

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.