



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Elder and Adult Guardianship Mediation Training**  
**RFP# 9546**  
**ISSUED: April 5, 2019**

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 solicit proposals from prospective Offerors seeking the services of a trainer or entity with experience and expertise training elder and guardianship mediators.

**1. Scope of Work**

- a. The contractor shall work with the AOC to design and deliver a training for Maryland mediators that meets the Association for Conflict Resolution's Elder Care and Elder Family Decision-Making Mediation training objectives for elder mediation and adult guardianship cases (ACR training standards).
- b. The training program shall be no longer than three (3) days and accommodate up to twenty-four (24) mediators. The program will be offered two times, each in a different region of Maryland.
- c. At least one event shall be held in the calendar year 2019.
- d. The AOC shall:
  - i. Secure locations for each event and manage the logistics (outreach, registration, catering, etc.) for the training.
  - ii. Pay for and arrange the Contractor's lodging and travel to the training sites
  - iii. Work with the Contractor to identify local SME's as needed
  - iv. Pay for the costs of reproducing training materials

## 2. Contractor Minimum Requirements

- Extensive mediation experience including at least 250 mediations, at least 25 of which include issue related to elder or adult guardianship issues.
- Demonstrated experience in elder and guardianship mediation training; minimum of 10 elder/adult guardianship mediation trainings provided;
- 15+ years of experience training mediators;
- Demonstrated knowledge of and ability to adapt the ACR training standards; and
- Experience working with judicial organizations, including elder/adult guardianship mediation program development.

## 3. Contract Type

The resulting contract shall be for Fixed Price.

## 4. Contract Term

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

## 5. 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:

**Whitney Williams**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1581

Email: whitney.williams@mdcourts.gov

## 6. 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 following:
  - Experience in elder and guardianship mediation training including the elder/adult guardianship mediation trainings provided
  - Overview of training approach
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form)

**Offerors shall submit Part I and Part II in separate files/attachments.  
Offerors shall use Attachment A for Part II (Price Proposal).**

**7. Proposal Closing Date**

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 5, **no later than 2:00 pm (local time) on April 25, 2019** in order to be considered.

**8. 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.

- Skills and background
- Training approach
- 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.

Labor Categories- Conflict Coaching Trainer	Price
Training design	\$
Training delivery (both sessions; 3 days each)	\$
<b>*Total Evaluated Price</b>	<b>\$</b>

**\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.**

Submitted by Authorized Signature
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification No.