



**STATE OF MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF
THE COURTS
REQUEST FOR PROPOSALS (RFP)**

Project Name: MEDIATION TRAINER

Project # 5773

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Court of Special Appeals' Alternative Dispute Resolution (COSA ADR) Division is seeking a trainer to design and present a six-hour, interactive, advanced negotiation skills workshop focusing on multiple party mediation. Attendees will consist of the Director of the COSA ADR Division, Deputy Director and staff of the COSA ADR Division, and approximately 20 retired, senior judges from Maryland's Circuit and Appellate Courts. This training should address mediation skills required to successfully mediate multiple party disputes, often involving insurance providers as decision-makers.

Background

The Court of Special Appeals (COSA) is Maryland's intermediate appellate court. It was created in 1966 in response to the rapidly growing caseload in the Court of Appeals. The ADR Division of the COSA has been in existence since 2010 as a pilot program. The MD Rules of Civil Procedure, since 2014, incorporate ADR as a part of the appellate process in MD. Litigants are ordered to attend mediation after the ADR Division screens the appeal and makes a recommendation to the court regarding whether mediation or settlement conference should be ordered. Most cases are ordered to mediation rather than settlement conference.

The COSA ADR Division mediates an array of civil appeals, including but not limited to domestic, personal injury, foreclosure, contracts, real property, malpractice, dissolution of corporations, and estates and trust matters. The COSA ADR Division utilizes a co-mediation model with one trained, experienced, retired/recalled, senior judge and the Director, Deputy Director or staff mediators from the COSA ADR Division. The Director, Deputy Director and staff mediators have extensive legal

and mediation experience. The goals of the COSA ADR Division are to reduce the cost and time of appeals, improve outcomes for Maryland litigants, prevent multiple appeals in the same case, and provide an alternative forum for Maryland citizens interested in resolving disputes by leveraging their own self-determination. From its inception as a pilot program to today, the COSA ADR Division has conducted 885 mediations and has consistently maintained a 69% settlement rate. The national average is around 40-50%

1. Scope of Work

Contractor to design and present an advanced six-hour, interactive, advanced mediation/negotiation skills workshop focusing on multiple party mediation. To include hands-on tools that support learning how mediating a complex multiple party matters

1.1 Contractor Qualifications

The successful candidate will possess the following:

- Extensive mediation and litigation experience in commercial and complex matters, involving multiple parties, such as insurance companies
- At least five years of training experience
- Experience working closely with bar associations and judicial organizations

1.2 Proposal to be Submitted by Email

All candidates shall submit the following information:

- Price of preparation time, execution, and travel. Please itemize.
- A brief description of the training
- A resume including training experience

It is imperative that the proposal demonstrate the trainer's ability to work with judges from the Circuit Courts and Appellate Courts of Maryland. Litigation experience is a big credibility-builder in this setting

2. Date and Location

- February 6, 2017
- Annapolis, Maryland

3. Contract Type

The resulting contract shall be for Fixed Price.

4. Contract Term

The Contract resulting from this RFP shall begin **February 6, 2017**, and extend for a base period of (1) one day.

5. Procurement Officer

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

Yashica Forrester, Procurement Officer
Maryland Judiciary
Procurement, Contract and Grant Administration
Telephone: 410-260-3591
Email: yashica.forrester@mdcourts.gov

6. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates a brief description of the training as well as a resume including training experience (see Section 1.2)
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

7. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 4, no later than **no later than 2:00 PM (local time) on December 14, 2016** in order to be considered.

8. Award Determination

The Contract resulting from this 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.

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.

Price to included preparation time, execution, and travel. Please itemize.

TOTAL PRICE FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____