



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

**Questions/Responses No. 2
RFP No. 583**

**Mediation and Improvisation Training
February 5, 2014**

PAMELA HARRIS
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
pamela.harris@mdcourts.gov

FAYE D. MATTHEWS
DEPUTY STATE COURT
ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.matthews@mdcourts.gov

VACANT
Director, Human Resources

GRAY BARTON, Director
Office of Problem-Solving Courts
(410) 260-3617 Fax: (410) 260-3620
gray.barton@mdcourts.gov

MARK BITTNER, Director
Judicial Information Systems
(410) 260-1001 Fax: (410) 974-7170
mark.bittner@mdcourts.gov

GISELA BLADES, Director
Procurement & Contract Admin.
(410) 260-1594 Fax: (410) 260-2520
gisela.blades@mdcourts.gov

ALLEN C. CLARK, III, Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR., Director
Legal Affairs
(410) 260-1405 Fax: (410) 260-3505
david.durfee@mdcourts.gov

CONNIE KRATOVIL-LAVELLE, Director
Family Administration
(410) 260-1296 Fax: (410) 974-5577
connie.kratovil-lavelle@mdcourts.gov

ROXANNE P. MCKAGAN, Director
Facilities Administration
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

PAMELA C. ORTIZ, Director
Access to Justice Commission
(410) 260-1258 Fax: (410) 260-2504
pamela.ortiz@mdcourts.gov

DIANE S. PAWLOWICZ, Director
Court Operations Department
(410) 260-1725 Fax: (410) 260-2503
diane.pawlowicz@mdcourts.gov

DEBORAH A. UNITUS
Director, Program Services
(410) 260-1256 Fax: (410) 260-3570
deborah.unitus@mdcourts.gov

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. The RFP requirements mentioned under point 10 would be the elements expressed in point 3-5 of the RFP? My understanding would be that the specific information requested: Budget, Confirmation of time availability, qualifications of lead actor/facilitator, as well as the plan & timeline for the workshop itself.

Response: Yes.

Question 2. The plan and timeline needs to address the following element: "The presentations must connect how listening skills, the need to always be in the moment, and to take what a party presents in mediation, to what happens during improvisation by using interactive exercises at the teaching method." Taking from points 4 & 5, it sounds like these is a particular desire to have the workshop focused on listening skills and interactive elements in the workshop.

Response: Yes.

Date Issued: February 5, 2014

By: Kelly Moore