

SUFFOLK COUNTY BOARD OF ETHICS
JUDICIAL HEARING OFFICER
SOLICITATION OF QUOTES

The Suffolk County Board of Ethics is soliciting quotes (“Quotes”) from attorneys licensed to practice and in good standing in New York State to perform Judicial Hearing Officer (JHO) services for a 12 (twelve) month term with two (2) one-year options to renew. Pursuant to Suffolk County Administrative Code Section A30-6, the JHO awarded the contract will hold hearings on matters relating to Chapter 77, Part 1 of the Suffolk County Laws (“Code of Ethics and Financial Disclosure”). Matters for adjudication will predominantly, though not solely, relate to alleged violations of the Code of Ethics contained in Article I of Chapter 77, Part 1.

Basic Qualifications:

- Attorney licensed to practice and in good standing in New York State.
- Three to five years’ experience adjudicating court proceedings or administrative hearings in New York.
- Familiarity with the New York State Administrative Procedure Act.

All Quotes should include the following:

- Cost quotes and structure for the anticipated period of the full contract, with extensions (1/23 – 12/25). Quotes should be inclusive of both hearing time and decision writing time.
- Description of experience including presiding over hearings on similar matters. Two sample decisions or orders (redacted if required under law or confidentiality provisions).
- Statement of experience adjudicating court proceedings or Administrative Law Tribunal Hearings in the State of New York.
- Statement of familiarity with the procedures of the New York State Administrative Procedure Act.
- New York State Attorney Registration Number.
- Statement of No Conflicts of Interest (attached)
- Solicitation of Quote Form SCBE#SQ1-2022 (attached)

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. For technical questions please email ethicsboard@suffolkcountyny.gov or call 631-854-0022.

Please submit Quotes by regular mail or email **no later than January 17, 2023** to the following:

Attn: Jessica H. Hogan, Executive Director
Suffolk County Board of Ethics
300 Center Drive, Office N204
Riverhead, New York 11901
ethicsboard@suffolkcountyny.gov

Late Quotes May Be Rejected

SUFFOLK COUNTY



BOARD OF ETHICS

Solicitation of Quote Form SCBE#SQ01-2022

- Subject to FOIL Redactions -

PURSUANT TO RECOMMENDED COUNTY PROCEDURES ON UNIFORMITY, BIDDERS ARE TO ATTACH THIS FORM AS A COVER PAGE TO THEIR RESPONSE

1. Name

2. Address

3. Telephone Number

4. Email

5. Employer Federal ID Number

6. Hourly Rate

Mailing: Suffolk County Board of Ethics

300 Center Drive, Office N204

Riverhead, New York 11901

ethicsboard@suffolkcountyny.gov

NAME OF LAW FIRM:

CONFLICTS STATEMENT

I hereby affirm, under the penalties of perjury, that I have conducted the appropriate conflicts check in my office, and I attest to the fact that neither I, nor my law firm, have any pending cases in which I am in adversarial position with the County of Suffolk. I further affirm that neither I, nor my law firm, will prosecute any actions or claims against the County of Suffolk during the pendency of my contract with the County of Suffolk.

DATED: _____

SIGNED: _____

By: _____
Print Name

Position: _____