



Procurement Department Bid Section
Customer Center 1st Floor, Room 002
21 W. Church Street
Jacksonville, Florida 32202

February 23, 2023

ADDENDUM NUMBER: One (1)

TITLE: 104518 Talent Acquisition Services

PROPOSAL DUE DATE: N/A

TIME OF RECEIPT: N/A

THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:

1. **Question:** The Solicitation (104518) mentions a Minimum Qualifications Form, Response Form and Response Workbook. Are these available for download or should we create our own response documents in an 8.5x11 format to include with the Appendices?

Answer: A Minimum Qualifications Form, Response Form and Response Workbook are not required for this RFQ. Please refer to section 1.2.3. of the solicitation. The required forms are the Qualification Form and the Conflict of Interest Form.

2. **Question:** The RFQ looks as though it is only for permanent/direct hire opportunities within JEA. Please confirm and if so, is there a separate process for contingent labor/staff augmentation?

Answer: This RFQ is for permanent/direct hire opportunities. JEA utilizes Workspend as our Managed Service Provider for our contingent or supplemental staff.

3. **Question:** How many roles were filled in 2022 by both internal TA and agencies/vendors?

Answer: JEA filled 338 positions in Fiscal Year 2022. 18 positions outside of internal hiring were filled by other agency/vendors.

4. **Question:** What is your expectation of roles available for vendor support in 2023?

Answer: We are currently recruiting for 108 positions. JEA will evaluate the types of recruitments that will require additional sourcing assistance at a later date.

5. **Question:** Is there anything in place to track and regulate agency/vendor performance expectations?

Answer: Not at this time. JEA may utilize a vendor scorecard in the future if we determine it is in our best interest.

6. **Question:** Are other vendor questions and answers going to become public at any point?

Answer: Yes. All questions and answers are provided by addendum.

7. **Question:** Does the scope of this RFQ require JSEB participation? If so, what is the percentage goal?

Answer: No.

8. **Question:** How many suppliers are currently providing talent acquisition services within the scope of this RFQ?

Answer: We have not utilized the qualification list as of the date of this addendum.

9. Question: How many suppliers will ultimately be selected?

Answer: There is not a limit on how many suppliers will be qualified for our Qualified Proposers List.

10. Question: If a worker leaves after 90 days and a replacement is not found, or if the role is eliminated, does this mean the 2nd payment will not be issued?

Answer: If the person leaves after 90 days, and a replacement is not found, there shall be a prorated amount.

11. Question: What is JEA's requirement If a worker is replaced, and the replacement worker also leaves before 1 year?

Answer: JEA would be credited based on a prorated rate.

12. Question: In Appendix A - Technical Specifications, it states in #6 that the 2nd payment will be made after 90 days; but in #7 it states 6 months later. Please clarify.

Answer: The 2nd payment shall be made after 90 days.

13. Revise and Replace Appendix A – Technical Specifications item 7 with the following language:

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 90 days later. JEA's payment terms are NET 30 upon receipt of the invoice.

14. Question: Have any addenda been issued for this RFQ? If so, how can we access them?

Answer: This is the first addendum. All Addendum will be posted on JEA.Com.

15. Question: What specific screening is required for identifying candidates for the roles outlined in the scope of this RFQ?

Answer: The open requirements will serve as the first leg of screening and any additional screenings will be handled by JEA.

16. Question: Is there any flexibility on the 1-year guarantee period?

Answer: No.

17. Question: Is there any flexibility on the payment terms?

Answer: No.

18. Question: How much volume can we expect to see for job openings? How is that broken down throughout the various skillsets?

Answer: JEA is seeking to use this service to supplement our existing staffing for regular placement of employees. JEA places an average of 150-175 jobs per year. We cannot estimate how many roles we may have for the given categories. The categories of jobs were provided in the RFQ.

19. Question: How many vendors does JEA plan on onboarding for this program?

Answer: There is not a limit on how many suppliers will be qualified for our Qualified Proposers List.

20. Question: When would JEA realistically like to have a contract in place? Is it truly an open timeline or would they like to pick their vendors quickly?

Answer: JEA would like to qualify many companies as quickly as possible. A contract will be executed just with companies we intend to utilize for candidate placement. The RFQ is open ended, but we intend to start use the qualified list as soon as it is in our best interest to do so.

21. Question: Can you provide more info regarding the types of positions you need help hiring for, or the typical volumes we might expect?

Answer: We are currently recruiting for 108 positions. JEA will evaluate the types of recruitments that will require additional sourcing assistance at a later date. JEA is seeking to use this service to supplement our existing staffing for regular placement of employees. JEA places an average of 150-175 jobs per year. We cannot estimate how many roles we may have for the given categories. The examples of job categories were provided in Appendix A – Technical Specifications Item 2. The Companies shall list their specialty disciplines on the Qualification Form.

22. Question: Is this RFQ specifically intended for permanent placements, temporary placements (contract / contract to perm), or a combination of the two?

Answer: This RFQ is for permanent/direct hire opportunities. JEA utilizes Workspend as our Managed Service Provider for our contingent or supplemental staff.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE QUALIFICATION FORM