

## REQUEST FOR QUALIFICATIONS

The Arkansas Alternative Dispute Resolution Commission is scheduling mediation training courses for 2017 and is seeking qualifications from trainers interested in contracting with the Commission to provide the services. Required trainer qualifications and course curriculum are set out in the Commission's *Minimum Standards for Mediation Training* located at <https://courts.arkansas.gov/administration/adr/training>

In your submission, please specify which of the following weeks you are available and whether or not travel expenses and written materials are included in your fee. If not, please detail those expenses to the best of your ability.

2017 Tentative Training Schedule:

<b>40 Hour Basic Mediation Training:</b>	July 10 – 14, 2017
	July 17 – 21, 2017
	July 24 – 28, 2017

<b>20 Hour Family Mediation Training:</b>	September 13 – 15, 2017
	September 20 – 22, 2017
	September 27 – 28, 2017

You may propose alternative dates, however we are limited by the availability of the training space in our facilities.

Deadline for submissions no later than **Friday, June 3, 2016 at 4:00 p.m.**

Submissions may be made by email to [Sarah.Smith@arcourts.gov](mailto:Sarah.Smith@arcourts.gov) or via U.S. mail to Arkansas Alternative Dispute Resolution, 625 Marshall Street, Little Rock, AR, 72201.