

**APPENDIX A – MINIMUM QUALIFICATION FORM
101473 GRANT WRITING 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.

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: _____

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:

- The Company shall be able to demonstrate expertise in providing high-quality Grant Writing Services, and the Proposer shall provide two (2) account references as specified above for work similar to the Grant Writing Services as described in the scope of work for this RFP. References should cover work within the last three (3) years ending May 31, 2021.
 - At least one (1) of the two (2) references provided shall be from a municipal or an investor-owned utility.
 - 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.

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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 _____

Description of Services Performed _____

REFERENCE 2

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Description of Services Performed _____
