



WINNEBAGO COUNTY

— ILLINOIS —

County Administration Building
404 Elm Street
Rockford, Illinois 61101

Purchasing Department
Phone: 815-319-4380
Fax: 815-319-4381

December 23, 2024

ADDENDUM ONE

REQUEST FOR QUALIFICATIONS 25Q-2382 ADMINISTRATIVE HEARING OFFICER-RE-ISSUE

Bidders are required to indicate on their Proposer Signature Form that they have received and acknowledged Addendum One. Find below questions that were submitted, followed by the County responses:

1. Is this an hourly rate bid or is it a salaried position?

It's based on an hourly rate.

2. Second, the hearing schedule is listed as the first and third Tuesday of the month. Does the availability require both morning and afternoon? And, are there hearings held so regularly that it requires the first and third Tuesday to be blocked off on the calendar for the entire year or term of contract?

Typically, it's only the morning, starting at 9:00 a.m. and they are usually done no later than noon. However, we are back logged so additional dates/times may be necessary at the beginning. Then it'll revert back to the regular schedule. And lastly, the contract is for a one-year term and the schedule is created in advance with all the dates for the year. Hearings are held the first and third Tuesday of every month unless the administrative hearing officer has a scheduled vacation, and the County is informed in sufficient time for notice requirements. This is excluding emergencies or unexpected illnesses.

Any questions should be directed to the Purchasing Department, 404 Elm Street, Room 202, Rockford, IL 61101 or by phone 815-319-4380, or email purchasing@purchasing.wincoil.gov

END OF ADDENDUM ONE
