

**STATE OF MARYLAND JUDICIARY  
Administrative Office of the Courts  
REQUEST FOR PROPOSALS (RFP)  
Enneagram Seminar**

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

**Purpose**

The Administrative Office of the Courts (AOC), on behalf of the Maryland Program for Mediator Excellence (MPME), seeks to retain one Contractor to design an eight (8) hour interactive seminar on the Enneagram to be presented in three (3) locations around the state during 2012. The ideal dates would be in October; exact dates will be determined jointly by the MPME Quality Assistance Director and the selected contractor. The audience will consist of members of the Maryland Program for Mediator Excellence (MPME) and the estimated attendances ranges from 20 to 40 depending on location. The seminars will be held in Baltimore County, Annapolis and Southern Maryland. The MPME will secure the actual meeting site in each location as well as provide a registration process for participants, refreshments, audio visuals.

**Background**

The Maryland Program for Mediator Excellence was launched in August 2006 and is founded on the notion that mediators should continue to develop and hone their skills rather than thinking they have “arrived” at a point of completion. The goal of the MPME is to foster a continual striving towards excellence and promote continuing self-reflection by Maryland mediators.

**Scope of Work**

The selected contractor will design an eight (8) hour interactive seminar on the Enneagram to be presented by the Contractor in three (3) locations within Maryland during October 2012. The tentative time for each seminar is 9:00 a.m. – 5:00 p.m. with sufficient time for breaks and lunch.

**Specific Requirements:**

1. Design and conduct three times an Enneagram Seminar which will focus on the Enneagram of Personality, the Self-awareness Invention and its development; how understanding the Enneagram could assist mediators better manage responses to conflict as well as how mediators can use this information to improve their effectiveness as conflict resolution practitioners. Other areas may also be included.
2. The seminar material must be presented in an interactive way which could include role

plays, fish bowl, viewing and discussing ethical situations on tape, use of movie, TV or internet clip to name a few methods. Creativity and innovation are encouraged.

3. Since members of the MPME range in mediation experience from having just completed beginning mediation training to over 20 years of experience and both will make up the audience for this seminar, information must be presented in a way that is relevant to both groups.
4. Provide an evaluation tool that will allow participants to evaluate the trainer and the seminar. A summary of the evaluation must be provided to the Quality Assistance Directory within 20 days after the last seminar.

### **Contract Type**

The resulting contract shall be for Fixed Price.

### **Contract Term**

The term of the Contract that results from this RFP is six months.

### **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:

Gisela Blades, Procurement Officer  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1594  
Email: [gisela.blades@mdcourts.gov](mailto:gisela.blades@mdcourts.gov)

### **Form of Response**

Proposals must be in writing. Two volumes must be separately prepared and submitted.

**Volume I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror’s capabilities and experience in providing the required services. Proposal should provide the following information and should be organized into the following major sections:

1. A description of the seminar including the interactive tools you will be using during the seminar and how you will use the 8 hours. Since reviewers are unable to observe the seminar, it is important to fully describe what you plan to do in the seminar.

2. Please indicate how your seminar will focus on the Enneagram of Personality, the Self-awareness Invention and its development; how understanding the Enneagram could assist mediators better manage responses to conflict as well as how mediators can use this information to improve their effectiveness as conflict resolution practitioners.
3. Please indicate other areas that are included in the seminars which are not listed above.
4. A resume which includes the Enneagram training you have conducted. Please indicate the title, description, year, number of participants and the organization.
5. Three references from individuals who have taken the Enneagram training from you. This could also include organizations that have used you to provide this seminar. Please provide name and contact information.
6. Any other information you wish to provide.

**Volume II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form). The price quoted for three seminars delivered will take into account and include all prior preparation and deliverables. If price proposed is not the same for all workshops, please create/use additional price lines/pages.

**Proposal Closing Date**

All proposals must be received via email to the Procurement Office at the email address listed in Section 6, no later than 2:00 PM (local time) on April 30, 2012, in order to be considered.

**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, considering the following evaluation criteria (in descending order of importance):

- Work Plan for this engagement
- Experience
- Price

**Attachment A - Price Proposal Form**

**FOR SERVICES AS REQUIRED AND PROPOSED, THE ALL-INCLUSIVE CHARGE FOR THREE SEMINAR TO BE BILLED UPON COMPLETION SHALL BE \$ \_\_\_\_\_. There will be no additional compensation for travel, accommodations or meals.**

Submitted by \_\_\_\_\_  
Authorized Signature Date

Print Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone \_\_\_\_\_

Federal Tax Identification # \_\_\_\_\_