

**Appendix B - Minimum Qualification Form
#96295 SaaS Training and Onboarding Tool**

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE BIDDER MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE BIDDER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT THE ORIGINAL AND THREE COPIES OF THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE BID SUBMISSION.

BIDDER INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

- Proposer shall demonstrate the successful completion of two (2) similar SaaS Training and Onboarding Tool contracts similar to the scope of work contained in this Solicitation within the last three (3) years of the RFP due date.
 - A similar contract is defined as a successful implementation including no less than 2,000 end users.

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SIMILAR SaaS Training and Onboarding Tool CONTRACT 1

Reference Name_____

Reference Phone Number_____

Reference E-Mail Address_____

Contract Year/Amount _____

Number of End Users _____

Project Title _____

Address of Work _____

Description of Project _____

SIMILAR SaaS Training and Onboarding Tool CONTRACT 2

Reference Name_____

Reference Phone Number_____

Reference E-Mail Address_____

Contract Year/Amount _____

Number of End Users _____

Project Title _____

Address of Work _____

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APPENDIX B - LIST OF SUBCONTRACTORS FORM

#96295 List of Subcontractors Form

JEA Solicitation Number #96295 requires certain major Subcontractors be listed on this form, unless the work will be self-performed by the Company.

The undersigned understands that failure to submit the required Subcontractor information on this form will result in bid rejection, and the Company agrees to employ the Subcontractors specified below: (Use additional sheets as necessary)

Note: This list of Subcontractors shall not be modified subsequent to bid opening, without a showing of good cause and the written consent of JEA.

Type of Work	Corporate Name of Subcontractor	Subcontractor Primary Contact Person & Telephone Number	Subcontractor's License Number (if applicable)	Percentage of Work or Dollar Amount

Signed:_____

Company:_____

Address:_____

Date:_____

APPENDIX B - RESPONSE FORM
#96295 SaaS Onboarding and Training Tool

The Respondent shall submit one (1) original Proposal, three (3) duplicates (hardcopies), and one (1) CD. If there is a discrepancy between the electronic copy and hard copy, the hard copy will prevail. JEA will not accept Proposals transmitted via email.

RESPONDENT INFORMATION:

RESPONDENT'S COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

EMAIL OF CONTACT: _____

WEBSITE: _____

Respondent shall provide this information in its own format.

1.4.2 QUOTATION OF RATES

Maximum score for criterion is 40 Points

Respondent shall provide a firm-fixed price quote for all Work in this ITN by completing the enclosed Response Form. The prices shall include all profit, taxes, benefits, travel, and all other overhead items. Please note, that the Respondent's total price can not be increased during the BAFO process. Respondent shall include Appendix B – Schedule of Values to detail the lump sum pricing contained in Appendix B – Response Workbook.

The percent mark-up for materials, consumables, and (any) subcontractors shall not be subject to any adjustment during the Term of the Contract.

Please note, the prices quoted by Respondent on the Response Form must be firm-fixed prices, not estimates.

This Amount Should Be Transferred From Appendix B – Response Workbook

Item No.	Description	SaaS Training and Onboarding Tool
1.3	<i>SaaS Training and Onboarding Tool</i> TOTAL BID PRICE	<Insert “TOTAL BID PRICE” from “Appendix B – Response Workbook” here>

1.4.3 PROFESSIONAL STAFF EXPERIENCE

Maximum points for this criterion: 10 points

Professional Staff Resumes:

The firm shall provide resumes of all professional staff to be assigned to this engagement. The professional staff shall include one (1) Project (Implementation) Manager - Lead, one (1) Senior Technical Advisor, and one (1) other Technical Advisor to be assigned to this engagement. Please clearly indicate which of the three persons correspond to the three professional staff roles. Persons whose resumes are submitted as professional staff to be assigned to this engagement must be able to perform the Work unless Company receives prior approval by the JEA Project Manager to use an alternate Team Member. Describe their primary responsibilities in brief paragraph.

Resumes are limited to two (2) pages, 8 ½” by 11” single sided. Resumes provided greater than two (2) pages will not be evaluated. At a minimum, the resume shall present the employee's name, location, title, years of service with the company, applicable professional registrations, education, and work experience. The resumes must identify experience conducting Demand Rate Pilot Program services. The resumes shall be no more than two (2) pages in length.

Respondent may provide this information in its own format.

1.4.4 PAST PERFORMANCE/COMPANY EXPERIENCE

Maximum score for this criterion: 10 Points

JEA shall evaluate the reference information submitted in Section 1.2.1 MINIMUM QUALIFICATIONS to score points for this Section. Proposer shall demonstrate the successful completion of two (2) similar SaaS training and onboarding tool contracts similar to the scope of work contained in this Solicitation within the last three (3) years of the RFP due date. The examples should be able to demonstrate that the Proposer's experience and knowledge qualify them to complete the necessary work in a successful manner.

Respond where indicated below

SIMILAR SaaS Training and Onboarding Tool CONTRACT 1

Reference Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Contract Year/Amount _____

Project Title _____

Address of Work _____

Description of Project _____

1.4.5 ABILITY TO MEET THE FUNCTIONALITY REQUIREMENTS

Maximum points for this criterion: 40 Points

Respondents will be evaluated and points will be assigned according to the requirements contained in Appendix A - Business Requirements contained herein. This document includes the requirements that have been identified by JEA as important to their selection of a qualified Bidder.

Respondents shall include in their Response their ability to satisfy each of the Requirements in each of the categories contained in Appendix A – Business Requirements.

- Test / Production Environment
- Create / Author
- Publish / Format
- Compatibility
- Reporting / Tracking
- End User / System Performance
- Support / Maintenance
- Records Retention / Archive
- Disaster Recovery

☐ **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 proposal will be disclosed to the public “as-is”.**

Respondent's Certification

By submitting this Response, the Respondent certifies (1) that it has read and reviewed all of the documents pertaining to this ITN and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status in the State of Florida. The Respondent certifies that its recent, current, and projected workload will not interfere with the Respondent'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 Respondent shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorize Officer of Respondent or Agent

Date

Printed Name & Title

Phone Number