

**QSP 2022-8072;
Hearing Officers**



ATTACHMENT A: SCOPE OF WORK

CMHA hereby solicits and requests quotes from qualified contractors to provide Hearing Officers services. This request for quotation is not an offer to buy and should not be assumed as such.

1.0 Scope

Hearing Officers shall serve as an independent contractor for review of administrative hearings, informal reviews and grievances filed by applicants, tenants, and participants of the CMHA's housing programs.

Hearing Officers must be a licensed attorney and submit proof of licensing with their proposal.

Specifically, hearing officers will:

- Attend scheduled meetings
- Review all evidence admitted and proffered during the informal review or hearing
- Make independent decisions based on evidence and testimony presented at hearings
- Deliver reports within 14 days of the hearing
- Submit written reports that are relevant and readable by lay persons and contain conclusions of fact supporting the final order
- Conduct hearings in accordance with applicable CFRs and laws, program policies and procedures.
- Explain all procedures followed during the hearing, and follow the SOP entitled "HEARING OFFICER – Informal Reviews and Hearings", provided by the CMHA Legal Department
- Ensure the following at all hearings:
 - proceedings are tape recorded and provided to Legal
 - all evidence admitted and proffered during the informal review or hearing is stated on the transcript
 - the applicant or participant is permitted to appear and be heard in person, or by his attorney
 - the applicant or participant is provided with the opportunity to present their position, arguments and contentions
 - the applicant or participant is provided the opportunity cross-examine witnesses
 - the applicant or participant is provided the opportunity to proffer evidence into the record
 - the applicant or participant is provided the opportunity to testify under oath or waive the taking of testimony under oath.

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Hearing decisions will be delivered to the concerned Department Head and the Legal Department. The decisions to the Legal Department may be sent by email. All hearing recordings shall be delivered to CMHA's legal department labeled by hearing officer and date hearing was held.

Performance Standards

- 1.1 For each time the Contractor fails to submit a written decision within 14 days the Contractor's fee may be reduced 10% for that service.
- 1.2 For each time the Contractor violates any of the clauses in this QSP, the Contractor's fee may be reduced 10% for that service.
- 1.3 CMHA may waive the fee reductions at her discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.
- 1.4 Invoices are to be submitted within two weeks after completion of the service (see Invoicing in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)