



ADDENDUM #3

Quotations for Small Procurements
Hearing Officers
Solicitation No. 2022-8072

Addendum 3 – Issued November 8, 2022

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

QUESTIONS:

1. How long does it take to complete each item on Attachment B-Fee Submittal Form? **Providing an exact amount of time it takes to conduct hearings is not possible, however, previous Hearing Officers have scheduled most hearings for 30-45 minutes. Hearings may be continued to avoid delay of other scheduled hearings. Continuances and No Shows will only take a few minutes to complete.**

The exact time it takes to complete written decisions is dependent on the complexity of the case and the Hearing Officer's understanding of the matter and the law. On average, a written decision may take between 5 minutes - 2 hours to complete.

The following table breaks out the average rates for the current contracts on file:

Description	Average Fees
Voucher Management Terminations (per written decision)	\$77.50
Asset Management Grievance Hearings (per written decision)	\$132.50
Reasonable Accommodation Hearings (per written decision)	\$132.5

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Voucher or Management Informal Reviews (per written decision or no show)	\$57.50
Asset Management Admissions Hearings (per written decision)	\$77.5
Bad Debt Review (per written decision)	\$77.5
Continuances Voucher or No Shows for Asset Management Program (Hearing Officer to provide a summary decision about the continuance)	\$37.5
No Shows/Hearings (Hearing Officer to provide a summary decision about the no show)	\$37.5
Rescinded Termination (Hearing Officer to provide a summary decision about the rescinded termination)	37.5

END OF ADDENDUM TO DATE 11/08/22

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