

# Kern County Employees' Retirement Association Addendum Number One

---

Proposal Title: HEARING OFFICER SERVICES REQUEST FOR PROPOSAL

RFP Opening Date: September 12, 2011

Proposal Due Date: October 20, 2011, 4:00 p.m. PDT

---

## NOTICE TO SERVICE PROVIDERS SUBMITTING PROPOSALS

---

The Service Provider is advised that changes to the Specifications have been made as follows:

1. The following questions and written responses provided by the County are incorporated as part of the proposal specifications.
2. Amend proposal in accordance with the attached "Corrections to RFP" and "Questions Received via E-mail" which shall be incorporated as part of the specifications for this service.
3. Amend proposal in accordance with the attached "Questions Received via E-mail" which shall be incorporated as part of the specifications for this service.
4. All other Terms and Conditions shall remain the same.

Gloria M. Domínguez  
Assistant Executive Director  
Date: October 3, 2011

---

Please sign a copy of this cover sheet and include it with your proposal to Gloria Dominguez, Kern County Employees' Retirement Association, 11125 River Run Boulevard, Bakersfield, CA 93311. If you have already submitted your proposal and there are no changes, you may sign this cover sheet and fax to the attention of Gloria Dominguez, at (661) 381-7799.

---

Service Provider

---

Signature

---

Date

---

Name

## Corrections to Request for Proposal

**Correction No.1:** Page 3, Section 1, Statement of Objectives

Currently states that “Within 30 days of the conclusion of the hearing or briefing schedule, the Hearing Officer will submit the proposed Findings of Fact and Recommendations to the Board.”

This statement is amended to state that “Within **60** days of the conclusion of the hearing or briefing schedule, the Hearing Officer will submit the proposed Findings of Fact and Recommendations to the Board.”

**Correction No. 2:** Page 5, Section 3, Proposal Contents, number/section 5, “Cost”, and page 8, Section 5.2, related to “lowest possible cost”. These sections currently refer to a cost component that the proposer can address.

Page 5, Section 3, Proposal Contents, number/section 5, “Cost” component **is deleted**.

Page 8, Section 5.2, second sentence “The lowest proposed cost is not the sole criterion for recommending contract award” **is deleted**

**Correction No. 3:** Exhibit I, [Sample] Agreement for Hearing Officer Services, Section 7, Insurance, subsection C.

Currently states “Professional Liability Insurance shall be in an amount not less than ten million dollars (\$10,000,000), with a deductible not to exceed one million dollars (\$1,000,000)”.

This subsection is amended to state “Professional Liability Insurance shall be in an amount not less than **one million dollars (\$1,000,000)**, with a deductible not to exceed one million dollars (\$1,000,000)”.

## Questions Received via E-mail

- Question No. 1:** If a Hearing Officer is currently under contract with the Kern County Employees' Retirement Association (KCERA), must they submit a proposal or does their contract automatically renew?
- Answer No. 1:** Renewal of existing contracts is not automatic, and all interested parties are required to submit a proposal with current information.
- Question No. 2:** Please advise what is meant by an "electronic/digital copy".
- Answer No.2:** An "electronic/digital copy" is a compact disc on which one has copied their proposal.
- Question No. 3:** What is the Board's policy regarding the use of Paralegals to review the files, and will the Board compensate for the use of Paralegals?
- Answer No. 3:** The Board of Retirement does not have a policy on the use of Paralegals to review the disability retirement application files submitted to Hearing Officers who contract with KCERA. Compensation for Hearing Officer Services is clearly identified in Exhibit I, [Sample] Agreement for Hearing Officer Services, Attachment A, Compensation and Reimbursement Expenses Schedule.
- Question No. 4:** Where are the Hearings usually held? Do you have satellite offices throughout the County where Hearings will be held?
- Answer No. 4:** All Disability Administrative Hearings are held in the Kern County Counsel's Office hearing room, 1115 Truxtun Avenue, 4<sup>th</sup> Floor, Bakersfield, California.