



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

December 10, 2018

ADDENDUM NUMBER: **ONE (1)**

TITLE: **SaaS Training and Onboarding Tool**

JEA ITN NUMBER: **96295**

BID DUE DATE: **January 8th 2018**

TIME OF RECEIPT: **12:00 PM**

TIME OF OPENING: **2:00 PM**

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

Add (1):

JEA adds the following document(s) to this Solicitation. Additions are in Red, Bold, Underlined Font.

- **Appendix B – Cloud Evaluation Matrix**
This form is a required form for any Cloud Based Solution. See Changes (3) and (4): for supplemental language regarding this addition.

Add (2):

JEA has decided to add a 2nd Pre-Response Meeting to this Solicitation as seen below. This meeting is optional for vendors who have already participated in the 1st Pre-Response Meeting on December 10th 2018. This meeting is mandatory for any vendors who did not participate in the 1st Pre-Response Meeting on December 10th 2018.

2nd PRE-RESPONSE MEETING TIME: 1:00 p.m. EST

2nd PRE-RESPONSE MEETING DATE: December 17th 2018

DIAL IN: 1.888.714.6484

PASSCODE: 992663

2nd PRE-RESPONSE MEETING LOCATION: JEA CUSTOMER CENTER, BID OFFICE, 1ST FLOOR, ROOM 002, 21 WEST CHURCH STREET, JACKSONVILLE, FL 32202.

Change (1):

JEA amends Section **1.1.3 INVITATION TO NEGOTIATE (JEA-16004)** as seen below. Additions are in **Red**, Bold, Underlined Font. Deletions are in **Red**, Bold, Strikethrough Font.

1.1.3 INVITATION TO NEGOTIATE (JEA-16004)

You are invited to submit a Response to the Invitation To Negotiate noted below:

JEA ITN Title: SaaS Training and Onboarding Tool

JEA ITN Number: #96295

A complete copy of this ITN and any applicable documents can be downloaded from jea.com.

Response Due Time: 12:00P.M. - ALL LATE RESPONSES FOR WHATEVER REASON WILL BE REJECTED.

Response Due Date: January 8th 2019

All Responses must reference the JEA ITN Title and Number noted above. All Responses must be made on the appropriate forms as specified within this ITN, and **emailed to Nickolas Dambrose at dambnc@jea.com by the Response Due Date. placed in an envelope marked to identify this ITN and delivered or mailed to:**

JEA Procurement, Bid Office, 21 West Church Street, Customer Center 1st Floor, Room 002, Jacksonville, FL 32202

The Respondent shall be solely responsible for delivery of its Response to the JEA Bid Office. Please note, JEA employs a third party courier service to deliver its mail from the local U.S. Post Office (USPS) which could cause a delay of Response delivery if mailed through the USPS. Therefore, JEA recommends hand delivery to the JEA Bid Office. Reliance upon the USPS, the courier service employed by JEA, or public carriers is at the Respondent's risk. Responses are due by the time and on the date listed above.

Change (2):

JEA amends Section **1.1.6 SUBMITTING THE RESPONSE** as seen below. Additions are in **Red**, Bold, Underlined Font. Deletions are in **Red**, Bold, Strikethrough Font.

The Respondent shall submit one (1) original Response, three (3) duplicates (hardcopies) and one (1) CD or flash drive. For the submitted electronic copy, the Respondent shall provide a tracked changes version of any terms and conditions comments and an excel version of the quotation of rates workbook. **Combed binders are preferred. If there is a discrepancy between the electronic and the hard copy, the hard copy will prevail. JEA will not accept Responses transmitted via email. IF RESPONDENT IS INTERESTED IN RECEIVING A RESPONSE FORM IN A WORD FORMAT, PLEASE EMAIL NICKOLAS DAMBROSE at dambnc@jea.com WITH THE REQUEST. REQUESTS MUST BE MADE NO LATER THAN FIVE (5) BUSINESS DAYS BEFORE RESPONSE OPENING.**

Change (3):

JEA amends Section **1.2.3 REQUIRED FORMS TO BE SUBMITTED WITH RESPONSE** as seen below. Additions are in **Red**, Bold, Underlined Font.

1.2.3 REQUIRED FORMS TO BE SUBMITTED WITH RESPONSE

The following forms must be completed and submitted to JEA at the timeframes stated below. The Respondent can obtain the required forms, other than the Minimum Qualification Form, Response Form and Response Workbook, by downloading them from JEA.com.

A. The following forms are required to be submitted with the Response:

- Business Requirements - This form can be found in Appendix B of this ITN
- Minimum Qualifications Form- This form can be found in Appendix B of this ITN
- Response Form- This can be found in Appendix B of this ITN
- Response Workbook - This can be found in Appendix B of this ITN
- **Cloud Evaluation Matrix – This can be found in Appendix B of this ITN**
- List of JSEB Certified Firms (if any) This can be found on JEA.com
https://www.jea.com/About/Procurement/Bid_Forms/
- List of Subcontractors (if applicable)
https://www.jea.com/About/Procurement/Bid_Forms/

If the above listed forms are not submitted with the Response by the Response Due Time and Date, JEA shall reject the Response.

Change (4):

JEA amends Section **4 FORMS** as seen below. Additions are in **Red**, Bold, Underlined Font.

4 FORMS

Appendix B – List of Subcontractors Form
Appendix B – Minimum Qualifications Form
Appendix B – Response Form
Appendix B – Response Workbook

Appendix B – Cloud Evaluation Matrix

Appendix A – Schedule of Values

Appendix A – Business Requirements

****** Bidder shall acknowledge this Addendum on the Bid Form******