

OCA/ADRCIP RFP #007 Community Dispute Resolution Centers

GENERAL INSTRUCTION GUIDELINES

1. Read each question thoroughly and ensure that you answer all elements of each question.
2. When applying to serve more than one county, answer each County Specific Questions section with as much information as possible that is specifically relevant to the proposed county. Share as much information as you can from a variety of sources to provide the fullest picture of the county to be served.
3. When responding to the questions that request a detailed plan (i.e., volunteer plan, outreach plan, and public education plan), include details that will demonstrate the specific work activities and community partners that are central to your organization's plan for accomplishing the objective stated in the given question.
4. This RFP includes similar questions to the RFP issued in 2008 for CDRC services. While you are not restricted from copying responses from the proposal you submitted in 2008 (if applicable), this new RFP is an opportunity for you to provide updated and specific information about the program you are proposing for this new contract term.
5. Several questions in this RFP are linked to each other, with numerical data requested in some questions and narrative responses requested in subsequent questions. Where relevant, directly refer to the data you provided when composing your narrative responses.
6. Utilize Exhibit VII (Evaluation Tool) for guidance on what your proposal must demonstrate in order to achieve the maximum score for each rating item. Additionally, each rating item specifies the RFP questions that will be used to evaluate your proposal for the given item.
7. In selecting your organization's references for this RFP, consider choosing references closely familiar with your organization's alternative dispute resolution services. Also, consider choosing a balanced group of three individuals who will be able to collectively speak effectively to your organization's likelihood to be successful providing a range of alternative dispute resolution services across counties (if applicable) and across both court and community-based programs.
8. Your organization's strategic plan and resource development plan are requested as part of Appendix F. If your organization does not have these documents or they are out of date, explain why and, if you do have a plan to update or create these documents, include a description of the process you will use to do so.