

SUFFOLK COUNTY BOARD OF ETHICS
JUDICIAL HEARING OFFICER
SOLICITATION OF QUOTES

The Suffolk County Board of Ethics is seeking proposals from attorneys to perform Judicial Hearing Officer services for a 24 month term with two one year options relative to the Suffolk County Board of Ethics legal mandates under Suffolk County Administrative Code A30-6 and Suffolk County Charter c30-4 (A).

The proposal must include the following:

- Price quote and structure for the 2018-2020 period term of two years with two one year options. (inclusive of hearing time and decision writing time)
- Description of the proposer's technical experience including projects of similar scope Two sample decisions or orders (redacted if required under law or confidentiality provisions)
- A statement that you have experience adjudicating on the record Court proceedings or Administrative Law Tribunal Hearings in the State of New York
- Experience with the procedures of the New York State Administrative Procedure Act
- Ability to comply with performance schedule with existing business commitments
- Conflicts of Interest Check
- Solicitation of Quote Form SCBE#SQ1-2018
- New York State or other State Attorney Registration Number

An award will be made based on the "best value" to the County. The best value basis optimizes quality, cost, efficiency, and considers unique skill/experience among responsive and responsible proposers. An in person presentation of the above information may be required.

If you meet the aforementioned qualifications and are interested in submitting a proposal, it is requested that you fax the proposal to the Board of Ethics at (631-854-0028) or e-mail it to (ethicsboard@suffolkcountyny.gov) no later than October 9, 2018.

All inquiries must be submitted in writing either by fax or e-mail.

Suffolk County Board of Ethics Solicitation of Quote Contact

Samantha Segal

Executive Director

Phone: 631-854-0022

Fax: 631-854-0028

Email: ethicsboard@suffolkcountyny.gov