

**ADDENDUM 1 - APPENDIX A – TECHNICAL SPECIFICATIONS**  
**ITN 97201 IMPROVING DRIVER BEHAVIOR / REDUCTION OF VEHICLE RELATED INCIDENTS**

**Scope of Work**

JEA is seeking Responses from qualified firms to provide combined classroom / in-vehicle driver improvement training for a pilot group of 80 to 100 students. This training should focus primarily on driver skills, techniques and behaviors related to prevention of vehicle related incidents. Examples include but are not limited to: decision making, safe following distances, use of turn signals, distracted driving, blind spots, parking and backing. JEA desires a training that encompasses both classroom and in-vehicle/on the road components. Classroom training should identify driver expectations and in-vehicle training should include the student demonstrating their current driving habits and behaviors, instructor critique, instructor demonstration of optimal driving behaviors and a second student demonstration of driving behaviors where the instructor evaluates comprehension of training. JEA is seeking a one (1) day, eight (8) hour course. The recommended course content is provided in the Technical Requirements below.

**Background**

JEA is Florida's largest municipally owned utility and the seventh largest municipal in the United States. There are more than 1500 vehicles of varied sizes and capacities, ranging from light duty pick-up trucks, medium duty, heavy duty and other various DOT regulated vehicles such as bucket trucks, tanker and vacuum trucks.

**Technical Requirements**

The response should include a description of the course you propose to deliver. The materials presented should include:

- A brief course description
- Specific course objectives
- Methods for evaluation and rating of driver abilities
- Copies of all printed training materials and handouts proposed for the course. You may mark them not for reproduction if you have any concerns about the use of the materials. If the Respondent does not have a course prepared the Respondent may submit similar course materials as examples of their work.
- The target group for this training are those employees that spend the majority of their workday operating a JEA vehicle on public roadways.
- After the initial pilot group of employees have completed the training and it has been effective, additional classes may be requested for the remainder of JEA drivers. (approximately 700 additional employees)

**The total price on the Appendix B – Response Form should include:**

- Delivery of training to five (5) students per day, Monday through Friday. Our intent is to hold four (4) weeks of training over a four (4) to six (6) week period.
- Any course development costs
- Travel costs for four (4) trips – each trip will consist of five (5) consecutive days of training.

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- Note – Classroom training space will be provided by JEA as well as the provision of any audio visual equipment. The vehicle will be provided by the Respondent.
- A post course student feedback questionnaire will be required from the Respondent and provided to JEA.

Once initial responses are received and evaluated, the top two (2) firms may be required to participate in an in person presentation. Your account manager and designated trainer for this work shall be part of this meeting. The presentation (a client panel evaluation) will have three (3) parts:

- Overview of the course, approximately 15 minutes
- Instructor delivery of a portion of the course, approximately 15 minutes
- The remaining time will be dedicated to any follow-up questions from the evaluation team.