

## **APPENDIX A – TECHNICAL SPECIFICATIONS RFQ 104518 TALENT ACQUISITION SERVICES**

### **Scope of Work**

The purpose of this Request for Qualifications (RFQ) is to evaluate and qualify Companies to provide Talent Acquisition Services for JEA (this “Solicitation”) as defined herein. JEA intends for these services to complement an existing talent acquisition search that JEA is conducting. It will not replace JEA’s ability to conduct a recruitment for the same role. JEA reserves the right to conduct a recruitment in tandem to the qualified Talent Acquisition Services Companies.

The qualified Companies will be placed on the Talent Acquisition Services Qualified Proposers List which shall also be referred to as the QPL. To be approved to the QPL, a Company must submit their Qualifications in accordance with the instructions stated in this RFQ. JEA will evaluate the Company’s Qualifications in accordance with the selection criteria defined in the solicitation. Upon approval the company will be added to the QPL and notified of the approval via email. Approved vendors on the QPL will receive an email with instructions on how to proceed when JEA is seeking to utilize the Talent Acquisition Services QPL. The email from JEA’s human resources team will include a job description, salary information and a request to have the qualified candidates submit an application for the advertised position.

1. JEA is seeking multiple Companies to partner on a variety of high volume, highly technical roles to compliment JEA talent search capabilities. JEA staff will be engaged in recruitment efforts in tandem with the qualified Companies talent search efforts. If the Company identifies a candidate that has not already submitted their application for the same requisition, JEA will include the candidate in the search pool.
2. The QPL shall be used in conjunction with JEA’s recruiting efforts when JEA is conducting a search for specified disciplines including but not limited to: Engineering disciplines, specifically in energy, water/water reuse planning and construction; Electric generation, distribution, and transmission; Water and water reuse operations and maintenance; Data analytics to include, but not limited to supply chain management, logistics, finance, strategic planning, workforce planning; Business intelligence analysts; Business development and planning professionals; and Information technology professionals.
3. The qualified Companies shall only execute a recruitment at the request of JEA’s human resources team. The Company shall communicate directly with the assigned JEA Talent Acquisition Specialist or Manager of Talent Acquisition. All communication from the Company shall be with human resources and **not** directed to the hiring manager. It should be noted JEA reserves the right to request resumes from all of the qualified Companies or just some of the Companies on the QPL that specialize in certain fields and with fees that have been deemed reasonable.
4. Qualified Companies will receive a request from JEA Talent Acquisitions Services staff to commence a recruitment. The email will include a job description along with the details regarding the process to include but not limited to, the deadline for the posting, and how to submit candidate resumes. The QPL list will be used for full time specialized employment positions.
5. The Company shall provide a percentage for the Fee for Placement for the three salary ranges listed below. The fee shall be no more than the percent provided multiplied by the candidate’s annualized salary, excluding other forms of compensation to include but not limited to incentive pay, variable compensation and benefits. The Companies shall also provide a list of disciplines that they specialize in to be used as guidance for JEA in future recruitments.

JEA will pay a fee percentage of base/total first year compensation based on the ranges below. The percentage shall be all-inclusive and include all direct and indirect fees. **The percentage shall not exceed 45%.**

### **Salary Ranges**

- \$75,000 - \$100,000
- \$100,000 - \$125,000
- Greater than \$125,000

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6. If the submitted candidate accepts the position, the Company which submitted the resume will be notified and receive the annualized salary via email from the human resources team. The Fee for Placement will be paid according to the following Milestones:
  - 50% of the Fee for Placement shall be paid within 30 days of the person's first day of employment with JEA.
  - Remaining 50% shall be paid after 90 days from the new hire's start date.
7. The Company shall submit an invoice to the accounts payable email address as stated on the purchase order according to the salary ranges listed above. The Company shall submit an invoice for the initial milestone payment upon notification that their candidate has been hired. The second invoice for the final milestone payment will be submitted 6 months later. JEA's payment terms are NET 30 upon receipt of the invoice.
8. If the same candidate's resume is submitted by multiple qualified Companies, the Company that submitted the candidate first will be awarded the contract. All resume submittals will include a time date stamp when submitted.
9. If the new hire is terminated or resigns within the first year of employment the Company shall guarantee a replacement candidate for the position for no additional fee. If this occurs before the second milestone payment is made JEA will not be responsible for payment until the position is filled. If JEA chooses not to fill the position or if the Company is not able to find a replacement the second milestone payment will be waived.
10. The Company will agree to sign a contract for each hired candidate and agree to all of the terms and conditions contained within this RFQ. A sample contract is provided in Appendix C and will reference the terms and conditions of this RFQ.