



Procurement Division
Public Services Building
2051 Kaen Road
Oregon City, OR 97045
(503) 742-5444 (Office)

REQUEST FOR QUOTES (RFQ) #2024-52

Issue Date: October 1, 2024

Project Name:	Resolution Services – Conflict Resolution Specialist		
Quote Due Date/Time:	October 24, 2024, 2PM PST		
Procurement Analyst:	Stephanie Ebner	Email:	sebner@clackamas.us

SUBMIT QUOTES VIA EQUITY HUB'S BID LOCKER LOCATED AT
<https://bidlocker.us/a/clackamascounty/BidLocker>.

PLEASE NOTE: EMAIL SUBMISSIONS WILL NOT BE ACCEPTED.

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at <https://www.clackamas.us/finance/terms.html>.

RFQ Documents can be downloaded from OregonBuys at the following address:
<https://oregonbuys.gov/bso/> Document No. S- C01010-00011731. Prospective Quoters will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Quoters are responsible for obtaining any addenda or clarifying questions from OregonBuys.

Submitting Quotes: Bid Locker

Quotes will only be accepted electronically via a secure online submission service, Bid Locker. Email submissions to Clackamas County email addresses will no longer be accepted.

- A. Completed quote documents must arrive electronically via Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.
- B. Bid Locker will electronically document the date and time of all submissions. Completed documents must arrive by the deadline indicated above or as modified by Addendum.
LATE QUOTES WILL NOT BE ACCEPTED.
- C. Quoters must register and create a profile for their business with Bid Locker in order to submit for this project. It is free to register for Bid Locker.
- D. Quoters with further questions concerning Bid Locker may review the Vendor’s Guide located at <https://www.clackamas.us/how-to-bid-on-county-projects>.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

2. BACKGROUND

Resolution Services is a mediation and conflict resolution organization housed within the Children, Family, and Community Connections Division of the Health, Housing and Human Services Department of Clackamas County. Resolution Services offer a variety of mandatory, voluntary, community based, and court connected mediation, facilitation, training and other conflict resolution services.

The purpose of this RFQ is to contract with conflict resolution professionals who have the qualifications to engage in paid conflict resolution services. The County is in need of multiple trained and culturally conscious mediators, trainers and restorative dialogue practitioners for various conflict resolution scenarios.

In conjunction with this RFQ, the County provides a Career Pathway Model, which offers conflict resolution volunteers opportunities to build experience required for the RFQ. RFQ applicants are not required to have worked with the Clackamas's Career Pathway Model of Clackamas County to apply for the contracts outlined below.

3. CAREER PATHWAY MODEL

The Career Pathways Model aims to provide those who wish to become mediators and/or restorative dialogue practitioners with the necessary basic training, mentoring and real-time practice. Clackamas County Resolution Services aims to develop proficient and confident conflict resolution specialists with a diversity of backgrounds who will use their skills to support the county's residents. To start with the Career Pathway, one must begin with completing a Basic Mediation Training ("BMT") that meets the current regulatory standards for Court-Connected¹ or Community Mediators² in Oregon, or a Restorative Dialogue Facilitator Training approved by Clackamas County Resolution Services. Upon completion the prospective Conflict Resolution Specialist can apply to volunteer with one of volunteer model programs (such as Community Mediation, Small Claims and/or Restorative Dialogue).

The County has a goal to enhance trained mediators in the field and provide opportunities for paid work all while meeting the increased demand for services.

Resolution Services will offer opportunities to gather these skills to help volunteers gain the experience needed to apply as an independent contractor with the RFQ below.

- Basic Mediation Training ("BMT")/ Restorative Dialogue Facilitator Training
- Mediate with mentorship/co-mediator
- Mediate solo
- Perform case development
- Gain 100 hours of mediation experience

For more information about the County's Career Pathway Model and how to volunteer with us please go to this website: <https://www.clackamas.us/ccrs/career-pathways-and-contracting-with-resolution-services>

4. REQUEST FOR QUOTES

When a volunteer is ready to apply with the county as an independent contractor they will follow the steps outlined below. If their application is accepted they will then enter what we consider a Conflict Resolution Specialist Practitioner Pool and will be able to provide services in varying areas depending on skillset, program need and interest. Examples of possible service areas are listed below.

Some benefits with contracting with Clackamas County are:

- Continued guidance and mentorship if appropriate
- Client set up case management set up
- Interpreter services when needed

¹ [Oregon Uniform Trial Court Rules 12.100.](#)

² [University of Oregon Policy I.03.02](#)

- Training and support opportunities for skill development
- Admin staff support in scenarios where needed
- Space/location access
- Client management and e-signature software.
- One year of professional liability insurance coverage cost
- Ongoing insurance cost support upon review of hardship requests
- Flexibility to meet individual timelines and interests
- Individual skillsets and interests supported / no “one size fits all”
- Diversity of case types and opportunities to advance
- Gain experience and ‘clients’ for CV or resume
- Build network with other mediators/conflict resolution specialists

Once applications have been selected, the County will set up meeting to discuss skill sets, available times and interest areas. This meeting and any other required meetings (such as client management system operations) are paid. Any training a contractor opts to take to advance into another area of expertise will be unpaid time by the county (example MMCRC certification).

Assignments will be made in accordance with contractor interest, availability, content area expertise, skill level, experience, program funding and county demand.

RFQ SERVICE AREAS

Service Areas and Listed Requirements

Service type will have an additional Scope of Work specific to the needs of the program. The county reserves the right to add or remove services areas as funding or state requirement allows. Service areas currently consist of the following:

Skill Development/Training

1. Parenting Education Class
 - a. Knowledge of:
 - i. The emotional impact of a dissolution of marriage or a separation on children at different developmental stages
 - ii. Parenting during and after a dissolution of marriage or a separation.
 - iii. Custody, parenting time and parenting plans- to include long distance parenting plans
 - iv. The effect parental conflict has on the children
2. Basic Mediation Training
 - a. Lead Trainer: Completed 3 Basic Mediation Trainings as Assistant Trainer
 - b. Assistant Trainer
3. Coaching
 - a. General Court Connector Supervising Mediator as per [Oregon Uniform Trial Court Rule, 12.060](#)
4. General Public Training (conflict resolution specific or content specific training and to mediators, public or organizations)
 - a. Any combination of relevant knowledge and experience applicable to the specific project

Mediation/Conflict Resolution

1. Manufactured and Marina Resource Center Mediation (MMCRC)
 - a. Basic Mediation Training

- b. MMCRC Certification
- 2. Landlord Tenant Mediation (LTM)
 - a. Basic Mediation Training
 - b. LTM Training
- 3. Public, Organizational, Workplace, or Intra-family Mediation
 - a. Basic Mediation Training
- 4. Adoption Mediation
 - a. Basic Mediation Training
 - b. Adoption Mediation Training
- 5. Civil Court Case Mediation
 - a. Basic Mediation Training
 - b. Court Systems Training

Facilitation

- 1. Public Policy Facilitation
- 2. Organizational and Workplace Facilitation
- 3. Oregon Foreclosure Avoidance Program (OFAP) Facilitator
 - a. OFAP Training
- 4. Restorative Dialogue Facilitation
 - a. Restorative Dialogue Facilitation Training

Outreach/Data Collection/Marketing/Advising

- 1. Outreach/Data Collection/Marketing/Advising Projects
 - a. Qualifications determined on a project basis
- 2. Resolution Services Advisory Committee
 - a. Conflict resolution experience and specialized knowledge

Equity Analysis and Bilingual Support

- 1. Equity Analysis and Bilingual Projects
 - a. Qualifications determined on a project basis
- 2. Translation/document translation review
 - a. Bilingual certification

Other

- 1. Additional Service Areas and Scopes of Work created as needed.

QUALIFICATIONS:

In order to apply and qualify for this opportunity, prospective conflict resolution specialist must have the following:

Minimum Qualifications:

100 hours in conflict resolution direct service work. This can include:

Mediation as defined (can include case development):

“...a process in which a mediator assists and facilitates two or more parties to a controversy in reaching a mutually acceptable resolution of the controversy and includes all contacts between a mediator and any party or agent of a party, until such time as a resolution is agreed to by the parties or the mediation process is terminated.” ORS 36.110(6):

Restorative Dialogue as defined:

a dialogue or facilitated conversation that is an “impact-centered community response to crime and other misconduct that focuses on healing harm caused to victims and survivors by facilitating meaningful accountability processes with those responsible.” Restorative Justice Coalition of Oregon.

Training Delivery as defined:

Exceptional experience and knowledge in a field that allows to teach in an accessible way to multiple participants. (Please provide which areas you are listing as your expertise in your application and how you arrived at an expertise level).

Lived Experience as defined (up to 30 hours count towards qualifications):

Person with lived experience as a member of an underserved population combined with a skillset to bring this additional lived understanding to their conflict resolution work. (Please see attached Affirmation of Identity document for additional clarification.)

Note: *Those with less than 100 hours may volunteer with Resolution Services to accumulate hours and develop experience. Please see the Resolutions Services Website for more information: <https://www.clackamas.us/ccrs/volunteering-with-resolution-services>*

Additionally, the county is seeking the following preferred skills:

- Basic Mediation Training completed
- Restorative Dialogue Facilitation Training completed
- 350 hours of direct conflict resolution experience
- Strong equity analysis
- Bilingual

All prospective Mediators must have the following skills:

- Strong communication skills
- Commitment to equity advancement
- Commitment to ongoing learning and growth
- Data entry within a basic data management system

Compensation Rates will be set in accordance with the following:

- **Conflict Resolution Specialist Level:**
 - Defined as: *less than 350 hours of direct service work listed above in qualifications*
 - **Monolingual- \$60/hour**
 - **Bilingual and/or Lived Experience-\$66/hour**
 - Bilingual and/or Lived Experience pay rate is paid for all worked hours and are not dependent on direct usage of the additional skillset.
- **Senior Conflict Resolution Specialist Level:**
 - Defined as: *350+ hours of direct service work listed above in qualifications*
 - **Monolingual- \$80/hour**
 - **Bilingual and/or Lived Experience-\$88/hour**
 - Bilingual and/or Lived Experience pay rate is paid for all worked hours and are not dependent on direct usage of the additional skillset.

Conflict Resolution Specialists that reach Senior Conflict Resolution Specialist during the life of their contract can start invoicing at the higher pay rate with coordinator approval.

Bilingual pay rate will require a county approved method of testing and certification of a language level that ensures the individual can negotiate, use persuasive and hypothetical discourse, comment thoughtfully on a range of general topics, and tailor language to a variety of audiences.

Lived Experience Pay rate will require the applicant to complete the attached Affirmation of Identity document. Please note that if you are part of an Underserved Population, you are **not required** to complete the Affirmation of Identity to apply. The request is for those asking for the 10% increase in base pay due to the additional skillset and knowledge they bring to their work.

Work Locations

It is understood that Clackamas County may conduct mediations in person, as requested. Currently, a majority of mediations take place via virtual meetings. However, when needed, mediations may occur on site. *We are currently only accepting applications from mediators able to do at least some in-person mediation. Availability will be determined on a case-by-case basis.*

Invoicing Information

Read instructions in Service Area's specified Scope of work for detailed invoice instructions.

Contractor billed time reflects time tracked in the County's client management system for the items and activities listed below. Other costs associated with service provision are the responsibility of contractors. The minimum increment for a note entered in the client management system is 5 minutes. Case hours are ready for invoicing once a case is ready to close. A tally of the hours worked on the specific case will be calculated within the client management system. Instructions will be provided to selected applicants.

Items included in time tracking:

1. Phone calls, voicemails, emails
2. Case notes entries
3. Case consults with coordinator/debrief
4. Case development, direct service sessions
5. Mandatory training
6. Case opening and closing, data entry
7. Additional work please check with coordinator if applicable before performing task or invoicing.

Travel time, mileage and technology (i.e. computers, phone, internet) are not included.

In instances where cases are not set up in the client management system, contractors are asked to create their own reliable tracking system that can be verified by the county upon request.

Insurance Requirements

1. Professional Liability (General Liability optional)
2. Limits \$100,000/\$300,000
3. No registered business required
4. Part-time mediator status allowed
5. Resolution Services may offer insurance reimbursement up to \$400 for the contractors first year with the program
6. Contractor must provide a Certificate of Insurance to continue the contracting process once application has been approved (if the applicant does not already have professional liability insurance we encourage applicants to wait until application has been approved before incurring the cost).
7. Please expect 2-3 months before contract process is complete.
8. Additional insurance may be required with certain Scopes of Work based on funder requirements. Resolution Services will communicate with the contractor if there are additional requirements prior to assigning them the case type.

5. SAMPLE CONTRACT

Selected Mediators will be asked to sign a contract that will allow the maximum amount of \$150,000 for five (5) years. The contract value is not a guarantee of full payment. Payments will be made in accordance to hours worked and stated compensation rates above. The contract will be containing substantially the same terms of the below referenced contract, which can be found at: <https://www.clackamas.us/finance/terms.html>, with the below indicated requirements. No

action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Personal Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- Article I, Paragraph 5 – Travel and Other Expense is Authorized
- Article II, Paragraph 28 – Confidentiality
- Article II, Paragraph 29 – Criminal Background Check Requirements
- Article II, Paragraph 30 – Key Persons
- Article II, Paragraph 31 – Cooperative Contracting
- Article II, Paragraph 32 – Federal Contracting Requirements
- Exhibit A – On-Call Provision

6. APPLICATION PROCESS

Applicants must provide the following information:

- Attached Documents:
 - Conflict Resolution Specialist Application Form (included);
 - Quote Certification Form (included);
 - (If applicable) Affirmation of Identity Form
- Additional Documents:
 - Cover Letter addressing your specific interest in the service areas available;
 - Professional Resume that includes 3 references with name, phone number, and email; and
 - Any additional information that Clackamas County should take into consideration for the project or qualifications (not required).

Bilingual applicants will indicate their language and applicable pay rate on the Conflict Resolution Specialist Application Form. Clackamas County will provide language certification testing upon approval of Bilingual applicants.

Submit applications by following instructions listed in Section 1 of RFQ.

7. SELECTION PROCESS

The County will keep the RFQ open and accept applications on a rolling basis.

The County will review received applications and make selections based on the process outlined below:

- Applicant qualifications and experience.
- Applicants selected service areas of interest:
 - The County will reflect on the current number of contractors within the varying needs and skillsets needed. The County will work to continue a balance of a variety of services, identities, skillsets while meeting the varying needs of the organization and clients.
- Once a conflict resolution specialist has been admitted to the “pool” they will be invited into service areas based on need, interest and skillset. Each service area will have an additional Scope of Work to help define the terms of the service area, list additional requirements or training, identify program area supervisor and provide invoice instructions.
- The county reserves the right to limit the amount of applicants based on County needs, program needs, applicant fit, and/or available funding. The County may close the opportunity at any time.
- Applicants are not guaranteed acceptance into the conflict resolution specialist “pool”. At its sole discretion, the County may choose to provide feedback for applicants not accepted.

QUOTE CERTIFICATION FORM
RFQ #2024-52

Submitted by: _____
(Must be entity's full legal name)

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Name: _____ Date: _____
Signature: _____ Title: _____
Email: _____ Telephone: _____
Oregon Business Registry Number: _____ OR CCB # (if applicable): _____

Business Designation (check one if you have a registered business- not required):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: _____

CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT OREGONBUYS (<https://oregonbuys.gov/bsa/view/login/login.xhtml>) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.
12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ; however, no oral

or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. CLARIFICATION:** Clackamas County reserves the right to seek clarification of each Quote, or to make an award without further discussion of Quotes received.
- 7. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 8. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes for any reason including, but not limited to, a Quoter's failure to constitute as a responsible bidder under ORS 279B.110 and LCRB C047-640-1-c-F-iii.
- 9. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

Clackamas County Resolution Services Conflict Resolution Specialist Application

Applications must include the following items:

- Completed Conflict Resolution Specialist Application Form
- Cover Letter addressing your specific interest in the listed service areas
- Professional Resume that includes 3 references with name, phone number, and email
- Completed Quote Certification Form
- (If applicable) Affirmation of Identity Form
- Any additional information that Clackamas County should take into consideration for the project or qualifications (not required)

I. Applicant information:

First Name: _____

Last Name: _____

Address: _____

Phone: _____

Email: _____

Bilingual Yes No

If yes, list which language(s):

Hours of direct conflict resolution service:

- Mediation: Click or tap here to enter text.
- Restorative Justice: Click or tap here to enter text.
- Training: Click or tap here to enter text.
- Lived Experience (30 hours is the maximum allowed in this field. Please complete the attached Affirmation of Identity): Click or tap here to enter text.

Applicants must have a combined total of 100 hours in these areas to be considered.
The county may ask for additional documentation regarding hours listed.

I am applying for this pay rate:

- Conflict Resolutions Specialist
- Bilingual and/or Lived Experience Conflict Resolutions Specialist
- Senior Conflict Resolutions Specialist
- Senior Bilingual and/or Lived Experience Conflict Resolutions Specialist

II. Check the service areas for your requested interest below:

Applicants do not need to meet the program specific requirements at this stage to indicate interest.

Skill Development/Training

- Parenting Education Class Instructor
- Basic Mediation Trainer
- Coach
- General Public Trainer
- General Mediation Trainer

Mediation/Conflict Resolution

- Manufactured and Marina Resource Center Mediator (MMCRC)
- Landlord Tenant Mediator (LTM)
- Public, Organizational, and Workplace Mediator
- Intra-Family Mediator
- Adoption Mediator
- Civil Court Case Mediator

Facilitation

- Oregon Foreclosure Avoidance Facilitator
- Organizational and Workplace Facilitator
- Public Policy Facilitator
- Restorative Dialogue Facilitator

Outreach/Data Collection/Marketing/Advising

- General Projects
- Resolution Services Advisory Committee

Cultural Competency Support

- General Projects
- Translation/document translation review

Other

- Additional Service Areas and Scopes of Work created as needed

Affirmation of Identity Form (Optional)

Lived Experience pay rate will require the applicant to complete this Affirmation of Identity document and include it in their application packet.

Please note that if you are part of an Underserved Population, you are ***not required*** to complete the Affirmation of Identity to apply. The request is for those asking for the 10% increase in base pay due to the additional skillset and knowledge they bring to their work.

Clackamas County supports and acknowledges the additional knowledge and expertise that comes with living an identity that is historically marginalized.

1. Mark any of the following Underserved Population(s) to which you belong:

- A specific racial or ethnic community
Please specify:
- Disabled person
- U.S. military veteran
- Immigrant and/or refugee
- LGBTQIA+
- Other
Please specify:

2. In what ways do you use your experience of being the ident(ies) above in your conflict resolution work?

Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table.