



**MEDIATION SERVICES PROPOSAL FORM**  
**RFP #111:18-0004 issued April 2, 2018**

3. In courts where a contract is awarded for Mediation Coordinator, the coordinator may carry out some or all of the following. This Mediation Services proposal should include the following information in the event no coordinator contract is awarded in a court you wish to serve. If applying for multiple courts, note general procedures as well as specific procedures for individual courts.
- a. Describe the procedures the mediator uses in screening for mediation during the orientation session. This should cover the spectrum of screening, from appropriateness of mediation for the case to ability of parties to participate in the mediation process.
- b. Describe procedure for intake.
- c. Describe the procedures for scheduling. Include the time frame within which the mediation would be commenced and where the mediation sessions would be conducted.
- d. Describe the procedures for interacting with the Court to the extent necessary to receive documents and to provide the court with information regarding any agreement reached when requested to do so by the parties.

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4. List mediators who will work under this contract. Include certification number, level of certification, and certification expiration date. If listing more than 15 mediators add more rows to the table or attach another sheet with all requested information. **For JDR mediators, list only those who are qualified to perform restorative justice conferencing or truancy or child dependency mediations.**

| Name | Cert # | Levels (GDC/J&DR) | Cert Expire Date (required) |
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5. Complete **Attachment A – COURT SUPPORT SHEET**

**To be completed by Offeror:**

**Provider Name** – Company, mediation center, non-profit, or individual making this offer. This should match the name on the **REQUEST FOR PROPOSAL COVER SHEET**.

**Number of Mediators available for this court** – Note the number of certified mediators available from the Offeror for this court.

**Court Name and level** - Note the specific court (county/city name) and level (GDC/J&DR) for which this proposal offers services.

**Number of days per month this court allows court sitting** - Research and report if the court employs court-sitting (refers directly from the bench to be mediated before the close of court.) If court-sitting not utilized, write NA and skip to item 6 on the form.

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**Number of mediators needed per court sitting day** - Research and report the number of private mediation spaces the court provides for mediators.

**Number of days per month this organization is available for court sitting** – There is no requirement that every Offeror be available for every court sitting day as many courts use mediation services from multiple providers.

**For courts which do NOT utilize court-sitting, address to which court case should be referred for mediation** – Note to whom the court should direct all mediation referrals. It may be the address of the Offeror or generically to The Mediation Program Coordinator.

**For J&DR, mediation services offered** - Restorative Justice, Truancy, and Child Dependency require mediators with specialized training. (Refer to Section IV. B. of the RFP.) **New Offerors** for these services must attach to the **MEDIATION SERVICES PROPOSAL FORM** evidence of the applicable training and experiential requirements for each mediator who will be assigned to these JD&R mediations.

**To be completed by the Court:**

**Signature and date** – Each **COURT SUPPORT SHEET** must be signed by a Judge or the Clerk of the Court for the named court. Offeror must complete the top portion of the form before presenting it to the court for signature.

6. Include **Attachment B - STATE CORPORATION COMMISSION FORM**

See RFP Section VI.W. regarding authorization to conduct business in the Commonwealth. Complete and attach this form. **Not required for sole proprietors and non-profit organizations.**

7. Acknowledge 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 Mediation Services RFP regarding record-keeping requirements.

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

8. Attach W-9 if you do not currently hold a contract or if you are a current contract holder with a new address. Use the W-9 form provided online with other RFP documents. Other versions will not be accepted.

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**Please take time to review this MEDIATION SERVICES PROPOSAL FORM for completeness.**

The final packet should contain the following in this order:

- ✓ Request for Proposal Cover Sheet
- ✓ Mediation Services Proposal Form.
- ✓ Attachment, if necessary, for item four (4.) of the Mediation Services Proposal Form
- ✓ Be certain to initial item 7.
- ✓ Attachment A – Court Support Form for each court requested
- ✓ Attachment B – 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.

The completed proposal should be placed in a sealed envelope or package and addressed as below. Do not place Mediation Services proposal in same envelope with Coordinator proposal.

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| <b>From: (Offeror)</b>   |
| Name<br>Address<br>Street or Box Number<br>City, State, and Zip Code   |
| <b>To:</b>   |
| Sally Campbell<br>Dispute Resolution Services<br>Office of the Executive Secretary<br>Supreme Court of Virginia<br>100 North Ninth Street, 3 <sup>rd</sup> floor<br>Richmond, VA 23219 |
| <b>Reference: RFP # 111:18-0004</b>  |
| Date & Time Received by OES:   |