

**COORDINATOR PROPOSAL FORM**  
**RFP #111:18-0005 issued April 2, 2018**

All proposals must use this **COORDINATOR PROPOSAL FORM**. Failure to do so may result in your proposal being rejected. Use attachments only where instructed.

**Offeror:** \_\_\_\_\_

**A. EXPERIENCE** (*Note: Entities that currently hold contracts to provide Coordination services in any Virginia court need not complete this section.*)

1. Briefly describe your experience in managing people and coordinating programs, including length of time.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. List your experience and knowledge as it applies to the court system.

**B. PROFESSIONAL REFERENCES** (*Note: Entities that currently hold contracts to provide Coordination services in any Virginia court need not complete this section.*)

Indicate two recent references who can speak to your experience in this area. Include the year of service, name, address, and phone number of the person OES has your permission to contact.

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**C. COURTS TO BE SERVED**

Identify the proposed General District and/or J&DR Courts to be served during the course of the contract term. Note the name and phone number of a contact in the clerk’s office. If requesting more than 15 courts, add additional rows to this table or attach a separate sheet with all requested information.

City or County	Number of mediators to be assigned	Level of Court(GDC or JDR)	Court Contact Name	Phone # with area code

**D. SCOPE OF WORK**

In all courts, the Coordinator will execute the same set of specific, mandatory responsibilities required by the Office of the Executive Secretary, Division of Dispute Resolution Services (OES-DRS). The clerks and/or judges of individual courts may select additional tasks to be performed by Coordinators.

**Coordinator Mandatory Requirements:**

1. Upon award of a contract, meet initially with judges, clerks, and other designated court personnel to develop and/or clarify criteria and procedures 1) for screening, referring, tracking, and reporting cases for mediation, 2) for determining mediator qualification requirements, and 3) for performing optional tasks the court has requested.

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2. Establish a protocol with the judges and clerks for troubleshooting and for communication between the coordinator, the court, and OES-DRS to monitor quality control of the mediation program and services.

\_\_\_\_\_ **My initials confirm** that I understand the staff of OES-DRS may solicit feedback from the courts I serve under this contract.

3. Ensure that a free dispute resolution orientation session is conducted for all parties referred by the court, providing them with information related to mediation in the context of the court process and assessing the appropriateness of mediation for the case.

**Indicate with your initials all that apply:**

\_\_\_\_\_ I will conduct the dispute resolution orientation sessions.

\_\_\_\_\_ My agent or designee will provide this service.

\_\_\_\_\_ The mediator for the case will provide the orientation session.

4. Recruit Virginia certified mediators based on qualification requirements established by the individual court. Assign cases in a fair and equitable manner based on the mediators' schedules of availability. If the court has a different preference for allocating cases, briefly describe this alternative on the **ALTERNATIVE METHOD OF ASSIGNING MEDIATORS FORM - ATTACHMENT B** and have it signed by the judge or clerk of the court.

**Initial all that apply.**

\_\_\_\_\_ I have a plan for fair and equitable assignment of cases to mediators.

\_\_\_\_\_ Attached is an **ALTERNATIVE METHOD OF ASSIGNING MEDIATORS FORM - ATTACHMENT B** for each court where it was requested.

If you will personally act as a mediator in any of the courts you coordinate, will you be in the regular mediator rotation or will you serve in some other capacity? Please describe.

5. Ensure quality control by meeting with mediators at the beginning of the contract year and throughout the year as often as necessary to accomplish the following objectives.

**My initials confirm** that I will

\_\_\_\_\_ train in court and referral procedures

\_\_\_\_\_ establish a method and schedule of ongoing communication to disseminate information pertinent to mediation and the specific court

\_\_\_\_\_ deliver updates from OES-DRS

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- \_\_\_\_\_ troubleshoot any concerns
- \_\_\_\_\_ instruct mediators to consistently distribute the Evaluation of Mediation Session and Mediator to mediation participants and to submit originals of these evaluations to OES-DRS
- \_\_\_\_\_ ascertain that each mediator's certification is current during the period in which he/she mediates court cases

6. Ensure that all court referred mediations are entered into the online Mediation Information System (MIS) on the Supreme Court of Virginia web site.

\_\_\_\_\_ **Initial here and check all that apply:**

I or my agent will enter MIS  at completion of the mediation  weekly  monthly  
The mediator will enter MIS  at completion of the mediation  weekly  monthly

7. If serving as a coordinator for J&DR Court, ensure that mediators collect the data required for the coordinator's quarterly **SUMMARY OF STATE-FUNDED LOCAL ACCESS/VISITATION PROGRAMS** report. Attach the form the mediators will use to collect this data. If you have no form, contact OES-DRS for the approved template, which may be used as is or incorporated into other mediation forms used in your office.

\_\_\_\_\_ **Form attached**

8. Prepare and submit quarterly to OES-DRS the **COORDINATOR CASE DISTRIBUTION FORM**.

**E. COORDINATOR SUPPORT FORM**

Attach the completed **REQUEST FOR COORDINATOR SUPPORT FORM - Attachment A** for each court listed in Section C of this proposal. OES-DRS will not consider an award for Coordinator if this form is not attached.

**F. STATE CORPORATION COMMISSION FORM**

See RFP Section VI.W. regarding authorization to conduct business in the Commonwealth. Complete and attach **STATE CORPORATION COMMISSION FORM-ATTACHMENT C**, if applicable. This is not a requirement for sole proprietors and non-profit organizations.

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**G. ACKNOWLEDGEMENT OF GENERAL TERMS AND CONDITIONS**

I have reviewed, understand, and will comply with the General Terms and Conditions as set out in Section VI of the Coordinator RFP.

\_\_\_\_\_ **Initial here.**

**H. ACKNOWLEDGEMENT OF SPECIAL TERMS AND CONDITIONS**

I have reviewed, understand, and will comply with the Special Terms and Conditions as set out in Section VII of the Coordinator RFP.

\_\_\_\_\_ **Initial here.**

**I. PRICING SCHEDULE**

The Contractor must indicate the proposed charge for providing the services described in this Proposal.

\$ \_\_\_\_\_ Monthly Coordinator Fee

\$ \_\_\_\_\_ Grand Total Fee for 12-Month Coordinator Contract

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Please take time to review this **COORDINATOR PROPOSAL FORM** for completeness.  
The final packet should contain the following in this order:

- ✓ **REQUEST FOR PROPOSAL COVER SHEET**
- ✓ **COORDINATOR PROPOSAL FORM**
- ✓ Attachment, if needed, to complete item C of this **COORDINATOR PROPOSAL FORM**
- ✓ Attachment to complete item D. 7. of this **COORDINATOR PROPOSAL FORM**
- ✓ **ATTACHMENT A - COURT SUPPORT FORM**
- ✓ **ATTACHMENT B - ALTERNATIVE METHOD OF ASSIGNING MEDIATORS FORM**
- ✓ **ATTACHMENT C - STATE CORPORATION COMMISSION FORM**, if required.
- ✓ **W-9** indicating address for remittance. The address on the W-9 should match the address on the Cover Sheet. Please use W-9 form posted online with the other RFP documents. Other versions will not be accepted.

The completed proposal should be mailed in a **separate** envelope or package, sealed and identified as below. If you are also offering a Proposal for Mediation Services, do **NOT** include it in this package.

<b>From: (Offeror)</b>
Name Address Street or Box Number City, State, and Zip Code
<b>To:</b>
Sally Campbell Dispute Resolution Services Office of the Executive Secretary Supreme Court of Virginia 100 North Ninth Street, 3 <sup>rd</sup> floor Richmond, VA 23219
<b>Reference: RFP # 111:18-0005</b>
Date & Time Received by OES: