

A Request for Bids

The Department of Community Affairs (DCA) is seeking a quotation for professional services, specifically a Hearing Officer, for the Housing Assistance Programs Unit for the purpose of conducting informal hearings. The Request for Bids is for the State. Interested vendors need to submit their bids. Written or signed telefax quotations are due not later than 4:30 p.m. on May 25, 2012. Quotations should be sent to the attention of:

Frank Losey, Supervisor of Field Operations
New Jersey Department of Community Affairs
Division of Housing and Community Resources
101 South Broad Street
PO Box 051
Trenton, New Jersey 08625-0051
Telephone: 609-633-3410
Fax 609-633-8084

Quotations should include proposed rate per hour, charges for and listing of possible and customary expenses, resume/statement of experience and history of the company, if applicable. Further, the following forms must be completed and returned with the bid: Business Registration Certificate, Request for Proposal Form, Standard Terms and Conditions Forms, Source Disclosure Certification, Pay to Pay Disclosure, Ownership Disclosure, Macbride Principles, Affirmative Action Supplement and the Affirmative Action Employee Report must be completed and returned with the bid.

Please note that previous experience as a hearing officer for the Section 8 Housing Assistance Program is required.

Quotations received after the due date will not be considered.

SCOPE OF WORK

The Department of Community Affairs is seeking a hearing officer to conduct informal hearings. The DCA will schedule the hearings to be held in the 15 field offices throughout the State. The hearing officer is to conduct hearings in accordance with the federal regulations and the program's Administrative Plan. Written decisions are to be rendered within 48 hours of the hearings and transmitted electronically or by telefax to the DCA Administrative Office. The decision will be reviewed and an approved decision will be issued by DCA to the client.

DURATION OF WORK

The assignment will commence in July 2012 and continue through June 2013.