

## Appendix L. Request for Mediator Proposals

The \_\_\_\_\_ Association of REALTORS<sup>®</sup> is seeking proposals from qualified mediators for implementation of the NATIONAL ASSOCIATION OF REALTORS<sup>®</sup> Dispute Resolution System. Attached to this request are components of the system that should be reviewed and understood by prospective mediators prior to submitting a proposal.

Each proposal shall include:

1. confirmation of the provider's interest in the DRS program
2. confirmation of the provider's ability to serve the Association's jurisdiction
3. the provider's fee schedule and any terms or conditions that apply to fees (e.g., payment terms, time periods during which fees will be in effect, fee increases, and related notices, etc.)
4. confirmation of the provider's willingness and ability to perform prescribed DRS activities and services (e.g., preconference and post conference activities, filing the NAR evaluation forms, etc.)
5. education training, experience, references, and other qualifications that demonstrate the provider's ability to execute activities required under the DRS program and conduct successful mediation conferences
6. certification that the provider meets the NAR minimum qualifications (see attachments)
7. certification that the provider is a mediator as defined in \_\_\_\_\_ (see attached). If applicable, cite any state laws that define the qualifications required to be a mediator. Failure to make this a requirement can affect the confidentiality of the mediation process in some states. If state laws do not define Mediators' qualifications, enclose the association's objective criteria for selecting a mediator.

Proposals must be submitted to:

(Name of Committee)  
(\_\_\_\_\_ Association of REALTORS<sup>®</sup>)  
(Address)  
(City, State, ZIP)

on or before \_\_\_\_ p.m. on \_\_\_\_\_, 20\_\_\_\_ in order to be considered.

The Association reserves the right to reject any or all proposals.

Those submitting proposals will be notified of the Association's action regarding the selection of a mediator or mediators within thirty (30) days of any action taken by its Board of Directors.

Questions should be directed to:

(Name)

(\_\_\_\_\_ Association of REALTORS<sup>®</sup>)

(Address)

(City, State, ZIP)

(Phone Number)

Attachments:

- Mediation Clause/Addendum
- Agreement to Mediate
- Mediation Procedures
- Request to Initiate Mediation Transmittal Form
- Sample Mediation Settlement Agreement
- *Mediation the winning solution for buyers and sellers* brochure
- Buyer-Seller Guide for Initiating Mediation
- Criteria for Qualifying Buyer-Seller Dispute Resolution Mediators
- Copy of applicable state laws regarding mediators, if applicable.

**Note:** Associations may decide to include selected conditions from the “Tips for Negotiating a DRS Service Agreement/Contract” in any request for mediator proposal the association solicits.