



# REQUEST FOR QUOTATIONS

## OCEAN COUNTY BOARD OF HEALTH



**NOTICE IS HEREBY GIVEN** that the Ocean County Board of Health is seeking quotations for the services of a Hearing Officer on an as needed basis for the period January 1, 2025 to December 31, 2025.

### **Background Information:**

The Ocean County Board of Health is tax-exempt government unit. The award of a one-year, open-end contract for the provision of the services of a Hearing Officer is anticipated to be made by December 11, 2024. Interested parties should/must submit quotes by December 2, 2024 to [purchasing@ochd.org](mailto:purchasing@ochd.org). Vendors and contractors are required to comply with applicable New Jersey public purchasing requirements; information on requirements and documentation/forms to be completed can be found at:

<https://www.ochd.org/rfp-rfq-bid-opportunities/>

### **General Requirements:**

1. Quotes for the services of a Hearing Officer are being requested. The hearing officer shall provide such services, as may be consistent with applicable legal standards to provide an objective and impartial adjudication of any matter, presented for a hearing resulting from a disciplinary matter, or otherwise, as may be determined, necessary by the Director of Administration or Public Health Coordinator. The hearing officer shall be available in a timely manner to preside over any hearings that may arise and shall further provide an independent and comprehensive report within a reasonable time following the conclusion of any such hearings. The hearing officer shall further apprise all parties of any conflicts which may exist, which would preclude serving as a hearing officer, and show otherwise comply with all rules with regard to attorney and judicial ethics.
2. Provide service pricing below.
3. Vendor/contractor shall provide a copy of its W-9 before award of contract.
4. Vendor/contractor shall provide a copy of the New Jersey Business Registration Certificate and Iran, Russia and Belarus prohibited activities disclosure before award of contract.
5. Vendor/contractor shall provide a Certificate of Insurance naming Ocean County Board of Health as additional insured in a minimum amount of \$1,000,000/\$1,000,000 aggregate general liability; when a vehicle is used to provide the service \$1,000,000 auto liability each accident, combined single limit for bodily injury and property damage; worker's compensation in the statutory minimum and employer's liability coverage of at least \$100,000 for each accidental injury and with respect to bodily injury by disease, \$100,000 each employee and \$500,000 per policy year before award of contract.
6. Provide documentation of relevant licenses, certifications or other qualifications.



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### Pricing

Per Hour \_\_\_\_\_

Minimum Rate: \_\_\_\_\_ for \_\_\_ hour(s)

The undersigned hereby declares that they carefully examined the advertisements, specifications and conditions for the furnishing of Hering Officer services for the period beginning January 1, 2025 through December 31, 2025 and if awarded a contract, will complete said contract in all respects according to the specifications and conditions.

\_\_\_\_\_  
Name of Proposer (Company or Individual)

\_\_\_\_\_  
Name of Individual authorized to submit proposal

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
New Jersey License