



# Superior Court of California County of Contra Costa

## ***Request for Proposals # 1805-02: Dependency Mediator, Part-Time (Contract)***

Half Day (Up to Two Mediation Appointments): \$300.00  
Full Day Mediation (Up to Four Mediation Appointments): \$550.00

### **1.0 BACKGROUND INFORMATION**

The Superior Court of Contra Costa County ("Court") is posting a Request for Proposals to identify contract dependency mediators to provide confidential juvenile dependency mediation services at West, Central and East Contra Costa County locations.

### **2.0 DESCRIPTION OF REQUIRED SERVICES**

Under direction of the Court Manager, Family Law, incumbents act as specially trained, neutral third-party mediators who have no decision making power while assisting parties in reaching a fully informed and mutually acceptable resolution that focuses on the child's safety and best interest and the safety of all family members.

Duties will include conducting mediation appointments in such a way as to protect any victim of domestic violence, maintaining a neutral atmosphere and typing agreements reached for distribution at the conclusion of the mediation. Dependency mediators must timely submit a completed "Data Collection Form" with each mediation appointment along with payment demand and attend a quarterly Juvenile Dependency Mediation Program meetings. The "Data Collection Form" is attached at Exhibit 1.

Consistent with prior experience, a mediator has typically been scheduled for one full day and two half days of mediation each month. This is only an indication based on past usage; it is difficult to predict the number of appointments that may be scheduled during any given month.

### **3.0 CONTRACT PERIOD**

The contract period for the contract resulting from this RFP is one year with the option to annually renew for further period of up to four years.

### **4.0 PAYMENT RATE AND TERMS**

The current rate offered by the Court for half day (4 Hours) mediation is \$300.00 and for full day (8 Hours) mediation is \$550.00. Mediators will be paid if scheduled mediation appointments cannot proceed in the event critical participants fail to attend. For getting their payment mediators must submit Demand Form attached at Exhibit 2: Demand Form.

## **5.0 REQUIRED AND DESIRED QUALIFICATIONS**

### *Knowledge of:*

- Principles and techniques used in dependency mediation and the function of dependency mediators within the Juvenile Court;
- Court system of California and the procedures used in juvenile dependency law cases;
- Effects of child abuse, neglect and exposure to domestic violence;
- California Family Code, Rules of Court, Welfare and Institutions Code and Penal Code related to Dependency, Mediation, the Domestic Violence Prevention Act, and child abuse and neglect.

### *Ability to:*

- Effectively communicate orally and in written form;
- Effectively use word processing software;
- Establish and maintain effective working relationships;
- Behave professionally and compassionately toward parents who are in highly stressful situations; and
- Prepare typed mediated agreements in a clear, precise and timely manner.

## **5.1 REQUIRED QUALIFICATIONS:**

- Bidders must possess one or more of the following:
  - (A) A master's or doctoral degree in psychology, social work, marriage and family therapy, conflict resolution, or another behavioral science substantially related to family relationships, family violence, child development, or conflict resolution from an accredited college or university; or
  - (B) A juris doctorate or bachelor of laws degree;
- At least two years of experience as an attorney, a referee, a judicial officer, a mediator, or a child welfare worker in juvenile dependency court, or at least three years of experience in mediation or counseling, preferably in a setting related to juvenile dependency or domestic relations;
- Valid California Driver's License Number
- Valid Email Address

## **5.2 DESIRED QUALIFICATIONS:**

- Completion of at least 40 hours of initial dependency mediation training as detailed in California Rules of Court 5.518(e). Only education and training acquired from eligible providers meet the requirements. "Eligible providers" includes the staff of Judicial Council (formerly known as Administrative Office of the Courts) and may include educational institutions, professional associations, professional continuing education groups, public or private for-profit or not-for-profit groups, and court-connected groups. Effective July 1, 2005, all education and training programs must be approved by the staff of Judicial Council.

- Additional post-degree law practice, counseling and/or psychotherapy experience;
- Possession of one of the following professional licenses: a valid license as a MFT or LCSW issued by the State of California Board of Behavioral Sciences, or a valid license as a Psychologist issued by the State of California Board of Psychology; a valid license as an attorney issued by the State Bar of California.
- Fluency in Spanish.

## **6.0 PROPOSAL SUBMISSION:**

Interested individuals must provide a current resume that includes documentation of meeting the required qualifications:

1. A master's or doctoral degree in psychology, social work, marriage and family therapy, conflict resolution, or another behavioral science substantially related to family relationships, family violence, child development, or conflict resolution from an accredited college or university OR a juris doctorate or bachelor of laws degree;
2. At least two years of experience as an attorney, a referee, a judicial officer, a mediator, or a child welfare worker in juvenile dependency court, or at least three years of experience in mediation or counseling, preferably in a setting related to juvenile dependency or domestic relations;
3. Valid California Driver's License Number
4. Valid Email Address

Interested individuals are encouraged to also include in the resume or in attached scanned documents training certificates, documentation of the following desired qualifications:

1. Completion of at least 40 hours of initial dependency mediation training as detailed in California Rules of Court 5.518e. Only education and training acquired from eligible providers meet the requirements. "Eligible providers" includes the Judicial Council and may include educational institutions, professional associations, professional continuing education groups, public or private for-profit or not-for-profit groups, and court-connected groups. All education and training programs must be approved by the staff of Judicial Council;
2. Additional post-degree law practice, counseling and/or psychotherapy experience;
3. Possession of one of the following professional licenses: a valid license as a MFT or LCSW issued by the State of California Board of Behavioral Sciences, or a valid license as a Psychologist issued by the State of California Board of Psychology; a valid license as an attorney issued by the State Bar of California;
4. Spanish speaking (fluent).

All proposal submissions must be sent by email to [CCCourtRFPs@contracosta.courts.ca.gov](mailto:CCCourtRFPs@contracosta.courts.ca.gov).

## **7.0 REQUIREMENTS BEFORE COMMENCEMENT OF SERVICE**

Proposer will provide following certifications / documents before commencement of service:

- a. Darfur Contracting Act Certification;
- b. Proposer may not be currently under suspension or other disciplinary review by any local, state, or federal government agency;
- c. Proposer may not be tax delinquent with the State of California or Federal Government;
- d. If proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that proposer is in good standing in California. If proposer is a foreign corporation, LLC, LP, or LLP, and proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that proposer is qualified to do business and in good standing in its home jurisdiction;
- e. Payee Data Record.

Court will provide formats for the above referred certifications for the Proposer to agree and sign wherever they are applicable.

*(End of RFP Document)*

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