

## **Responses to questions about RFQ JAC-2023-01**

(Issued November 27, 2023 by the Justice Administrative Commission)

### **QUESTION 1:**

Is this an ONSITE position?

### **RESPONSE:**

The Candidate may provide services onsite, remote, or hybrid (a combination of onsite and remote). The ability of the candidate to provide services onsite, remote and/or hybrid should be addressed in response to RFQ JAC-2023-01, Section B, Candidate Information, page 3 (issued November 27, 2023). In particular, number 5 provides: “A detailed explanation of why this candidate is the best match for this Project; including what qualifies the candidate to provide the services described in the Scope of Work.” The manner in which the candidate will provide services relates to the speed to service and implementation approach factors specified in the RFQ JAC-2023-1, Selection Criteria, page 4, lists the following in no particular order, and without limitation:

- Pricing
- Speed to Service
- Implementation Approach
- Experience with the services specified
- Past Performance

**Provision of services onsite, hybrid, and/or remote will be considered as part of the speed to service and implementation approach factors.**

### **QUESTION 2:**

Please confirm the work location for this position (Hybrid /Onsite /Remote).

### **RESPONSE:**

**See response to Question 1.**

### **QUESTION 3:**

If this is an ONSITE position, what is the address in which they would be working?

**RESPONSE:**

**The Justice Administrative Commission is located at:**

**227 North Bronough Street, Suite 2100  
Tallahassee, FL 32301**

**QUESTION 4:**

Is this for one position or four positions?

**RESPONSE:**

**Per the Purpose Statement found on RFQ JAC-2023-01, page 2 (issued November 27, 2023), "Quotes are being requested for up to four (4) candidates..."; Per the Selection Criteria found on page 4 of same, "This RFQ may result in the selection of one or more Contractors to provide the Services described in this RFQ."**

**QUESTION 5:**

What is the classification for the Documentation Specialist/ Technical Writer-5800- Entry, Intermediate or Advanced?

**RESPONSE:**

**Any candidate must meet the criteria specified in RFQ JAC-2023-01, Section B, Candidate Information, page 3 (issued November 27, 2023). As long as a candidate meets the minimum criteria, the position can be an entry, intermediate, or advanced position.**

**QUESTION 6:**

Will the Justice Administrative Commission accept candidates submitted under the **Advanced** scope variant level?

**RESPONSE:**

**See response to Question 5.**

**Question 7:**

Please confirm the work location for this position (Hybrid/Onsite/Remote).

**Response:**

**See response to Question 1.**

**Question 8:**

Is the background check of Level 2 including fingerprinting mandatory during the time of submission?

**Response:**

**Per RFQ JAC-2023-01, Section B, Candidate Information, requirement number 8, page 3 (issued November 27, 2023), requires the proposed candidate to have undergone the background check when being submitted for consideration.**

Question 9:

Please confirm the work location for this position (Hybrid/Onsite/Remote).

**Response:**

**See response to Question 1.**

Question 10:

Is the background check of Level 2 including fingerprinting mandatory during the time of submission?

**Response:**

**See response to Question 8.**

Question 11:

Are you looking for the candidates submitted to have been through this before the submittal, or after acceptance? 8. Proof that the candidate has undergone a background check which, at minimum, is the equivalent of a Level 2 screening described in section 435.04, F.S., including finger printing.

**Response:**

**See response to Question 8.**

Question 12:

Are you looking for the work to be performed on-site at JAC? Hybrid? Or Remote?

**Response:**

**See response to Question 1.**

Question 13:

Will these resources be provided with equipment, or will they need to use their own?

**Response:**

**The expectation is that any candidate(s) proposed in response to RFQ JAC-2023-01 (issued November 27, 2023) would either have equipment provided by the Contractor or use their own computer equipment.**

Question 14:

Will a license for Microsoft Visio be provided, or will they have their own license?

**Response:**

**The expectation is the any candidate(s) proposed in response to RFQ JAC-2023-01 (issued November 27, 2023) would either have the required software provided by the Contractor or have their own license.**

Question 15:

Would JAC accept a candidate who is working 100% remotely?

**Response:**

**See response to Question 1.**

Question 16:

If candidate is 100% remote, does JAC have a preference for candidates located within Florida, or can the candidate be located anywhere in the USA?

**Response:**

**As long as the Contractor meets the requirement set forth in RFQ JAC-2023-01, Section A, Number 2, page 2 (issued November 27, 2023), which provides: "Indicate whether the Contractor is a business entity incorporated in Florida, a foreign entity registered to do business in Florida, or a foreign entity claiming exemption to the registration requirements under section 607.1501(2), Florida Statutes" the proposed candidate(s) may be located and work from anywhere in the USA.**

Question 17:

If the candidate is not in Tallahassee, what would be the expected frequency of onsite meetings in Tallahassee?

**Response:**

**There are no expectations of any onsite meetings at the location specified in the response to Question 3. See also the response to question 1.**