

106132 APPENDIX B – QUALIFICATION FORM
GRANT CONSULTING 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 Rates by completing the enclosed Response Form. The fees shall include all profit, taxes, benefits, travel, and all other overhead items. **In addition to the hourly rates for the Task Activities, please include a comprehensive Consultant Rate Sheet.**

Individual task orders for grant consulting service opportunities will be sent to one or more of the most experienced Companies on the Grant Consulting Services Qualified List. The Company shall provide a lump sum price to complete the task order using the hourly rates listed below. The Company with the lowest lump sum price for the task order will receive the notice to proceed with the scope of work.

It should be noted, participation in this RFQ and being deemed eligible for the Qualified Firms List, is not a guarantee of work.

Task Activity	Hourly Rate
Annual Funding Plan – Create a strategic funding plan with appropriate funding opportunities for JEA’s initiatives. Include approximate funding cycles for planning purposes.	
Grant/External Funding Advising – Provide analysis, research, identification, development, review, and submittal.	
Grant/External Funding Research – Identify all grant/funding resources that support JEA initiatives needs and priorities.	
Proposal Development and Writing Services – Preparation, research, compilation, production, documentation, submission, and responses to internal and external inquiries.	
Technical Advisory Services – Expertise to conduct a compliance review of the application and provide guidance.	
Writing Services as needed – Production of a portion(s) of an application i.e., community benefits plan.	

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List of Respondents Specialty Grant Consulting Disciplines (as referred to in Scope of Work):

PROFESSIONAL EXPERIENCE OF PERSONNEL

The Respondent shall provide the resume of the Lead Consultant who will be assigned to the JEA engagement. At minimum, the resume shall present the employee’s name, 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.

The Respondent shall demonstrate that the Lead Consultant has a minimum of three (3) years’ experience successfully completing grant submissions in any of the following areas: utilities, Environmental Protection Agency (EPA), Department of Energy (DOE), State of Florida and entities within, Water Management District, Economic Development Administration (EDA), and National Science Foundation (NSF).

A Respondent not meeting the criteria stated above will have their Response rejected.

JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated above.

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COMPANY CONSULTING EXPERIENCE

Provide two (2) or more similar account references for grant consulting 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

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- 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.

The Respondent shall demonstrate that the Company has successfully completed a minimum of two (2) grant submissions that resulted in awards in any of the following areas: utilities, Environmental Protection Agency (EPA), Department of Energy (DOE), State of Florida and entities within, Water Management District, Economic Development Administration (EDA), and National Science Foundation (NSF).

A Respondent not meeting the criteria stated above will have their Response rejected.

JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated above.

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ABILITY TO DESIGN AN APPROACH AND WORKPLAN TO MEET TECHNICAL REQUIREMENTS

- Describe your Company’s approach and methodology for completing grant consulting services.
- Provide details regarding areas of Specialty Grant Consulting Disciplines (as referred to in Scope of Work). Please include specific examples of work done in any/all of the disciplines: Electric systems, District Energy Systems, Distributed Energy, Electric Vehicles, Energy Efficiency and Weatherization, General (EV charging Stations, cyber enhancements, smart grid/AMI system changes/modifications), Outage Management, Cybersecurity, Environmental Initiatives, Economic Development, Water/Wastewater, Reclaimed Water, Biosolids, Educational (STEM, craft trades, teaching aides), and Emergency Management.
- JEA will review the submitted information and will determine whether a vendor is qualified under a certain Discipline.
- 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.
- Provide details on the specific grant consultation performed and note if awarded.

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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,

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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