



**Request for Qualification
22-42**

for

Administrative Adjudication Hearing Officer

ADDENDUM No. 1

March 17, 2022

Any and all changes to the Request for Qualifications are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 1 is attached and consists of total of three (3) pages including this cover sheet.

Please contact me at 847-866-2971 or (jostman@cityofevanston.org) with any further questions or comments.

Sincerely,

Jillian Ostman
Purchasing Specialist



RFQ No. 22-42

Administrative Adjudication Hearing Officer

Addendum No. 1

March 17, 2022

This addendum forms a part of the RFQ Documents for RFQ # **22-42** and modifies these documents. This addendum consists of the following:

Questions:

1. What is the hourly rate for current administrative adjudication hearing officers?

The City currently has two Administrative Adjudication Hearing Officers. Their hourly rate is \$70 and \$60 respectively.

2. How much did the City pay for their administrative adjudication hearing officers in 2021?

The City paid \$56,270 for its Administrative Adjudication Hearing Officers in 2021.

3. Because the adjudicator must have specific training and certification, do the M/W/EBE participation sections of the RFQ apply or is this position exempt?

The M/W/WBE participation does apply as the City is interested in diversifying its hearing officers. There is no exemption.

4. In reviewing the New RFQ with the previous RFQ the insurance requirements have changed and may not be applicable to the services being provided and may not be available for solo practitioners for which certificate of insurance naming the City as an additional insured.

Insurance requirements are updated as follows:

3.0 INSURANCE

Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary professional liability insurance during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder. In some instances, attorneys are exempt from carrying professional liability (malpractice) insurance. If Consultant is exempt from carrying such insurance, Consultant must demonstrate that he/she is exempt.

Clarification:

1. Responses will only be accepted electronically via E-bidding through DemandStar (www.demandstar.com). It is highly recommended to pre-register prior to the 2:00 P.M. due date to ensure all documentation is uploaded and received properly.

NO PROPOSALS WILL BE ACCEPTED AFTER THE SUMITTAL DEADLINE.

Note: Acknowledgment of this Addendum is required in the Submittal.