



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Mediation Training
RFP# 11127

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to seek a trainer to design and present a six-hour, interactive, advanced mediation skills workshop focusing on apology, forgiveness, and reconciliation as well as art of facilitating a negotiated settlement.

1. Scope of Work

The goal of the trainer shall be the following:

- To design and present an advanced mediation skills workshop.
- To explain the different types of apology and the psychological need for apology.
- To include tools and techniques that support mediation complex matters through facilitated negotiation.
- To include tools to move beyond impasse through facilitated negotiation.

2. Contractor Minimum Requirements

The successful candidate will possess the following:

- Extensive experience negotiation highly complex matters, and in-depth knowledge of apology, forgiveness, and reconciliation.
- At least five years of mediation training experience.
- Experience working closely with the bar associations and judicial organizations.

3. Place/Date of Performance

- The training will take place at Maryland Judicial Center, 187 Harry S. Truman Parkway, Annapolis, MD 21401
- Optimal training date is March 9, 2020.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin with contract execution and extend through the conclusion of training.

6. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Robin Smith

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1421

Email: robin.smith@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience with brief description of training in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form). Also, should include cost of preparation time, execution, and travel costs.
- c. **Part III** – A resume including training experience.

8. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00pm (local time) on February 3, 2020** in order to be considered.

9. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

**INCLUDE:
PREPARATION
EXECUTION
TRAVEL COSTS
OTHER EXPENSES**

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____