Administrative Office of the Courts

Supreme Court of New Mexico

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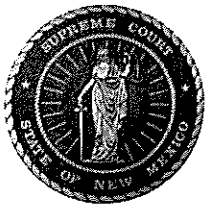

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CHILDREN'S COURT MEDIATION PROGRAM
Letter of Interest to Develop Mediation Training

The Administrative Office of the Courts (AOC) invites letters from all Alternative Dispute Resolution (ADR) professionals (Offerors) interested in developing Children's Court Mediation Participant Training in accordance with the specifications contained in this Request for Letters of Interest. The purpose of this Request is to establish a contract for a Trainer to develop professional and high quality mediation training for the professionals, including social workers, social work supervisors, county office managers, court appointed attorneys, children's court attorneys, court appointed special advocates (CASAs), judges, and court personnel who participate in the mediations provided by the Children's Court Mediation Program (CCMP).

The Administrative Office of the Courts (AOC) and the Children, Youth and Families Department (CYFD) have worked together since 2000 to offer mediation in abuse and neglect cases throughout New Mexico. The CCMP celebrated its 12th year of operation by offering mediation services in abuse and neglect cases in twelve judicial districts (2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th and 13th) and provides support for the First Judicial District's in-house program. The program provides a non-adversarial approach to helping CYFD and the Courts work together with families facing long-term issues such as substance abuse, domestic violence and mental illness to reach permanency solutions for their children.

Letters of Interest:
Letters of interest should contain all information requested. The AOC will accept letters of interest submitted pursuant to this Request until March 22, 2013, close of business. A list of qualifications and specific duties is included in this Request. Any questions about this Request should be addressed to Marsha Lichtenstein, Statewide ADR Coordinator, aocmxl@nmcourts.gov; cell: 505-695-4079. Offerors shall e-mail all materials to Marsha Lichtenstein.

Letters of Interest should include the following:

1. Name, street address, phone number, and email address.

2. A statement describing:
    a. How you meet the minimum qualifications;
    b. And that you specifically agree to the contractor requirements set out below;
3. A statement demonstrating your understanding of mediation and child protection mediation or CCMP mediation in particular;
4. A statement demonstrating your training background and experience, including courses or certifications completed; trainings developed; and training delivered. Include specific dates, hours, locations and settings;
5. A statement describing how you would go about developing the training, including the curriculum;
6. A statement describing what you would include in the training;
7. A proposed budget;
8. Descriptions or if possible samples of training materials you have developed, such as power points, manuals, exercises, etc.;
9. A statement of availability to perform the duties of the position; and
10. Two professional references for whom you have provided training services.

Minimum Qualifications

• Experience developing and delivering mediation trainings.
• Experience mediating court-based disputes.
• Demonstrated competence and professionalism to fulfill the responsibilities described below.
• A resume may be attached.

Scope of Work

1. To develop training for professionals who participate in the CCMP mediation process, including those who attend mediations as a party, or as legal representatives of a party to mediation, or as an interested person who may be appointed by the court (i.e., CASA), or a professional involved in the referral process (i.e., CASA, court appointed attorney), or as a professional involved in the referral process (i.e., children's court judge, court clerk, social worker, or CYFD legal assistant).
2. Typically, participant training has been scheduled for one session for 1.5 hours. We would like interchangeable modules of up to 30 minutes each in order to have flexibility with the topics and length of training session. Modules to be developed will be discussed with the Statewide ADR Coordinator and Regional Coordinators, as well as members of the selection committee who represent the diversity of participants. The following list of topics for modules is meant as a suggestion and not definitive:
    a. What is CCMP mediation?
    b. How and when to make referrals to mediation.
    c. How does CCMP mediation interface with your work (for each of the diverse populations)?
    d. How you can gain the most from participating in CCMP mediation.
    e. Why participate: How does mediation benefit you and your clients?

f. Specific skills participants need to improve communication skills and achieve specific goals at the mediation table.
g. Experiential opportunities and exercises to reinforce the training and promote engagement in CCMP mediation.

3. The training materials and the modules must be "ready-to-use." For example, the Regional Coordinators should be able to use the training materials and deliver it in their regions with minimum training from the trainer. Some of the training money can be allocated to a Train-the-Trainer session, with the responsibility to secure a location for the session and coordinate all administrative matters associated with the same.
4. The diversity of the participants comes from these different factors and will be built into the training materials:
    a. Time in their position, knowledge of child protection and Adoption and Safe Families Act (AFSA).
    b. The frequency with which CCMP mediation is used in the particular county or district.
    c. The types of referrals made to the program.
    d. Composition of those attending the training: CYFD, court appointed attorneys, CASA, judges, etc.

Scope of Work: Deliverables and Due Dates

- A participant training package with interchangeable modules. Draft curriculum due for presentation and review by May 3, 2013 and final package due by May 31, 2013.
- All training materials, such as Power Points, participant manual or handouts, exercises, etc., due for review by May 31, 2013 and final version of materials due by June 20, 2013.
- A training manual for trainers due for review by June 15, 2013 and final version due by June 25, 2013.
- A Train-the-Trainer session may be built into the budget, to be completed by June 30, 2013.
- All materials become the property of the AOC and delivered on or before June 30, 2013.

Contractor Requirements:

- The Trainer will work directly with the Statewide ADR Coordinator and the two CCMP Regional Coordinators.
- Meet on a regular basis with the Statewide ADR Coordinator and/or Regional Coordinators to track progress, concerns, and problems, and ask for direction from AOC when needed.
- Submit invoices in accordance with AOC protocols.
- Obtain access to the Internet, a working e-mail address, Microsoft Word, Excel, and Adobe Acrobat.

Compensation:

The Offeror is required to provide a detailed and specific cost breakdown for providing

professional services and any travel or incidental costs. The Offeror will be required to maintain all records (including source documentation) relating to the CCMP as evidence of costs incurred. Reimbursements requests are due monthly.