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TO: All Certified Mediators
FROM: Sally Campbell, DRS Manager
DATE: April 2, 2018
RE: Requests for Proposals 2018-2019

The Office of the Executive Secretary of the Supreme Court of Virginia annually awards contracts to certified mediators to provide Coordination and Mediation Services to the courts of Virginia. These contracts provide support to the courts and expand the availability of mediation in Virginia.

Please read the RFPs and accompanying forms in their entirety and begin now to meet with courts to obtain their input and signatures on forms that must accompany your proposals. We suggest you make every effort to have all forms requiring court signature to the courts by April 11. Some courts may request additional information such as a resume or may wish to schedule an interview before signing a form.

All required forms are posted here with the RFPs. RFP #111:18-0004 requests proposals for Mediation Services and RFP #111:18-0005 requests proposals for Mediation Coordinator positions. The RFP documents are provided in PDF format so you can download the documents, prepare your proposals directly on the forms provided, print the applicable pages, and sign and mail them to the Office of the Executive Secretary. The mailing address is on the RFP cover sheet. **If you are offering proposals for both Coordination and Mediation Services, be certain the two proposals are in separate, clearly marked envelopes.**

Please read and follow all instructions carefully. The **Request for Proposal Cover Sheet** must include an **original signature in ink**. Provide the requested information on the forms themselves. Failure to do so could result in your proposal being rejected for consideration. The RFP for Mediation Services applies to civil cases to be mediated in General District Court and restorative justice conferencing, truancy, and child dependency in Juvenile & Domestic Relations District Court.

If you are unable to access the RFPs on the website, or would like any of the fillable forms in Word format, please email Jon Lamp at jlamp@vacourts.gov or call him at 804-371-6065. On request he will email or mail the RFPs and required response forms to you.

The deadline for receipt of all proposals is 4:30 p.m. on Friday, April 27, 2018. Proposals submitted by fax or email will not be accepted and late proposals will not be considered. Contract decisions will be made and contracts awarded by the end of June. New contracts take effect July 1, 2018. Please feel free to contact me should you have any questions. Thank you for your interest in providing mediation services in the Virginia courts.