



QSP 2022-8072 Hearing Officers

Attachment B: Contractor's Fee Submission Form

The fees shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs.

Hearing Officers are compensated on a per-hearing basis. As an independent contractor, the Hearing Officer is able to hand some components of the work (such as drafting a hearing decision) in an off-site location).

| Description | Firm Fixed Fee (each) |
|---|-----------------------|
| Voucher Management Terminations (per written decision) | \$ |
| Asset Management Grievance Hearings (per written decision) | \$ |
| Reasonable Accommodation Hearings (per written decision) | \$ |
| Voucher or Management Informal Reviews (per written decision or no show) | \$ |
| Asset Management Admissions Hearings (per written decision) | \$ |
| Bad Debt Review (per written decision) | \$ |
| Continuances Voucher or No Shows for Asset Management Program (Hearing Officer to provide a summary decision about the continuance) | \$ |
| No Shows/Hearings (Hearing Officer to provide a summary decision about the no show) | \$ |
| Rescinded Termination (Hearing Officer to provide a summary decision about the rescinded termination) | \$ |

Hearing Officers will receive a fee for the continuances, no-shows, and rescinded terminations when a summary decision is written. A summary decision will be written when the matter is set before the Hearing Officer and the program (either Asset Management or Voucher Management) has not made a decision prior to the hearing date.



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Additional Services

Provide a firm fixed hourly rate for related services

| Name/Position | Firm Fixed Hourly Rate |
|---------------|------------------------|
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the QSP.

PROPOSER’S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all QSP Documents including attachments, this Fee Submission Form, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this QSP.

Date: _____

Company: _____

Address: _____

City, State, Zip _____

Phone: _____ Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____