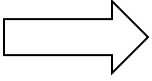


Quote Request

3QB Grievance Hearing Officer REBID



Quotes due June 18, 2025 at 9:00 a.m.

Email bids to kathleen.obringer@hacp.org

Scope of Work

The Housing Authority is seeking bids on a contract for the following:

The scope of services to be performed by Grievance Hearing Officer shall include, but not necessarily limited to the following:

- Appear on an as needed basis one to four times per month, approximately two to five hours. Each appearance, to hear any grievances scheduled that day (approximately three to twelve hearings a day).
- At the hearing, listen to testimony from Grievant and the Authority's representative(s), review materials submitted into evidence. Hearing must be recorded. The Authority will provide audio equipment for Contractor use,
- Issue detailed decision letters within 14 days of the hearing. The decision must set forth findings of fact from the hearing, an analysis of facts as they relate to HUD regulations, Housing Authority policies or other law, analysis of any mitigating circumstances and a conclusion of law and reasons in support thereof.

For more information or questions, please contact Kathleen Obringer at 412-643-2766 or kathleen.obringer@hacp.org

Quote Request

3QB Grievance Hearing Officer REBID

Quotes due June 18, 2025 at 9:00 a.m.

Fee per Grievance: \$ _____

**The contract award will be based on the lowest responsive and responsible
bid amount**

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ **Fax:** _____

Email: _____