



THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

CONTRACT DISPUTE RESOLUTION BOARD

APPLICATION AND STATEMENT OF QUALIFICATIONS

Section 4-09 of the rules of the NYC Procurement Policy Board (“PPB”) provides for a Contract Dispute Resolution Board (“CDRB”) to resolve disputes arising out of Contracts between the City and its vendors for goods, services, and construction. In any particular case where the early steps have failed, the dispute will be heard and decided by a Board convened for that case. The text of section 4-09 is set forth in title 9 of the Rules of the City of New York (RCNY). Each Board will be composed of a judge from the Office of Administrative Trials and Hearings (OATH), the City Chief Procurement Officer or his/her designee, and a third member (not a City employee) with appropriate background who will be selected from a pre-qualified panel.

Because the CDRB will often be involved in the resolution of complex matters, it is important that the non-City member be highly qualified and free of any actual or potential conflicts of interests. Accordingly, this questionnaire is intended to elicit information regarding the applicant’s education and professional experience as well as potential conflicts of interest.

Please note that pursuant to PPB rule 4-09(f)(3) the non-City neutral member of the Contract Dispute Resolution Board may not have a contract or dispute with the City, be an officer or employee of any company or organization which has such a dispute, or regularly represent persons, companies or organizations having disputes with the City. In addition, upon designation to participate as a CDRB member in a particular dispute, the non-City neutral must fully disclose any prior or current relationship with any party to the dispute or any financial interests or conflicts of interests which may be relevant to the dispute or any party to the dispute.

INSTRUCTIONS FOR APPLICANTS

You must provide the information requested with respect to yourself, and where requested, any firm or organization with which you are associated. Applicants are expected to complete the Application/Background Questionnaire candidly and completely. A material false statement or willful omission will result in disqualification from service on the CDRB. Those applicants who are selected for the pre-qualified panel will be asked to make additional disclosures that are dispute specific before assignment to a particular CDRB case.

All questions must be completed. Enter “N/A” if a particular item does not pertain to your situation.

A copy of your resume must also accompany the application. Thank you.



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STATEMENT OF QUALIFICATIONS

Name: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Current Occupation: _____

Business Address: _____

1. LICENSES

A. *Please list any professional certifications or licenses you currently hold (e.g., licensed engineer, architect, attorney).*

LICENSES/YEAR ISSUED	LICENSING AUTHORITY

2. EMPLOYMENT AND PROFESSIONAL EXPERIENCE

A. *Please list the employment you have held for at least the past ten years, beginning with your most recent position and continuing in reverse chronological order.*

EMPLOYER	POSITION	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. *Please list any professional societies or associations to which you belong.*

C. *Please check and generally describe any of the following areas in which you have relevant experience.*

- ___ Business experience, e.g., owner, manager, officer of a for-profit or not-for-profit enterprise
- ___ Construction Experience, e.g., contractor, engineer, or architect for a construction site
- ___ Procurement Experience (goods or services)
- ___ Contract Experience, e.g, drafting, interpreting, teaching

Describe
