

INVITATION FOR PROPOSALS

New York State Unified Court System
Office of Alternative Dispute Resolution and Court Improvement Programs

2010 New York City Community Dispute Resolution Centers Program Advanced Mediation Training

March 17, 2010

**FORDHAM LAW SCHOOL
140 W. 62nd Street, New York, NY**

Please accept our invitation to submit a proposal for conducting training in this year's program, sponsored by the Office of Alternative Dispute Resolution and Court Improvement Programs (ADRCIP). The Advanced Mediation Training represents one of our most effective ways of providing professional education and development to staff and volunteer mediators of the Community Dispute Resolution Centers Program. The Advanced Mediation Training also offers mediators the opportunity to build networks and share best practices. We hope you will participate as a trainer to make the sessions as accessible, interesting and meaningful as possible.

Trainers will be expected to provide a six-hour training, interrupted only by lunch. ADRCIP will supply a flat per diem payment up to \$1,200 that will include all travel and preparation expenses for the trainer or training team. The selection committee will choose trainings based on the quality of the proposal in addition to the reasonableness of cost.

The selection committee is comprised of representatives from the New York City and Long Island CDRCs and ADRCIP. Trainers will be notified by early February 2010 regarding whether their proposals have been accepted by the committee.

Training format

Trainings will run concurrently for approximately six hours each with a break for lunch.

Training expectations

The proposed training should provide practical and interactive practice opportunities for participants and should address the most current knowledge, processes and standards of quality in the field of dispute resolution. The proposed training should cover advanced skills in core mediation competencies OR specific knowledge, skills, and attitudes associated with a new or enhanced CDRC program area.

PROPOSALS MUST BE RECEIVED BY January 15, 2010.



For questions, please contact Diana Colón at dcolon@courts.state.ny.us or (212) 428-5529.

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Training Information

Trainer(s) name: _____

Training subject and title: _____

Number of participants the training can accommodate: _____

Total remuneration requested: _____

Equipment required: _____

Contact Information

Contact name and title: _____

Mailing address: _____

Phone: _____ Email: _____

When submitting your proposal, please include:

- ▶ A brief bio describing the trainer's/trainers' experience
- ▶ A narrative description of the proposed training
- ▶ An agenda for the proposed training

Applicant(s) signature(s)

Date

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Please return your proposal to:

Diana Colón
New York State Unified Court System
Office of Alternative Dispute Resolution and Court Improvement Programs
80 Centre Street, Room 133
New York, NY 10013
Fax: (212) 428-4946
dcolon@courts.state.ny.us