



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

June 19, 2019

ADDENDUM NUMBER: ONE (1)

TITLE: ITN 97542 Executive Coaching

BID DUE DATE: JUNE 26, 2019

TIME OF RECEIPT: 12:00 PM EST

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

1. **Question:** How many participants are expected to be included for the three and six month coaching engagements?
Answer: Varies; this is informal so could be 2-6+
2. **Question:** Will the coaching program be attached/in alignment to any ongoing leadership development program for particular cohort groups?
Answer: Perhaps, not planned at this time but historically that has occurred.
3. **Question:** Are the themes around time management and expected outcomes consistent for all the participants that will be receiving the coaching? What is driving your awareness of these particular needs – understanding of gaps within the group, assessment results, etc.?
Answer: No, topics could vary widely and be specific to the individual.
4. **Question:** Has there been an internal 360 or any type of leadership assessment completed for the prospective coaching participants? If so, will that data be available to the coaches prior to the start of the engagement? If not, should the pricing submitted include an assessment option?
Answer: Yes on record. Yes, available.
5. **Question:** Will JEA provide opportunity for selected Proponent to negotiate any terms of the Agreement? If so, is there a limitation to which provisions JEA would consider revisions from Proponent? Which provisions are up for consideration of revisions?
Answer: Yes on negotiate. Please reference Section 1.3.2 EVALUATION AND NEGOTIATION PROCESS located on page 9 of the Solicitation document for more detail information regarding this question.
6. **Question:** With regard to discount pricing, please clarify if JEA's instruction means that a Proponent's offer of a discount should be submitted separately from the ITN; or, will this be submitted post-ITN win?
Answer: Discount pricing instructions are post-ITN win. Reference Section 2.4.3 DISCOUNT PRICING located on page 23 of the Solicitation document.
7. **Question:** Given the ITN is for solicitation of executive coaching services, please confirm that Proponent does not need to carry insurance coverages for Explosion, Collapse and Underground, Hazards (XCU Coverage).

Answer: That is correct.

- 8. Question: Please confirm JEA will accept being included as additional insured under Proponent's blanket endorsement.**

Answer: Yes. Please reference Section 2.6.1 INSURANCE REQUIREMENTS – Excess or Umbrella Liability located on page 25 of the Solicitation document.

- 9. Question: Will JEA consider revisions to the Intellectual Property provision whereby Proponent would be required to give broad licensing right to JEA to include the right to modify and create derivative works from the subject matter of the grant of the right to sublicense all, or any portion of, the foregoing rights to an affiliate or a third party service provider?**

Answer: No. Reference Section 2.8.6 WORK MADE FOR HIRE located on page 31 of the Solicitation document.

- 10. Question: Please advise if the 'third party service provider' referenced in the intellectual Property provision would include competitors of selected Proponent?**

Answer: Yes, could.

- 11. Question: Please provide copy of the contract JEA references in 2.1 of 97542 Solicitation document. The document was not found at the link jea.com.**

Answer: Section 2.1 CONTRACT DOCUMENT TERMS AND CONDITIONS – located on page 18 of the Solicitation document is referring to this Solicitation (ITN).

- 12. Question: Will JEA consider Proponent submitting its invoices upon initiation of services given the length of executive coaching program could go on for a number of months?**

Answer: I think installments of some kind would make sense. Some portion (a third maybe) up front.

- 13. Question: Will coaches with professional coaching certificates other than through ICF be considered?**

Answer: Other certifications that are equivalent standard as ICF will be considered.

- 14. Question: In section 1.4.3. Professional Experience it states the resume is limited to one page. Is this one page per coach, or one page total? We have a bench of coaches with certifications to present as part of our response.**

Answer: Yes, one page per coach.

- 15. Question: In reference to the consultants name and location relative to the Jacksonville office, do they mean the consultant who will manage the project or the coaches? We want to ensure that we provide the right information, and we want to be clear on what they mean by consultant.**

Answer: This is the Jacksonville office project contact, not the individual coaches.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID FORM.