

Request for Binding Arbitration Form

Palm Beach County Board of County Commissioners, Ryan White Part A Program

The following entity: _____ requests binding arbitration to resolve the grievance it initiated. Binding arbitration may be used to resolve grievances involving only:

- Deviations from the established contracting and awards PROCESS; and
- Deviations from the established PROCESS for any subsequent changes to the selection of contractors or awards.

The procedures that will govern the handling of this binding arbitration are contained in the Palm Beach County Board of County Commissioners Ryan White Part A RFP, Section IV. Grievance.

If you wish to request binding arbitration in connection with a grievance this form must be completed, submitted, and received by the Director of the Community Services Department within five (5) business days from the date of the special magistrate's non-binding determination. Once the parties agree on an arbitrator, arbitration will be scheduled by the arbitrator at a mutually convenient time. By signing below, you agree to pay one-half of the total cost of arbitration.

When completed, submit this Request for Binding Arbitration Form via mail or email to:

Mr. James Green, Director
Department of Community Services
810 Datura Street, First Floor
West Palm Beach, Florida 33401
JGreen1@pbcgov.org

I, _____, (individual's name), signing below on behalf of _____ (entity's name), agree to pay one-half of the total cost of arbitration to be held in connection with this Request for Binding Arbitration. I further understand that the decision of the arbitrator will be final, and the entity will have no further remedies after rendition of the arbitrator's order. The undersigned states that s/he is the CFO or other individual dually authorized to sign this type of document on behalf of the above-named entity.

Signature

Date

Print Name

Grievance Notice Form

Palm Beach County Board of County Commissioners, Ryan White Part A Program

Grievances may be filed by an entity submitting an RFP (Proposer) that is aggrieved in connection with:

- Deviations from the established contracting and awards PROCESS; and
- Deviations from the established PROCESS for any subsequent changes to the selection of contractors or awards.

The procedures that will govern the handling of this grievance are contained in the Palm Beach County Board of County Commissioners Ryan White Part A RFP, Section IV. Grievance.

If you wish to file a grievance with the Palm Beach County Board of County Commissioners, Ryan White Part A Program, this Grievance Notice Form must be completed, submitted, and received by the Director of the Community Services Department within fifteen (15) business days of the date that recommended awards are announced. You will be contacted within ten (10) business days of the receipt of this form by the Director of the Department of Community Services. There is no administrative fee associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to:

Mr. James Green, Director
Department of Community Services
810 Datura Street, First Floor
West Palm Beach, Florida 33401
JGreen1@pbcgov.org

Entity Filing Grievance _____

Which process was allegedly deviated from? _____

Describe in detail the alleged deviation, including how you were directly affected and what remedy you seek (add additional pages as needed):
