

104518 APPENDIX B – QUALIFICATION FORM  
TALENT ACQUISITION SERVICES

**RESPONDENT INFORMATION:**

RESPONDENT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL OF CONTACT: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**QUOTATION OF RATES**

Respondent shall agree to the following Fee for Placement percentages by completing the enclosed Response Form. The fees shall include all profit, taxes, benefits, travel, and all other overhead items.

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%.**

<b>Salary Ranges</b>	<b>Total Fee Percentage of base/total first year salary</b>
<b>\$75,000 - \$100,000</b>	<b>%</b>
<b>\$100,000 - \$125,000</b>	<b>%</b>
<b>Greater than \$125,000</b>	<b>%</b>

**List of Respondents Specialty Disciplines (as referred to in Appendix A – Technical Specifications, item 2):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL EXPERIENCE AND LOCATION OF PROFESSIONAL PERSONNEL**

The Respondent shall provide the resume of the Lead Account Manager who will be assigned to the JEA engagement.

104518 APPENDIX B – QUALIFICATION FORM  
TALENT ACQUISITION SERVICES

At minimum, the resume shall present the employee's name, title, work location, availability, years of service with the company, applicable professional registrations, education, and work experience. The resume shall be no more than two (2) pages in length, single sided, and on 8.5" by 11" sized paper. If the resume contains more than two (2) pages, only the information contained on the first two (2) pages will be evaluated by JEA.

Proposer may provide this information in its own format to be attached to Appendix B - Qualification Form.

**COMPANY AND LEAD CONSULTANT EXPERIENCE**

Provide two (2) similar account references for personnel search services as described in the technical specifications and stated herein. The similar account references must be work performed by the Respondent for evaluation purposes.

At Minimum include the following information:

- o Reference Company Name
- o Reference Contact Person Name
- o Reference Contact Person Name Phone and Email Address
- o Describe how the contract/account is similar to JEA's scope of work and how the timelines for the project were met.
- o Describe the experience of the Respondent in serving comparable utility and municipal utility sector clients including understanding of utility industry challenges, municipal sector challenges, and demonstrated sensitivity of the firm to the local political environment.

More points will be awarded for contracts demonstrating experience with electric and water utilities. Proposer may provide this information in its own format to be attached to Appendix B - Qualification Form.

**ABILITY TO DESIGN AN APPROACH AND WORKPLAN TO MEET TECHNICAL REQUIREMENTS**

- Describe your Companies approach and methodology for completing talent acquisition services.
- Provide details regarding areas of expertise or specific fields your company specializes in. Examples have been provided in Appendix A – Technical Specifications, item 2.

Proposer may provide this information in its own format to be attached to Appendix B - Qualification Form.

**Respondent's Certification**

By submitting this Response, the Respondent certifies (1) that the Respondent 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 Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status, in the State of Florida. The Company certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to Work in a professional, diligent and timely manner.

The Respondent 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 Respondent also certifies that, upon the prospect of any change in the status of applicable licenses,

104518 APPENDIX B – QUALIFICATION FORM  
TALENT ACQUISITION SERVICES

permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

Please initial below:

\_\_\_\_ (Initials) 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”.

We have received addenda \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorize Officer of Respondent or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number