



ADDENDUM NO. 2

December 13, 2021

RE: Administrative Hearing officer, RFP 202122-05

The foregoing documents are amended and/or clarified in the respects as herein set forth. This addendum and the amendments herein shall become part of said documents and of any contract entered into pursuant to said documents.

Questions and answers through Friday, December 10, 2021:

Q1 Requirements: I see from the posting that the position requires someone who is a licensed attorney. Is that a strict, definite requirement?

A1 Preferable but not required. SEE ADDENDUM NO. 1.

Q2 Printing & mailing of decision letters: Who will be responsible for printing and mailing decision letters generated from the hearings?

A2 The Hearing Officer will prepare a final written decision and deliver it to the City-designated representative who will then transmit copies of the decision to the Appellant and to the City.

Q3 Translation of submitted appeal forms: Will there be a provision for forms that have been submitted in Spanish to be translated into English for the hearing officer to review in preparation for the hearing? This step would be helpful "so that a Hearing Officer can understand the grounds for appeal." (MMC §1-9.09(B)) If this step is not practical, a fallback provision is to have an interpreter on hand for the hearing who reads aloud the form in English when the appellant-citizen fails to appear for the hearing.

A3 The City will transmit the appeal form submitted by Appellant and a translated version to the Hearing Officer. The City will offer a translator at the hearing if there is a need.

Q4 *Insurance requirements for consultants: Given the clerical nature of this position, might these requirements be adjusted to better fit both the nature of the work and my personal circumstances? Specifically, because: (1) I will be a subcontractor, not an agent or employee of the City, (2) because I will not be using subcontractors in any capacity, and (3) because of the contractual terms in the Consulting Services Agreement that preclude a consultant from raising a claim against the City, can the insurance requirements be waived for this position? If not for the position itself, then at least in my case? Other than periodically conducting hearings and pre- and post-research & writing, I neither own a professional business nor a company such that I would have such types and levels of insurance in my life. Might such contractual terms suffice for me as merely a private citizen who enjoys fulfilling this position?*

A4 *That would not suffice. The RFP states on page 9 of 32 that the listed insurance requirements are preferred, but if the proposer currently maintains lower limits, that those limits need to be disclosed with their proposal. Some level of insurance is required.*

Q5 *Conducting appeal hearings remotely: Does the City have a preferred videoconferencing system that a hearing officer should use, or will arranging for videoconferencing be the responsibility of the hearing officer?*

A5 *The City will be responsible for arranging for video conferencing. A set system has not yet been determined.*

Issued by:


Jennifer Stickman
Procurement Services Manager

To verify receipt of this Addendum No. 2, please email this sheet to Jennifer Stickman at jstickman@madera.gov before the proposal due date.

Name of Firm: _____

Acknowledged by: _____