Answers to Questions Submitted by Potential Proposers

1. What would the Court like to see by way of content in the RFP regarding the requirement for a discussion on “a comparison of the appellate process and the mediation process”?

***Answer***: *It is expected that the proposer will address this requirement in the proposal.*

Will the Court provide this material for the awarded provider to incorporate into the agenda or is it expected that the awarded provider produce this material?

***Answer:*** *It is expected that the proposer awarded the contract will provide the materials for the training.*

2. Does the 6:1 ratio of trainees:trainers imply that all trainers have to attend all five days of the program?

***Answer:*** *It is expected that there will be a mix of training, including small group work where the ratio of trainer to trainee will be no more than 6:1. It is not expected that all trainers must attend all training.*

3. In addition to the 1 original and 5 hard copies of the technical and cost proposals, does the Court want 6 CD-ROMS or just a single CD-ROM containing both proposals?

***Answer:*** *A single CD-ROM is expected.*

4. Is a plan of time estimates as stated in 6.1E required, if the submitted proposals represents the completed plan?

***Answer:*** *It is expected that the proposal will include a schedule for how and when the mediation training will be completed.*

 5. I would like your guidance concerning whether I should submit the proposal under my name or the name of my business, which is a sole proprietorship, not a corporate entity.  Please let me know.

***Answer:*** *Proposer may submit using either an individual name or a business name. (See Section 2.1 of the Request for Proposals.)*

6. If you suggest submitting under my name, rather than the name of my business, please confirm that I may simply include my name whenever a form or instruction asks for "Company Name," e g. on Attachment 4, the Darfur Contracting Act Certification?

***Answer:*** *Yes, it is acceptable to use the individual name.  An individual will use his/her social security number as the Federal ID number.*

7. On Attachment 4, the Darfur Contracting Act Certification, will my EIN suffice as my Federal ID number?  If not, please explain what a Federal ID number is and how I might acquire one.

***Answer:*** *Proposer’s EIN (Employer Identification Number), also known as a Federal Tax Identification Number, is acceptable.*