

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

RFP NO. 583 - MEDIATION AND IMPROVISATION TRAINING

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

1. Purpose and Summary

The Maryland Judiciary's, Administrative Office of the Courts is seeking proposals to design and present a 3 hour interactive workshop on the connection between mediation and improvisation. The same workshop will be presented in four (4) locations within the State of Maryland, preferably during March 2014, but under no circumstances later than June 30, 2014. The exact dates will be determined jointly by MACRO and the Contractor. The audience is Maryland Program for Mediator Excellence members (MPME).

2. Background

2.1 About MACRO

The Maryland Mediation and Conflict Resolution Office (MACRO) is an agency within Maryland's Judiciary. MACRO serves as an alternative dispute resolution (ADR) resource for the state, supporting innovative dispute resolution programs, and promoting the appropriate use of ADR in every field. The vision is to have high quality dispute resolution services, increase the public's access to justice, make the courts more efficient and user-friendly, empower more people to control the outcome of their own disputes and promote a more peaceful and civil society.

2.2 About the MPME

The Maryland Program for Mediator Excellence was established in 2006 and is based on the notion that mediators should continue to develop and hone their skills rather than thinking they have "arrived" at a point of completion. MPME aims to foster a continual striving toward excellence and to promote continuing self-reflection by Maryland mediators. The MPME currently has a membership of over 1,200 members and is still growing.

3. Contractor Mandatory Qualifications

3.1 The lead actor/facilitator must have at least 7 years working experience as an improvisation actor/facilitator.

3.2 At least one of the actors/facilitators performing during the workshop or the lead actor, in instances where only one actor would be used, must have a demonstrated knowledge of the mediation practice.

4. General

The MPME is planning to host a series of four, 3-hour workshops preferably during March 2014, but under no circumstances later than June 30, 2014 designed to provide mediators with information and interactive activities exploring the connection between a skilled mediator and improvisation. An improvisational actor works without a script, using what they are given by the other participants to determine how to respond. Each situation is different and requires a high degree of listening and being in the moment. The same is true for a mediator. The mediator takes what the parties provide, in the way in which it is provided to develop the strategies to be used.

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 as the teaching method.

5. Scope of Work

5.1 Contractor will design and present a three-hour interactive workshop in four counties of the state; Anne Arundel or Prince Georges, Baltimore City or Baltimore County, Talbot and Washington. The exact locations will be determined once the Contractor is selected. The tentative day of the week, start time as well as estimated attendance is as follows:

- Anne Arundel or Prince George's Weekday: either 3:00 p.m. or 6:00 p.m.
Attendance: 40
- Baltimore/Baltimore City: Saturday: 9:30 a.m. Attendance: 40
- Talbot: Weekday: 6:00 p.m. – 9:00 p.m. Attendance: 30
- Washington: Weekday: 6:00 p.m. – 9:00 p.m. Attendance: 20

Exact locations, dates and times will be finalized, in consultation with the Contractor. The MPME will secure the actual meeting site for each location.

5.2 Contractor shall design a workshop in which participants have an opportunity to practice listening, being in the moment and working with what a party provides similar to improvisational actors.

5.3 Contractor shall present workshop material in an interactive way, which could include role plays, fish bowl, use of movie, TV or internet clip to name a few methods.

5.4 In its proposal, Contractor shall confirm availability in March, 2014, or as close to March as possible prior to June 30, 2014, and a timeline that best fits the Judiciary's stated preference.

6. Pre-proposal Conference

Pre-proposal conference is not required for this solicitation.

7. Contract Type

The resulting contract (Purchase Order) shall be Firm Fixed Price, all inclusive and shall encompass all requirements of this RFP.

8. Contract Term

The contract term will vary between one to four months, depending on confirmed Contractor availability.

9. 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:

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

10. Form of Response

Proposals must be in writing and must include a written response to the Statement of Work that demonstrates the offeror's capabilities and experience in providing the required services and include the following:

- 10.1** The Offeror shall address each RFP requirement in the Technical Proposal and describe how its proposed services will meet these requirements. If the Judiciary is seeking Offeror agreement to a requirement, the Offeror shall state agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work; but rather, the Offeror should outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary's needs.
- 10.2** Offeror shall submit a response to each item listed under section 3 through 5.
- 10.3** Offerors shall provide a detailed description of the workshop and a timeline of how the 3 hours will be used.
- 10.4** Offeror experience and capabilities: Offerors shall include information on past experience with similar requirements. Offerors shall describe their experience and capabilities through a response to the following:

10.4.1 Provide a history of the company, curriculum vitae and a list of trainings conducted over the last two years. Indicate the title, description, year, number of participants and the organization.

10.4.2 Provide the biography or resume of the actor/facilitator who will be acting/facilitating/presenting the workshop with the demonstrated knowledge of the mediation practice.

10.4.3 Address timeline requirements as detailed in Section 5.

10.5 Provide three (3) current client references who have received training from you, and where the client is similar in size to the scope of work requested. Provide the following information for each client reference:

- Name of Client Organization
- Name, title, and telephone number of Point-of-Contact for client organization
- Value, type, and duration of contract(s) supporting client organization
- The services provided and scope of the contract,

11. Price Proposals

Pricing proposals must include the fully loaded fixed price for the specified services proposed using Attachment A (Price Proposal Form) and be itemized and include any and all travel costs.

12. Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 9, no later than 12:00 PM (local time) on **Thursday, February 6, 2014** in order to be considered.

13. 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.

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ATTACHMENT A – PRICE PROPOSAL FORM

The Offeror shall include the fully loaded fixed price for the specified services proposed and be itemized and include any and all travel costs.

Anne Arundel or Prince George’s Weekday: either 3:00 p.m. or 6:00 p.m. - Attendance: 40	\$ _____
Baltimore/Baltimore City: Saturday: 9:30 a.m. - Attendance: 40	\$ _____
Talbot: Weekday: 6:00 p.m. – 9:00 p.m. - Attendance: 30	\$ _____
Washington: Weekday: 6:00 p.m. – 9:00 p.m. - Attendance: 20	\$ _____
 Total Cost	 \$ _____

*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:	Email:
Federal Tax Identification #:	