ITN. References should cover work within the last three (3) years ending October 31, 2018.
 - A similar account is defined as Background Screening Services as described in the Technical Specifications stated herein.
 - The account references on the Minimum Qualifications Form 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.

Please note, any Respondent whose contract with JEA was terminated for default within the last two (2) years shall have their Response rejected.

Please provide the reference verification information requested below pertaining to this solicitation.

1. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

2. REFERENCE

Reference Name _____

Reference Phone Number _____

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Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____
