

**APPENDIX B – MINIMUM QUALIFICATION FORM
99926 STATE GOVERNMENT RELATIONS CONSULTING SERVICES**

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 ELAINE SELDERS AT SELDEL@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

The Proposer shall meet the following Minimum Qualifications to be considered eligible to submit a Proposal to this RFP. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Proposer meets the requirements stated below.** A Proposer not meeting all of the following criteria may have their Proposal rejected:

- Respondent must have an office located in Leon County, Florida. In the case of joint proposals, the Company's or group's Lead Consultant that will be in charge of the engagement must be based in Leon County, Florida. Enter address on Appendix B – Minimum Qualifications Form.

Office Address in Leon County, Florida: _____

- Respondent must designate the Company's Lead Consultant who will serve as the primary representative for JEA. The Company shall provide two (2) account references where the Lead Consultant being

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proposed for JEA’s contract was also the lead consultant on the referenced work. References should cover work within the last five (5) years ending July 31, 2020.

- A similar account reference is defined as government relations consulting services as described in the Technical Specifications. The references must include the reference Company name, contact person, phone number, email address and the scope of service details. JEA will contact and verify the supplied references.
- For each account reference, the Respondent’s Lead Consultant must have actively and continuously represented the client before the State of Florida’s legislative branch, executive branch or regulatory bodies for a three (3) year period ending July 31, 2020.

Please note, any Proposer whose contract with JEA was terminated for default within the last two (2) years shall have their Proposal rejected.

REFERENCE 1

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Dates of Work _____

Description of Services Performed _____

REFERENCE 2

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Dates of Work _____

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Description of Services Performed _____
