



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Adrienne Todman, Executive Director

Addendum

Addendum No. 1

Issued: June 13, 2016

ADMINISTRATIVE HEARING OFFICERS

0022-2016

All respondents shall acknowledge receipt of this addendum, sign below and return it with your proposal. **Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal.** Respondents are informed that the above named solicitation is modified as follows:

The District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation. Please reference Attachment A.

All Other Terms and Conditions Remain Unchanged End of Addendum No. 1

Cheryl Moore

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

Question 1: The instructions indicate that I must complete a Hearing Officer Application which was referenced as Exhibit 1, however in review of the solicitation I found all of the attachments but Exhibit 1. Can you please send me a copy of the Hearing Officer Application?

Answer 1: Page 10 reads, D.2.3: Package No. 1: (Technical Proposal) shall contain, item G – Completed Hearing Officers Application and resume (Exhibit 1 attached hereto). Attached to this Addendum No. 1 is a copy of Exhibit 1 – Hearing Officer Application which is to be completed and submitted as a part of the respondent's proposal.

Question 2: Does the Contractor need to have both commercial general liability and professional liability insurance?

Answer 2: Professional liability is required.

Question 3: Does the Contractor get the insurance once you are assigned the contract?

Answer 3: If you are selected to receive a contract we will ask for a copy of your Insurance Certificate. If upon review it is found that your insurance is not sufficient we will request that you obtain the necessary additional insurance to fulfill the requirement.

Question 4: Does a solo practitioner have to have key personnel if assigned a contract?

Answer 4: A solo practitioner does not have to have key personnel to obtain a contract.

Question 5: After three years does a contractor have to submit another proposal?

Answer 5: Yes. Your proposal submission would only be applicable to this specific solicitation.

Question 6: As a solo practitioner do I apply under the name of my business or under my name as an individual?

Answer 6: You should apply as an individual.

Question 7: Can you explain to me how the McNamara O’Hara service contract act applies to this position?

Answer 7: The McNamara-O’Hara Service Contract Act is required for all contracts in excess of \$2,500; contractors and subcontractors performing services are required to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality, or the rates (including prospective increases) contained in a predecessor contractor's collective bargaining agreement.

The Scope of Services provided within the RFP include services may be classified as administrative and/or professional. As such the McNamara-O’Hara Service Contract Act is applicable unless the employees qualifies for exemption as bona fide executive, administrative or professional employees under the FLSA (29 C.F.R. Part 541).

Question 8: Must all inquiries be put in writing and sent via email or is an email enough?

Answer 8: All inquires must be put in writing and submitted via email by the specified date and time noted in the solicitation.

Question 9: With respect to D.2.3 it states description of substantive experience is that where we give you the resume or is that an essay?

Answer 9: The description of your substantive experience should be detailed in your resume which may include an essay.

Question 10: Is a copy of my Bar card sufficient proof of admission or do you need something else?

Answer 10: Your Certificate of Admission and Good Standing is sufficient proof.

Question 11: If I am granted this contract will I be subject to comply with Section 3, meaning do I have to make these hires within the categories suggested?

Answer 11: Yes you will be subject to comply with Section 3 and you can meet the requirement in one or more of the categories specified within the Solicitation document.

Question 12: Do I need to register my business as a DBE or woman owned business prior to responding to the solicitation?

Answer 12: No, you don't have to be registered but for those who are registered they will receive points as noted in the solicitations Page 21 as ADDITIONAL POINTS.

Question 13: Can you please provide the name of the current vendor conducting the recording and transcription services for DCHA Administrative Hearings?

Answer 13: FTR Hearings by Valley Office Machines provides the recording apparatus for hearing proceedings and transcript requests which are facilitated through our Office of Public Affairs.

Question 14: Can you also include their pricing if available?

Answer 14: This information obtained utilizing the Freedom of Information Act (FOIA) through our Office of the General Counsel.

Question 15: Are firms required to hold a valid Section 3 Certificate in order to bid on this opportunity?

Answer 15: No there is no need to have a Section 3 Certificate. Please review page 18, D18 – Section 3 Requirements to see the different ways to meet the Section 3 Requirement. You can choose one or several options listed on page 19. For those individuals or companies who submit their Section 3 Plan with their proposal they will receive points based on that submittal.

Question 16: As a certified Woman-Owned small business, would our firm be eligible bid on this opportunity with Section 3 certified firms as subcontractors?

Answer 16: Yes.

Question 17: How many hours per week will the Administrative Hearing Officers under this contract be expected to work?

Answer 17: Contingent on the Office of Fair Hearings' caseload, an Administrative Hearing Officers under our contract will be expected to work possibly as much as four (4) to 16 hours per week.

Question 18: Can you define what digital records we would be responsible for keeping, in what format should the records, what is required to have them be complete, after a year are we able to destroy these records or should they be kept? Additionally should the records be kept at our company offices or on site?

Answer 18: The Administrative Hearing Officer (AHO) will be responsible for digitally recording hearing proceedings in *.wma format using the Office of Fair Hearings' recording apparatus; FTR Hearings by Valley Office Machines (the recording apparatus) is used to complete digital recording of hearing proceedings; and the original recordings are kept on site for not more than three (3) years however, the AHO may keep a copy of the same for not more than one (1) year.

Question 19: Please clarify what is needed for invoice records, what process should be followed?

Answer 19: Details regarding invoice records and processing will be provided upon ratification of the candidate's contract.

Question 20: How many candidates are needed to fill the positions, will there be a consistent standard number of workers necessary at any given time. How many resumes are we able to submit for consideration?

Answer 20: Four (4) qualified candidates are being sought to fill the positions; there is a consistent good faith effort to maintain the minimum number of members (6) on the Hearing Panel; and you may submit any number of resumes for consideration.

Question 21: What should the writing sample consist of?

Answer 21: Writing samples should not be more than 10 pages which, exemplifies your legal writing ability and may consist of portions of pleadings, motions, briefs, etc., preferably in "Findings/Conclusions" format.

Question 22: How many expedited decisions are expected within any given timeframe, monthly, quarterly, yearly? Is there an average that can be anticipated or expected?

Answer 22: The number of expedited decisions within any given timeframe varies significantly but, overall is minute compared to the volume of standard hearings.

EXHIBIT 1

HEARING OFFICER APPLICATION



**DISTRICT OF COLUMBIA HOUSING AUTHORITY
OFFICE OF FAIR HEARINGS**

APPLICATION FOR HEARING OFFICER

General

Full Name: _____

All other names in which you have been known: _____

Office Address: _____

City: _____

Zip Code: _____ Telephone: _____

E-mail Address: _____ Fax: _____

How long at this address: _____ Telephone: _____

Place and Date of Birth: _____

Are you related by blood or marriage to any employee or official of the District of Columbia Housing Authority? If so, give their names and explain the relationship.

What is the present state of your health?

Do you have or have you had in the past five years, any impairment of eyesight, hearing, alcoholism, drug addiction, or other physical or mental disability, disease, or illness, or hospital confinement or medical treatment therefore? If so, please specify.

Education

Colleges and Universities attended, dates and degrees:

Years	School	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have published any legal books or articles, please list them, giving citation and dates:

List any honors or awards you have received:

Professional Admissions – General Qualifications

List all courts (including state bar admission) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving dates of admission in each case.

Court or Administrative Body

Date of Admission

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Have you ever been arrested, charged or convicted for violation of and federal law, state law, county or municipal law, regulation, or ordinance? If so, please give details. Do not include traffic violations for which a fine of 450 or less was imposed unless it also included a jail sentence.

Have you ever been sued by a client? If so, please give particulars.

Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, please give particulars, including the amounts involved.

Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct? If so, please give particulars, including the full style of the cause.

Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court administrative agency, bar association, or other professional group? If so, please give the particulars.

Law Practice

State the name, dates, and addresses of all law firms with which you have been associated in practice and of all governmental agencies or private business organizations in which you have

Additional sheets may be attached if more space than provided is required

been employed, periods you have practiced as a sole practitioner, and other prior practice for the past five years.

Position	Firm/Address	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe the general nature of your current practice including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now than previously, please give details of prior practice:

Prior Judicial Experience

Have you ever held judicial office or been a candidate for judicial office: If so, please state the courts involved and the dates of service or dates of candidacy:

Prior quasi-judicial service:

Name of Agency: _____

Position held: _____

Hearing on what issues: _____

Number of cases adjudicated: _____

Date of service: _____

Business Involvement

If you are not an officer, director or otherwise engaged in the management of any business or enterprise, state the name of such enterprise, the nature of the business, and the nature of your duties.

Professional and Other Activities

List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held in such groups, and committees to which you belonged. (a)

List all organizations and clubs, other than bar associations and professional societies identified in response to part (a), of which you have been a member during the past five years, including the titles and dates of any offices you have held in each such organization.

Supplemental Information

Describe the extent of your involvement in housing law or public housing law, including the nature of that involvement, e.g., prior practice, achievements, volunteer work, and the period of any such involvement.

State any additional education or other experiences you believe would assist you in discharging the duties of Hearing officer.

State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed in connection with your possible selection as a Hearing Officer.

List three individuals as references who are familiar with your abilities and personal character.

Name	Address
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Writing Sample

Submit with our application a writing sample which exemplifies your legal writing ability. Writing samples should be ten (10) pages or less; may consist of portions of pleadings, motions, briefs, etc., preferably in a "Finding/Conclusions" format.

Confidentiality Statement

This form will be kept confidential and will be examined only by members of the selection panel. The individuals whom you have listed as references above may be contacted by the panel but no other employees, colleagues, or other individuals will be contacted without our prior approval.

I declare under penalty of perjury that the foregoing is true and correct. Executed on:

Date

Signature of Candidate

By: _____

Additional sheets may be attached if more space than provided is required