



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401**

Questions/Responses No. 1

RFP No. 583

Mediation and Improvisation Training

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1. Is there an incumbent provider for this or a substantially similar requirement?

Response: No.

Question 2. Is there an existing or previous syllabus, and if so, is this releasable?

Response: There is not, this is the first time we are requesting this training.

Question 3. Are there any metrics for determining contractor performance? If so, may we have a guide to these please – and if not, are you interested in our including proven metrics in our proposal?

Response: Before the process- looking for experience presenting this type of training, as well as mediation experience. After the award and during the training, participates will complete evaluations.

Question 4. The language in the RFP makes it seem that this is the first time workshops of this nature are being explored. Is that the case, or has someone been doing this work already with the Administrative Office?

Response: This is the first time a Request for Proposals has been issued requesting this training.

Question 5. Was there a particular impetus that caused the Administrative Office to explore this type of training? (Sometimes it's an article, or someone's personal workshop experience, or a peer agency's experience ...)

Response: Some individuals working within the MD Program for Mediator Excellence were thinking about creative ways to assist mediators enhance their ability to listen and stay present. The similarities between improv and mediation came up and this idea developed.

Question 6. Do you have any sense of how many proposals you may get? Is there a minimum number you must receive in order to go forward?

Response: No.