

**106132 APPENDIX A – TECHNICAL SPECIFICATIONS
GRANT CONSULTING SERVICES**

1. SCOPE OF WORK

The purpose of this Request for Qualifications (RFQ) for Grant Consulting Services (this "Solicitation") is to evaluate and establish a list of Qualified Firms ("Companies or "Respondents") that have the expertise to provide analysis, research, identification, development, assessment, and planning, including but not limited, to the one or more of the following Specialty Grant Consulting 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), Emergency Management as described in this Solicitation (the "Work") and to determine the best method for JEA to procure the Work with regard to pricing, quality, design, and workmanship. The Qualified Firms should have demonstrated experience with grant consulting for:

- Annual Funding Plan
- Grant/External Funding Advising
- Grant/External Funding Research
- Proposal Development and Writing Services
- Technical Advisory Services

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

2. GENERAL REQUIREMENTS

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

2.1. No sub-contracting will be allowed, the Company is responsible for satisfactory results.

- g. The Lead Consultant shall be JEA's main contact and assist in facilitating the Grant Consulting projects. If there is a change in the Lead Consultant, the Company shall notify JEA and provide a new resume.

3. PROJECT COMPLETION

- 3.1. Company must provide documentation of completed work at least 7 business days prior to project deadline.