

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 during a four (4) consecutive 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.

APPENDIX B – MINIMUM QUALIFICATIONS FORM
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GENERAL

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

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

PLEASE SUBMIT THE ORIGINAL VIA EMAIL TO SHEREA HARPER AT HARPSB@JEA.COM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE PROPOSAL SUBMISSION.

PROPOSER 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:

MINIMUM QUALIFICATIONS FOR SUBMISSION

Respondent shall have the following Minimum Qualifications to be considered eligible to submit a Response to this ITN.

It is the responsibility of the Respondent to ensure and certify that it meets the Minimum Qualifications stated below. A Company not meeting all of the following criteria may not have their Responses considered for Award:

- The Respondent shall provide two (2) account references for similar work as referenced in Appendix A – Technical Specifications. References should cover work within the last three (3) years ending March 31, 2019.
- Similar work is defined as classroom/in-vehicle driver improvement training experience as described in Appendix A - Technical Specifications.

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- The account references 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.

REFERENCE 1

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Description of Customer Relationship _____

REFERENCE 2

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Description of Customer Relationship _____

APPENDIX B - RESPONSE FORM
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RESPONDENT INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

NAME & EMAIL OF CONTACT: _____

WEBSITE: _____

RESPONDENT MUST COMPLETE THE FOLLOWING INFORMATION AND RETURN THIS FORM VIA EMAIL TO SHEREA HARPER AT HARPSB@JEA.COM.

QUOTATION OF RATES (35 Points)

Respondent shall provide a firm-fixed lump sum price term of the project as specified in the Technical Specifications by completing the information on the Response Form located in Appendix B of this ITN. The lump sum price submitted by the Respondent shall be all inclusive and shall include delivery of training to five (5) students per day, Monday through Friday during a four (4) week period, any course development costs, travel costs for four (4) trips – each trip will consist of five (5) consecutive days of training.

Please note, the rate quoted by the Respondent must be firm-fixed prices, and not an estimate. ANY MODIFICATIONS, EXCEPTIONS, OR OBJECTIONS CONTAINED WITHIN THE RESPONSE FORM SHALL SUBJECT THE RESPONSE TO DISQUALIFICATION.

Lump Cost for training course (1) week\$ _____ X four (4) weeks \$ _____

Lump Sum Price

Total for Contract Term

PROFESSIONAL EXPERIENCE (15 Points)

The Respondent shall provide the resume of the instructor available to work on the JEA engagement. **The points for this section will be awarded as follows: Five (5) Points for years of relevant training experience and ten (10) Points for depth of relevant industry experience.**

At minimum, the resumes shall present the employee's name, title, work location, availability, years of service with the company, applicable professional registrations, education, and work experience. The resumes shall be no more than two (2) pages in length, single sided, and on 8.5" by 11" sized paper. If the resumes contain more than two (2) pages, only the information contained on the first two (2) pages will be evaluated by JEA.

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PAST PERFORMANCE/COMPANY EXPERIENCE (15 Points)

The two (2) customer references provided in the Minimum Qualifications section of this ITN will be scored for points in this section.

At Minimum include the following information:

- Reference Company Name
- Reference Contact Person Name
- Reference Contact Person Name Phone and Email Address
- Describe how the project/contract is similar to JEA's Technical Specifications
- Number of employees included in the contract
- Annual value of the Contract
- Brief description of the scope and services included in the contract (not to exceed ten (10) lines)
- Client business sector, e.g. public, private, transportation, utility, financial services, etc.

ABILITY TO DESIGN AN APPROACH TO MEET THE TRAINING REQUIREMENTS (35 Points)

Describe in your own format the Respondent's approach to provide the services and manage the engagement described in the Technical Specifications located in Appendix A of this ITN.

The work plan should include:

- For the two (2) referenced accounts listed in the section above, Respondent shall explain how the Respondent managed the engagement.
- Describe in your own format your Company's approach to provide the services described in the Technical Specifications. The description shall provide a comprehensive design approach and explain how the Respondent intends to manage the engagement.
- Provide details of the provided course content.

The response for this section is limited to a maximum of five (5) pages.

____ 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

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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 Authorized Officer of Respondent or Agent

Date

Printed Name & Title

Phone Number