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May 3, 2023

**ADDENDUM NUMBER TWO AS-NEEDED EMPLOYEE RELATIONS HEARING
OFFICER REQUEST FOR STATEMENT OF QUALIFICATIONS**

This Addendum Number Two to the As-Needed Employee Relations Hearing Officer Request for Statement of Qualifications (ERCOM 2024 RFSQ) issued by the Executive Office of the Board of Supervisors on March 2, 2023, provides as follows: This addendum contains portions of the ERCOM 2024 RFSQ that have been revised. The information contained in this Addendum One supersedes any related information previously provided. The Addendum will be posted on the following website:

[Solicitation Search – Doing Business With \(lacounty.gov\)](http://www.lacounty.gov)

Addendum Two to the ERCOM 2024 RFSQ shall cause the following revisions. Double strike through shall signify deletions and underline font shall signify additions.

1. ERCOM 2024 RFSQ, Section 3, PROPOSER'S MINIMUM QUALIFICATIONS, Subsection 3.3 is revised as follows:

3.3 Proposer must hold an active membership in one of the below:

3.3.1 A nationally recognized neutral body such as the National Academy of Arbitrators, the American Arbitration Association, or the Federal or California Mediation & Conciliation Services Panel;

3.3.2 An organization that provides training, resources, and offers instruction and information on sound administrative adjudication practices and procedures;

3.3.3 An organization that provides continuing legal and adjudicative education;

3.3.4 An organization that affords a national forum for discussion of labor and mediation issues and provides leadership and education concerning the administrative hearing process, such as the National Association of Hearing Officials; or

3.3.5 The California Bar Association. Membership must be in good standing.

Proposer must provide verification of such affiliation.

2. ERCOM 2024 RFSQ, Section 3, PROPOSER'S MINIMUM QUALIFICATIONS, Subsection 3.5 is revised as follows:

3.5 Proposer must have one of the below:

3.5.1 A bachelor's or master's degree in ~~Labor & Employee Relations or related field~~; a field related to labor relations, mediations, conflict resolution, employment, or labor law;

3.5.2 Demonstrate 10 years of experience in the field of labor relations in which the primary scope of the work involves conducting hearings, negotiations, arbitrations, or similar types of labor hearing, or conducting labor related investigations; or

3.5.3 A law degree.

Proposer must provide documentation for verification of education.