

**APPENDIX A – MINIMUM QUALIFICATION FORM
99696 PROCUREMENT PROCESS IMPROVEMENT CONSULTING SERVICES**

PROPOSER MUST COMPLETE THE FOLLOWING INFORMATION AND RETURN THIS FORM VIA EMAIL TO ELAINE SELDERS AT SELDEL@JEA.COM.

PROPOSER INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

NAME & EMAIL OF CONTACT: _____

WEBSITE: _____

QUOTATION OF RATES

Maximum score for criterion is: 30 Points

Proposer shall provide a fixed price for completion of this project. These rates shall include all profit, taxes, benefits, travel, and all other overhead items.

Fixed price for completion of project \$ _____

EXPERIENCE OF LEAD CONSULTANT

Maximum Score for Criterion is: 25 Points

Proposer shall provide a maximum of one (1) resume of the professional staff to be assigned to the JEA engagement. The resume provided shall identify the Lead Consultant. At a minimum, the resume shall present the employee's name, title, years of service with the Company, applicable professional registrations, education, and work experience. The Resume must identify the experience conducting procurement process consulting services. The resume shall be no more than two (2) pages in length. **If a multiple page resume is submitted, only the information contained on the first two (2) pages will be evaluated by JEA. Additionally, no more than one (1) resume will be evaluated.**

PAST PERFORMANCE AND COMPANY EXPERIENCE

Maximum Score for Criterion is: 25 Points

The Company shall provide two (2) references for procurement process consulting services in the past three years. The two (2) references provided for Section 1.2.1. Minimum Qualifications shall be used to evaluate this section. The references will be contacted.

ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE SCOPE OF WORK (SERVICES) REQUIREMENTS

Maximum Score for Criteria is: 20 Points

Describe your firm's approach in providing the services described in this RFP. Describe the approach of how your firm will manage the project, ensure timely completion of the scope of services and accomplish required objectives within the project schedule. Provide examples of previous procurement consulting work completed for municipal entities.

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Please use your own form for this section. The approach to description of professional services is limited to a maximum of three (3) 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”.

Proposer's Certification

By submitting this Proposal, the Proposer certifies (1) that it has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Proposer, and (3) that the Proposer is legally authorized to do business and maintains an active status in the State of Florida. The Proposer certifies that its recent, current, and projected workload will not interfere with the Proposer's ability to work in a professional, diligent and timely manner.

The Proposer 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 Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Proposer shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorized Officer of Proposer or Agent

Date

Printed Name & Title

Phone Number