



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

March 10, 2023

ADDENDUM NUMBER: Two (2)

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:** If someone starts and leaves after 6 months – does JEA get back the whole fee or 50% of the fee?

Answer: If the company has received 100% of the payment and the candidate is dismissed or resigns at 6 months, the company should pay back 50% of the fee OR provide another qualified candidate. If someone works at JEA for 9 months and they are unable to provide another qualified candidate, the required fee reimbursement would be prorated (FEE X (9/12)).

2. **Question:** : If candidate resigns or is dismissed within 90 days, is the fee 100% refundable to JEA or is that also prorated (by month for example)?

Answer: If the company has received the initial 50% fee for placement and the candidate is dismissed or resigns within 90 days, the company should pay back a prorated amount of the fee received based upon the amount of time the candidate was employed OR provide another qualified candidate.

3. **Question:** For the insurance requirements our broker cannot write our policy for automotive liability as we do not have any company vehicles or direct employees visiting our clients (we exclusively provide a recruiting service).

Answer: The auto liability insurance requirements have been removed from this RFQ.

4. **Question:** Does JEA have a budget for Talent and Acquisition Services?

Answer: JEA currently does not have a budget set for these services as they will be determined in the future for new recruitments.

5. **Question:** Has JEA outsourced Talent and Acquisition Services in the past? If so, what were the parameters of the contract?

Answer: A similar RFQ and QPL were in place at JEA prior to 2017. The previous RFQ has been attached as **Addendum 2 – 86742 Personnel Search Services**.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE QUALIFICATION FORM