

NH Department of Education
Request for Proposals (RFP)

HEARING OFFICER AND ALTERNATIVE DISPUTE RESOLUTION OFFICER

The department is required by State and Federal law to provide Hearing Officers to preside at Due Process Hearings and Alternative Dispute Resolution proceedings. Candidates chosen fulfill Federal and State requirements for hearing officer/mediators in the following areas: Special Education Impartial Due Process Hearings, State Board of Education Hearings, and Vocational Rehabilitation Fair Hearings, Alternative Dispute Resolution (e.g. neutral conferences and mediations).

A proposal shall include (1) a signed and written statement explaining knowledge in specific areas of law and a comprehensive resume; (2) a plan for services that details how the candidate anticipates maintaining electronic and telephonic security, communicating in a timely manner, adhering to Department dispute resolution procedures as outlined in the Hearing Officers' Guide to Administrative Process, ensuring adherence to statutory timelines, and how the candidate anticipates advancing cooperation and teamwork with the Department of Education; and (3) a short essay on how to deal with challenging participants in the adjudicative process.

Interested bidders may obtain a copy of the Request for Proposals on the NH Department of Education website at <https://www.education.nh.gov/rfp/documents/hearing-officers.pdf>. The deadline for receipt of proposals is 4:00 pm, Friday, January 25, 2021.