



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

[List View](#)
General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)
Procurement Folder: 847902

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0402

Vendor ID: VS0000037661

SO Doc ID: EDD2100000004

Legal Name: MARYANN LOPEZ LOCKLIN DBA AMANI SERVICES

Published Date: 3/5/21

Alias/DBA: AMANI Services

Close Date: 3/22/21

Total Bid: \$11,250.00

Close Time: 13:30

Response Date: 03/22/2021

Status: Closed

Response Time: 0:22

Solicitation Description: Mediation Services for IDEA Dispute

Responded By User ID: AMANIServices

Total of Header Attachments: 1

First Name: Maryann

Total of All Attachments: 1

Last Name: Locklin

Email: amani.svcs@gmail.com

Phone: 770-330-0800



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

Proc Folder: 847902
Solicitation Description: Mediation Services for IDEA Dispute
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-03-22 13:30	SR 0402 ESR03222100000006433	1

VENDOR

VS0000037661
MARYANN LOPEZ LOCKLIN DBA AMANI SERVICES

Solicitation Number: CRFQ 0402 EDD2100000004

Total Bid: 11250 **Response Date:** 2021-03-22 **Response Time:** 00:22:42

Comments:

FOR INFORMATION CONTACT THE BUYER
Joseph E Hager III
(304) 558-2306
joseph.e.hageriii@wv.gov

Vendor
Signature X

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	MEDIATION SERVICES FOR IDEA DISPUTE	50.00000	HOUR	225.000000	11250.00

Comm Code	Manufacturer	Specification	Model #
80122001			

Commodity Line Comments: This proposal is based on how the Mediation Services are offered:
 Mediation Services for IDEA Dispute (In-Person/Face-to-Face) Hourly Rate is \$225.00 per hour x quantity of
 50.00000 for a total of \$11,250.00

Extended Description:

MEDIATION SERVICES FOR IDEA DISPUTE
 THE HOURLY RATE OF THE SERVICES ARE INCLUSIVE OF ALL PREPARATION AND MATERIALS, HEARING AND DECISION WRITING.

NOTE: THE VENDOR SHALL BE RESPONSIBLE FOR ALL MILEAGE, TRAVEL, COPYING, AND OTHER COSTS, INCLUDING TRAVEL
 COSTS, ASSOCIATED WITH PERFORMANCE OF THIS CONTRACT. ANY ANTICIPATED MILEAGE, TRAVEL OR OTHER COSTS MAY BE
 INCLUDED IN THE HOURLY RATE. Estimated quantity of hours are for bid purposes only.

CRFQ 0402 EDD2100000004

State of West Virginia

Centralized Request for Quotation

Service – Professional

Mediation Services for IDEA Disputes

Bidder Contact Information

Maryann Lopez Locklin

DBA AMANI Services

EIN: 85-3668118

WV Vendor VS0000037661

PO Box 671

Bethlehem, GA 30620-0671

Phone: (770) 330-0800

Email: AMANI.SVCS@GMAIL.COM

CRFQ 0402 EDD2100000004
Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

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CRFQ 0402 EDD2100000004
Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

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Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 847902

Doc Description: Mediation Services for IDEA Dispute

Reason for Modification:

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2021-03-05	2021-03-22 13:30	CRFQ 0402 EDD2100000004	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000037661

Vendor Name: Maryann Lopez Locklin DBA AMANI Services

Mailing Address: P.O. Box 671, Bethlehem, GA 30620-0671

Physical Address: 955 Snip Dillard Road

City : Monroe

State: GA

Country: U.S.A

Zip Code: 30656-4466

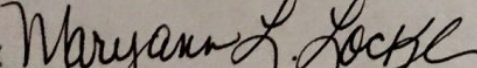
Principal Contact: Maryann L. Locklin

Vendor Contact Phone: (770) 330-0800

Extension: N/A

FOR INFORMATION CONTACT THE BUYER

Joseph E Hager III
(304) 558-2306
ojseph.e.hageriii@wv.gov

Vendor
Signature X  FEIN# 85-3668118

DATE 03/20/2021

All offers subject to all terms and conditions contained in this solicitation

Printed: Mar 5, 2021

Page: 1

FORM ID: WV-PRC-CRFQ-002 2020/05

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Education (WVDE) Office of Federal Programs & Support (OFPS) to establish an open-end contract for services of Mediation to include preparation, mediation and required documentation for the IDEA Dispute Resolution System as required under the IDEA, CRF 300.506 and Policy 2419.11: Regulations for the Education of Students with Exceptionalities <http://wvde.state.wv.us/policies/>, per the attached specifications and terms and conditions.

INVOICE TO

DEPARTMENT OF EDUCATION
BLDG 6, RM 330
1900 KANAWHA BLVD E
CHARLESTON WV 25305
US

SHIP TO

DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL IMPROVEMENT
1900 KANAWHA BLVD E, BLDG 6 RM 700
CHARLESTON WV 25305
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	MEDIATION SERVICES FOR IDEA DISPUTE IN PERSON FACE-TO-FACE	50.00000	HOUR	\$225.00	\$11,250.00
2	VIRTUAL MEDIATION SERVICES FOR IDEA DISPUTE	50.00000	HOUR	\$125.00	\$ 6,250.00

Comm Code**Manufacturer****Specification****Model #**

80122001

Extended Description:

MEDIATION SERVICES FOR IDEA DISPUTE

THE HOURLY RATE OF THE SERVICES ARE INCLUSIVE OF ALL PREPARATION AND MATERIALS, MEDIATION AND AGREEMENT WRITING.

NOTE: THE VENDOR SHALL BE RESPONSIBLE FOR ALL MILEAGE, TRAVEL, COPYING, AND OTHER COSTS, INCLUDING TRAVEL COSTS, ASSOCIATED WITH PERFORMANCE OF THIS CONTRACT. ANY ANTICIPATED MILEAGE, TRAVEL OR OTHER COSTS MAY BE INCLUDED IN THE HOURLY RATE. Estimated quantity of hours are for bid purposes only.

SCHEDULE OF EVENTS

Line	Event	Event Date
------	-------	------------

	Document Phase	Document Description	Page 3
EDD2100000004	Final	Mediation Services for IDEA Dispute	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

1. Purpose and Scope

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Education (WVDE) Office of Federal Programs & Supports (OFPS) to establish an open-end contract for services of Mediation to include preparation, mediation and required documentation for the IDEA Dispute Resolution System as required under the IDEA, §CRF 300.506 and Policy 2419.11: Regulations for the Education of Students with Exceptionalities as outlined in <http://wvde.state.wv.us/policies/>. The dispute resolution process is required as an option for resolving disagreements regarding an eligible student with a disability's identification, evaluation, educational placement or the provision of a free appropriate public education (FAPE). **THIS SHALL BE AN OPEN-END MULTIPLE AWARD**

Brief Summary

The mission of AMANI Services is to create a culture of peace through collaborative decision-making and joint-problem-solving in a manner that values the dignity and contribution of every human being. AMANI Services has past performance history with local, state and federal agencies in delivering exemplary mediation services to clients. Founded and led by Maryann Lopez Locklin, AMANI Services offers in-person and virtual mediation, facilitation, conflict coaching, training in conflict management and Dispute Resolution System Design.

3. Qualifications

Ms. Locklin began mediating in 1995 after receiving her initial mediation training from Resolution Resources in Atlanta. She began training mediators in 1997 after receiving additional training in mentoring, coaching role plays and processing individual feedback for mediators on behalf of the Georgia Office of Dispute Resolution, the Ninth Judicial Administrative District, and Train the Trainer Clinic as part of the Master of Science in Conflict Management Program at Kennesaw State University.

Ms. Locklin has completed advanced mediation training in the following areas of specialization

- Juvenile Mediation Training from the Carl Vinson Institute of Government at the University of Georgia
- Victim-Offender Mediation trained by Dr. Mark Umbreit of the Center for Restorative Justice and Mediation sponsored by the Georgia Office of Dispute Resolution (GODR)
- Mediating ADA Disputes by the Key Bridge Foundation for Education and Research
- Deprivation Mediation Training
- Handling Tension, Anger and Violence in the Mediation Setting sponsored by GODR
- Resolving Sexual Harassment Issues in Mediation, City of New York Dispute Resolution Consortium
- Employment Law Mediator Training at Cornell University

Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

- **Facilitating Competencies: Mediating under Titles II and III of the Americans with Disabilities Act by the Key Bridge Foundation Center for Mediation**
- **Managing the Interface: Mediator and Guardian Ad Litem**
- **Ethics in Mediation**
- **Guardian Ad Litem Training**
- **The practice of Mediation in Court ADR Programs: It's Pitfalls and Opportunities**

Ms. Locklin is a Florida Certified Dependency Mediator approved by the Supreme Court of Florida Dispute Resolution Center and a registered neutral in General Civil and Dependency matters approved by the Georgia Supreme Court Commission on Dispute Resolution. Most recently she completed a 40-hour mediation refresher course with the Academy for Dispute Resolution in 2019. She received training in topics related to special education from the Georgia Advocacy Office (2003), The Individuals with Disabilities in Education Act of 2004 from Lorman Education Services (2005), Education Law: IDEA 2004 Reauthorization and Ethical Considerations from The State Bar of Georgia Young Lawyers Division (2005) and the Georgia Department of Education Mediation Training (2005).

Ms. Locklin's past performance history includes providing mediation services in special education matters as well as mediation of charter school petitions that were initially denied by local Boards of Education for the Georgia Department of Education (GaDOE). More recently Ms. Locklin was trained as an IEP Facilitator by Key2Ed and has been serving as an IEP Facilitator contracted by GaDOE for the past two years. The Georgia Department of Education provides continuing education opportunities annually. This year GaDOE included training related to FAPE in Distance Learning, Compensatory Services, Updates on IEP Facilitation Process and Procedures, Data Privacy Training [verification attached], Navigating the Virtual Platform, and internal guidance on Change of Placement vs. Change of Location. In her spare time, Ms. Locklin facilitates a monthly collaborative of Georgia IEP Facilitators and Mediators who meet to brainstorm best practices, engage in professional development and share successes and challenges in this field.

This summer Ms. Locklin was selected to serve on the IDEA Mediation Roster for the Florida Department of Education (FLDOE) providing virtual mediation services statewide to families and school districts. FLDOE also provided six (6) hours of training in IDEA fundamentals for dispute resolution, the science of team conflict resolution, the art of dispute resolution skills, and the mediator mind set and practical training on utilizing the Zoom platform to conduct IDEA Mediations.

Finally, Ms. Locklin participates in ongoing professional development through the University of Utah's Technical Assistance for Excellence in Special Education (TAESE) quarterly Dispute Resolution in Special Education (DRSE) IEP Facilitator Workgroup and the Mediator Workgroup that meets eight times each year for two hours each time totaling an additional sixteen (16) hours of advanced professional development per year. Participants receive the latest updates and best practices in IEP Facilitation and Mediation and benefit from the opportunity to connect with peers from other states, share ideas and network. This forum also offers an opportunity to

Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

get answers to the most difficult questions regarding Special Education Dispute Resolution practice.

Background History

One of Ms. Locklin's greatest accomplishments includes developing and implementing one of the first Restorative Justice Mediation Diversion Programs in Georgia for juvenile first-offenders. As a result of the 97% success rate with only a 3% recidivism rate, the Clayton County Commission voted to permanently fund the Clayton County Juvenile Court's Mediation Diversion Program. As a result, Ms. Locklin was awarded a Certificate of Appreciation from Judge Martha K. Glaze. Ms. Locklin was subsequently invited by the Georgia Permanency Mediation Pilot Program to co-mediate the very first dependency/deprivation case to address issues that arise in adjudicated child abuse and neglect cases in the state of Georgia and was instrumental in the development and success of this effort. As a result of the success of these two programs, similar mediation diversion and permanency mediation programs have been duplicated in many juvenile courts throughout the state.

Ms. Locklin is passionate about helping people find common ground on their journey to move forward collaboratively and transform their relationships. She is an approved Racial Justice Facilitator by the Janet Rankin Foundation and has facilitated group and community dialogues regarding gentrification, race relations, and restorative justice efforts. She is perceptive of and responsive to cross-cultural communication and has extensive experience utilizing foreign language and sign language interpreters in the mediation process in compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. Ms. Locklin is also a Certified At-Risk Adult Crimes Tactics Specialist. Her former experience also includes serving as a Cold Case Sexual Assault Victim Advocate, a Case Manager for medium to high-risk juvenile offenders receiving evidenced based treatment, mentoring a survivor of Commercial Sexual Exploitation of Children (CSEC), a substitute educator and Title I Tutor, and an advocate for abused and neglected children [vitae attached].

Please find attached personal references and current verification of IEP Facilitation and IDEA Mediation experience that confirms Ms. Locklin's ability to remain impartial. Ms. Locklin is not an employee of West Virginia Department of Education nor any school district that is involved in the education or care of West Virginia students and has no personal or professional interests that conflict with her objectivity in mediation. She does not represent boards of education or parents in actions against boards of education.

4. Mandatory Requirements

4.1.1 Ms. Locklin shall conduct virtual mediations and/or travel statewide on short notice to any school district in which disputes may occur to assure that all mediations will be conducted as quickly as possible.

Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

4.1.2 Ms. Locklin shall conduct the mediation at a date, place and time which are reasonably convenient to both parties involved.

4.1.3 Ms. Locklin shall complete the mediation, including the issuance of the written agreement documentation within the required timelines.

4.1.4 Ms. Locklin shall attend training sessions of the IDEA Mediation System and must retain certificates of attendance during the duration of the contract. Ms. Locklin understands that failure to attend training sessions will be grounds for disqualification and cancellation of the contract. When required by the Agency, Ms. Locklin shall furnish proof of training prior to renewal year.

4.1.5 Ms. Locklin shall issue a waiver if at any time there exists any type of conflict of interest in a specific case during a rotation. Ms. Locklin shall provide the waiver immediately by email or phone call to the West Virginia Department of Education, Office of Federal Programs & Supports representative advising of the conflict and allowing the case to be assigned to the next Mediator in the rotation.

5. Contract Award:

5.1 Contract Award incorporated by reference.

5.2 Pricing Page:

Ms. Locklin has included the pricing page electronically by utilizing wvOASIS and has provided an electronic document reflecting same as part of this proposal.

6. Ordering: Ms. Locklin shall accept orders through wvOASIS, regular mail, facsimile, email or any other written form of communications.

6.1 Incorporated by reference.

7. Payment:

Ms. Locklin shall accept payment as an hourly rate for services in accordance with the payment procedures of the State of West Virginia.

**Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services**

8. Travel and Other Costs:

Ms. Locklin shall be responsible for all mileage, travel, copying and other costs, including travel costs, associated with the performance of this Contract. Any anticipated mileage, travel or other costs may be included in the hourly rate listed on Ms. Locklin's bid, but such costs will not be paid by the WVDE separately.

9. Facilities Access:

9.1 Ms. Locklin will be the only mediator performing under this Contract and shall be subject to WVDE security protocol and procedures. AMANI Services does not have any additional staff to inform of WVDE security protocol and procedures.

9.2 Ms. Locklin is the only principal service personnel which shall be issued access cards and/or keys to perform services.

9.3 Ms. Locklin shall be responsible for controlling cards and keys and shall pay replacement fee if the cards or keys become lost or stolen.

9.4 Ms. Locklin shall notify WVDE immediately of any lost, stolen or missing card or key.

Maryann Lopez Locklin DBA AMANI Services shall perform all work under this contract and shall comply with all terms and conditions set forth in Solicitation CRFQ 0402 EDD2100000004, including the general terms and conditions. This proposal does not contain any assumptions nor constraints and there are no deviations herein. There is no pending litigation to which Maryann L. Locklin DBA AMANI Services is a party nor are there any outstanding professional or personal judgements.

I certify that I, Maryann L. Locklin DBA AMANI Services, have no history of debarment, suspension, nor proposed debarment of any local, state, or federal contract award. I further attest that the information I have provided concerning my mediation experience and training is accurate and truthful. I recognize and understand that failure to provide truthful and accurate information may be grounds for termination of contract.

Signature: _____

Print Name: Maryann L. Locklin, Owner/Collaborative Specialist

Date: March 21, 2021



RESOLUTION RESOURCES CORPORATION

certifies that

Mary Ann Lopez

*has completed a comprehensive 21 hour training
course on the concepts, principles, and application of
the skills of*

MEDIATION

August 4, 1995

Date

Andrea Doney
Principal

Supreme Court of Florida



this certifies that

Maryann L. Locklin

*having fulfilled the requirements of the Florida Rules for Certified and Court-Appointed Mediators
is hereby certified as a Dependency Mediator from*

June 28, 2019 to June 28, 2021

in all judicial circuits of the state

A handwritten signature in cursive script, appearing to read "Char. T. Canady", is written over a horizontal line.

Chief Justice

No. 37683 D

**Georgia Supreme Court
Commission on Dispute Resolution
Registration Card Issued to**

Maryann L. Locklin

Registration ID: 5648-8134-7680-6656

Registration Renewal Deadline: APRIL 30, 2022

Registration Categories:

General Civil Mediation, Dependency Mediation



The Academy of Dispute Resolution

hereby certifies that

Maryann Locklin

has completed 40 hours of General Civil Mediation Training & Practicum

approved by the Georgia Office of Dispute Resolution

Nicole Woolfork Hull, Trainer

May 6-10, 2019
Dates of Training

Certificate of Attendance

This is to certify attendance at the "The Individuals With Disabilities Education Act Of 2004, The No Child Left Behind Act Of 2001 And Implications For General And Special Education" seminar presented April 22, 2005 in Savannah, GA.

This program has been approved by the Georgia Commission on Continuing Lawyer Competency for 6.0 CLE hours.

Lorman Business Center, Inc. is recognized by the National Board for Certified Counselors to offer 6.00 hours of continuing education for National Certified Counselors. We adhere to NBCC Continuing Education Guidelines. Provider # 5790.

This program has been approved by the Georgia Chapter of the National Association of Social Workers (NASW/GA) for a total of 6.00 core continuing education clock hours for social work licensing purposes.

Lorman Business Center, Inc. is an Authorized Provider by the International Association of Continuing Education and Training (IACET). Lorman Business Center, Inc. has awarded 0.60 CEUs to participants who successfully complete this program. Participants must complete an evaluation in order to receive CEUs.



Kari J. Campbell, CE Coordinator



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EDUCATION SERVICES

A DIVISION OF LORMAN BUSINESS CENTER, INC.

2510 ALPINE ROAD • P.O. BOX 509 • EAU CLAIRE, WI 54703 • (715) 833-3940 FAX: (715) 833-3944
www.lorman.com customerservice@lorman.com

(Please retain for your records.)

356600

Certificate of Attendance

MARYANN LOCKLIN

This is to certify attendance at the "The Individuals With Disabilities Education Act Of 2004, The No Child Left Behind Act Of 2001 And Implications For General And Special Education" seminar presented April 22, 2005 in Savannah, GA.

Lorman Business Center, Inc. is an Authorized Provider by the International Association of Continuing Education and Training (IACET). Lorman Business Center, Inc. has awarded 0.50 CEUs to participants who successfully complete this program. Participants must complete an evaluation in order to receive CEUs.

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EDUCATION SERVICES

A DIVISION OF LORMAN BUSINESS CENTER, INC.

2510 ALPINE ROAD • P.O. BOX 509 • EAU CLAIRE, WI 54703 • (715) 833-3940 FAX: (715) 833-3944

www.lorman.com customerservice@lorman.com



Kari J. Campbell, CE Coordinator

(Please retain for your records.)

356600

CERTIFICATE OF PARTICIPATION
Issued by the State Bar of Georgia Young
Lawyers Division



THIS CERTIFICATE IS AWARDED TO

Maryann Loefer

*Completed a 3 1/2 hour course entitled "Education Law: IDEA 2004
Reauthorization and Ethical Considerations" Friday, May 13, 2005*

Art Loefer esq.
SIGNATURE

5/13/05
DATE

SIGNATURE

DATE

**Georgia Department of Education
Division for Exceptional Students
Training Certificate**

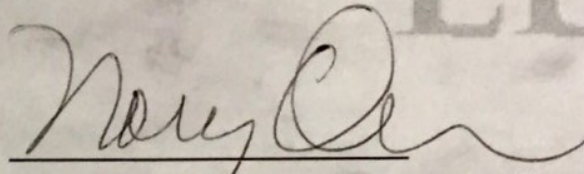
This is to certify that

Maryann Lopez Locklin

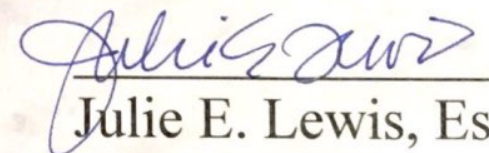
successfully completed four hours

of mediator training on

Tuesday, July 26, 2005



Nancy O'Hara, Associate Director
Division for Exceptional Students



Julie E. Lewis, Esquire
Legal Services

CERTIFICATE OF PARTICIPATION

This certificate is awarded to

Maryann Locklin

For participation in the workshop

Conflict Prevention and IEP Meeting Facilitation



Douglas Little

Signed

8/1/2019

Date

Joyce Little

Signed

8/1/2019

Date

Robin O'Shea

Signed

8/1/2019

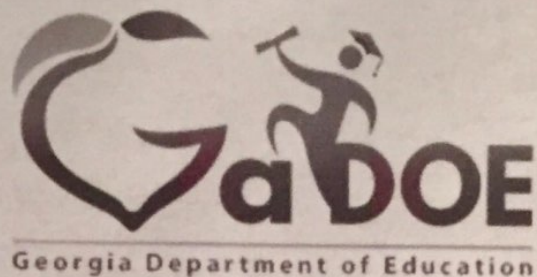
Date

Cassie Velasquez

Signed

8/1/2019

Date



Certificate ID : 2019.17003

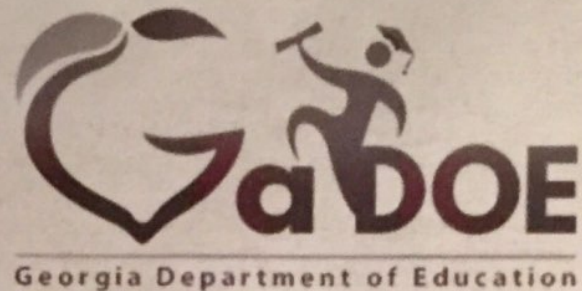
Granted On : 10/30/2019

Certificate Of Completion

This certifies that LOCKLIN, MARYANN

has completed Data Privacy Course GaDOE 2019 (For State Employees Only)

**This is the course accessed through the Professional Learning Opportunities application.*



Certificate ID : 2020.32834

Granted On : 07/22/2020

Certificate Of Completion

This certifies that LOCKLIN, MARYANN

has completed GaDOE Data Privacy Course for FY21 (State Employees Only)

**This is the course accessed through the Professional Learning Opportunities application.*

CRFQ 0402 EDD2100000004
Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

REFERENCE FORM

Directions:

Please provide information regarding recent projects and the names of up to three (3) clients who may be contacted and for whom the Offeror is or was providing a similar service, and who can attest to the quality and reliability of all aspects of Offeror's services and personnel.

Name of Your Company:	Maryann Lopez Locklin DBA AMANI Services
Name of Client:	Georgia Department of Education, Family Engagement and Dispute Resolution
Name of Client Contact Person:	Jamila C. Pollard, Esq., Program Manager Senior/Legal Officer
Client's Phone Number:	(404) 670-2683
Client's Email:	jpollard@doe.k12.ga.us
Date or period of product/service:	07/01/2019 through 06/30/2020 (Initial Contract) 07/01/2020 through 06/30/2021 (Contract renewed second year)

Description of projects/services rendered:

The Georgia Department of Education has contracted with Maryann Locklin of AMANI Services to provide IEP Facilitation for the past two years. In this role, Ms. Locklin is required to make all contact with school staff and parents in order to prepare for the IEP Facilitation. In addition to working with both sides to ensure a productive IEP meeting, Ms. Locklin is responsible for completing aggregate data forms providing feedback on her experience during the IEP Facilitation, communication logs and invoices. She also provides IEP Team members with an evaluation survey where participants are invited to provide their personal feedback regarding their IEP Facilitation experience.

Other Information or comments:

The Georgia Department of Education has also contracted with Ms. Locklin to provide mediation services of special education matters for five consecutive years in addition to holding other exclusive contracts to mediate Charter School Petitions for three years consecutively in the past.

☒

Check here if supplemental information related to this project is attached.

March 3, 2021

Dear Sir or Madam:

I have personally known Ms. Maryann Locklin DBA AMANI Services for nearly two years. During this time, I have supervised Ms. Locklin in her work as a Individualized Education Program (IEP) Team meeting facilitator for the Georgia Department of Education (GaDOE), Division for Special Education Services and Supports. Prior to serving as a GaDOE IEP Team meeting facilitator, Ms. Locklin served as a mediator for the GaDOE and mediated numerous special education disputes as well as disputes between local education agencies (LEAs) and charter school petitioners.

Ms. Locklin has facilitated eight IEP TEam meetings on behalf of the GaDOE. The GaDOE has found Ms. Locklin to be a very dependable, intelligent, and hardworking individual who is always excited to perform her duties to assist LEAs and families of students with disabilities. Ms. Locklin has been effective in assisting participants in reaching consensus on all or some issues that arose during the meetings resulting in the development of IEPs that were student-focused and appropriate to meet the students' needs. As a mediator, Ms. Locklin's resolution rate was approximately 80% which was more than favorable compared to the expected norm of results. Feedback evaluations results show participants found Ms. Locklin to be helpful, thorough with clarification, listens effectively and thoughtfully, keeps everyone focused and on task, creates an environment that is neutral, balanced and empowering, encourages participants to be creative, and highly skilled in facilitating challenging discussions.

The GaDOE has not received any complaints regarding Ms. Locklin's appearance of neutrality or underlying fairness, which is crucial in these processes. Additionally, Ms. Locklin properly completed the necessary paperwork within the time frames set by the GaDOE. Based on my personal knowledge of Ms. Locklin's IEP faciilitator experience and the GaDOE's historical record of Ms. Locklin's mediator experience, I highly recommend Ms. Locklin without reservation for mediation opportunities and trust she will be a great asset to your agency. If I can be of any further assistance, please do not hesitate to contact me at jpollard@doe.k12.ga.us or (404) 670-2683.

Sincerely,

Jamila C. Pollard, Esq.

Jamila C. Pollard, Esq.

Program Manager Senior/Legal Officer

Family Engagement and Dispute Resolution

1870 Twin Towers East • 205 Jesse Hill Jr. Drive • Atlanta, GA 30334 • www.gadoe.org

Richard Woods, Georgia's School Superintendent

An Equal Opportunity Employer



**Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services**

OFFEROR REFERENCE FORM

Directions:

Please provide information regarding recent projects and the names of up to three (3) clients who may be contacted and for whom the Offeror is or was providing a similar service, and who can attest to the quality and reliability of all aspects of Offeror's services and personnel.

Name of Your Company:	Maryann Lopez Locklin DBA AMANI Services
Name of Client:	Florida Department of Education, Exceptional Student Education
Name of Client Contact Person:	Jacqueline Roumou, Educational Program Director
Client's Phone Number:	(850) 245-0475
Client's Email:	Jacqueline.Roumou@fldoe.org
Date or period of product/service:	07/01/2020 through 06/30/2021 (Initial Contract)

Description of projects/services rendered:

The Florida Department of Education selected Maryann Locklin of AMANI Services to serve on their IDEA Mediation Roster to provide mediation services to families and school districts throughout the state. This is Ms. Locklin's first year serving the sunshine state. In this role, Ms. Locklin is required to provide an hour of preparation time to ensure participants are well informed about the mediation process. Ms. Locklin offers both families and school districts a pre-mediation orientation session via a virtual platform where she explains the mediation process, reviews the Mediation Guidelines for Engagement and provides participants a brief tutorial on how to use the virtual platform to ensure that everyone will be able to fully participant during the mediation. She also takes time to answer any questions participants may ask in regards to the mediation process. Ms. Locklin drafts any agreement reached with the full participation of all participants and secures signatures virtually. Immediately following the conclusion of the session Ms. Locklin completes a Mediation Summary outlining if the mediation resulted in a full, partial or no agreement. She also completes the Mediator Self-Assessment form that includes the following aggregate data: (1) Date of the mediation; (2) Mediation Case number; (3) Student grade and exceptionality area (4) Number of participants and roles without identifiers; (5) Was an IEP Scheduled? (6) Was the mediation related to a Due Process request or state complaint? (7) Mediator's feedback regarding suggestions for on-going continuing Mediator Education/training, enhancing effectiveness of the mediation session or exceptional student education as implemented in Florida; (8) Duration of the mediation session for invoicing purposes. Mediation Participants receive an evaluation where they can share their thoughts and feedback regarding their mediation experience directly with the Florida Department of Education.

Other Information or comments:
☒

Check here if supplemental information related to this project is attached.

----- Forwarded message -----

From: **IDEA Mediation** <IDEAMediation@fldoe.org>

Date: Mon, Jul 27, 2020 at 12:40 PM

Subject: Nomination Letter for FDOE IDEA Mediator 2020-2021

To: amani.svcs@gmail.com <amani.svcs@gmail.com>

Dear Ms. Maryann Locklin,

Congratulations! You have been approved by the review committee at the Florida Department of Education (FDOE) to serve as an Individuals with Disabilities Education Act (IDEA) mediator for the state for the 2020-2021 fiscal year.

FDOE requires those serving as FDOE IDEA mediators to demonstrate adherence to the following requirements:

- FDOE IDEA mediators will enter into a one-year service agreement with the FDOE and be placed on a roster of those who will serve as state mediators.
- Renewal of the yearly service agreement will be contingent upon the following factors:

CRFQ 0402 EDD2100000004
Mediation Services for IDEA Disputes
Response of Maryann L. Locklin DBA AMANI Services

OFFEROR REFERENCE FORM

Directions:

Please provide information regarding recent projects and the names of up to three (3) clients who may be contacted and for whom the Offeror is or was providing a similar service, and who can attest to the quality and reliability of all aspects of Offeror's services and personnel.

Name of Your Company:	Maryann Lopez Locklin DBA AMANI Services
Name of Client:	Georgia Office of Dispute Resolution
Name of Client Contact Person:	Ansley Barton, Former Director
Client's Phone Number:	(706) 378-5293
Client's Email:	ansleybarton@bellsouth.net
Date or period of product/service:	07/05/1995 through 08/31/2007

Description of projects/services rendered:

Successfully advocated for criminal background screening of all mediators registered with the Georgia Office of Dispute Resolution as a result of implementing this practice with community mediators who would be serving children in one of the first Mediation Diversion Programs with a Restorative Justice Model for juvenile first offenders in the State of Georgia. Contracted periodically to assist the Georgia Office of Dispute Resolution with training in the areas of General Civil Mediation training, Juvenile Mediation training and Dependency Mediation training as well as coaching mediators through role plays to complete the Mediation Practicum Training. Invited to mediate the first deprivation case in the State of Georgia as part of the Supreme Court of Georgia Permanency Mediation Pilot Project serving abused and neglected children who were placed in foster care.

Other Information or comments:



Check here if supplemental information related to this project is attached.

Ansley Barton, LLC

Conflict Management Services

May 7, 2019

To whom it may concern

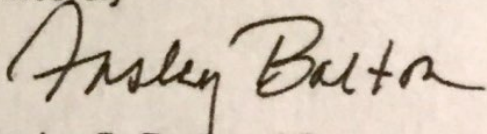
I am writing on behalf of Maryann Locklin who has requested my assistance in confirming her experience as a state registered neutral in the areas of general civil, domestic, juvenile, and dependency which included specialized training handling cases with domestic violence since I served as the Director of the Georgia Office of Dispute Resolution (GODR), an office of the Supreme Court of Georgia.

I first met Ms. Locklin in 1995 when she was the newly hired Mediation Program Coordinator for the Clayton County Juvenile Court in Jonesboro, GA. The Mediation Diversion Program provided juvenile first-offenders an opportunity to resolve delinquent and status offenses in mediation in lieu of formal adjudication. Since Ms. Locklin was entrusted to design, implement and oversee this one year grant-funded program, she was responsible for creating program policies and procedures, designing a mediator handbook, recruiting, screening, training, supervising and managing twelve to fifteen community mediators to provide services to court-referred juvenile first-offenders. Ms. Locklin monitored compliance with mediated agreements, conducted quarterly evaluations, generated statistical reports for funding sources and referred non-compliant youth to court for adjudication. As a result of a 97% success rate of youth compliance with fulfilling mediated agreements, the Clayton County Commission elected to fund the Mediation Diversion Program permanently and it still exists to date.

Because of Ms. Locklin's innovative approach to screening applicants who would work with children, the Georgia Office of Dispute Resolution added the background check requirement to the application of aspiring mediators who planned to work in court programs. Ms. Locklin has served in many capacities as an ADR specialist throughout her career. She has served as an arbitrator, mediator, facilitator, trainer and ADR program development consultant. In addition she has trained, coached and mentored adult professionals in their pursuit of state registration as a neutral mediator with the GODR from 1995-2007. I called upon Maryann to assist with General Civil, Juvenile and Dependency Mediation Training as well as coaching mediators during role plays. In 1998 Ms. Locklin began an ADR service, Atlanta Mediation and Negotiated Innovations also known as AMANI Services. Ms. Locklin served as a lead trainer for the Mediation Training Institute from 2001 through 2007 and was invited to co-mediate the very first deprivation case as part of the Supreme Court of Georgia Permanency Mediation Pilot Project. She formerly served as the Vice President of the Georgia Council for Dispute Resolution and as an At-Large Board Member for the ACR Georgia Chapter.

I have no doubt that Ms. Locklin will be a valuable addition to the ADR community. She is creative, completely reliable, and shows a work ethic that will make her a valuable asset. I can recommend her without any reservations.

Sincerely



Ansley B. Barton, J.D.
Former Director, Georgia Office of Dispute Resolution
ansleybarton@bellsouth.net
706-378-5293

PROFESSIONAL EXPERIENCE

Collaborative Specialist

May 2019 – Present

AMANI Services, E-Commerce

Provide mediation, facilitation, conflict coaching, training in conflict Management and Dispute Resolution System Design to local, state and federal agencies. Our mission is to create a culture of peace through collaborative decision-making and joint problem-solving in a manner that values the dignity and contribution of every human being.

Cold Case Sexual Assault Victim Advocate

May 2018 – May 2019

Georgia SAKI, Tucker GA

Temporarily Grant Funded

Serve on the multidisciplinary Metro Atlanta Cold Case Sexual Assault Task Force. Conduct victim notifications in collaboration with investigators from the District Attorney's Office from various jurisdictions regarding DNA CODIS hits identifying the assailants of cold case sexual assaults. Actively participate in and advocate for victims during weekly case reviews, case planning and management, and brainstorm best practices. Provide direct personal advocacy and crisis intervention services including but not limited to safety planning, in-person advocacy, family advocacy, court accompaniment, referrals for counseling, medical, and legal services. Aid victims in securing assistance with food, clothing, housing, employment, job training, education and other identified needs.

Title I Tutor, Shoal Creek Elementary School Rockdale County Public Schools, Conyers GA

March 2018 – April 2018

Temporary Assignment

Provide tutoring to select group of third and fourth grade Title I students in the areas of English and Language Arts to prepare them for the Georgia Milestones Assessment.

JJIG Part-time Case Manager

August 2017 – June 2018

Cobb County Juvenile Court, Marietta GA

Grant funded until June 2018

Provide case management services under the Juvenile Justice Incentive Grant for evidence based treatment programs provided to medium to high risk delinquent youth. Ensure model fidelity compliance and maintain statistical program data. Assess, interpret and evaluate criminal thinking scales that measure a juvenile's tendency toward delinquency. Work directly with youth, parents and probation officers to identify barriers to program completion. Facilitate effective communication and collaboration between project coordinator, program facilitators, the Department of Juvenile Justice (DJJ) and probation officers.

Substitute Teacher

March 2017 – May 2018

Gwinnett County Schools, Suwanee GA

Serve as a substitute teacher for Gwinnett County elementary, middle, and high schools. Preferred substitute for EBD educator, Marilyn Doricent.

Contract Mentor**January 2016 – January 2017****Georgia Cares, Atlanta GA**

Complete monthly reporting and documentation of services, contacts and communications with youth rescued from domestic minor sex-trafficking (DMST), their family, Mentor Coordinators and any outside providers. Participate in monthly supervision phone calls with the Mentor Coordinator. Complete orientation, training in DMST, Mandated Reporting, Rapport Building/Boundary Setting, Trauma Informed Care, and Cultural Competency. Make monthly contact with the mentee that required in-person contact in addition to weekly phone, email, text or video chatting. Make monthly contact with mentee's parent/guardian to communicate general progress of rapport-building and engagement and discuss future visits and off-site activity plans.

Substitute Teacher**November 2015 – May 2018****Move on When Ready Boot Camp Teacher****May 2017 – June 2017****Clarke County Schools, Athens GA**

Serve as a substitute teacher for Clarke County elementary, middle, and high Schools. In addition to teaching the core academics of Mathematics, English, Science and History, these substitute assignments have also included serving as an Academic Support Specialist, Academic Interventionist, EIP, ESOL, Dual Language Learners and foreign language instructor, media specialist, gifted, special education-interrelated and mild intellectually-disabled as well as instruction in vocations. Helped create and facilitate the Move On When Ready Boot Camp, a four day college readiness program held at the Athens Community Career Academy for high school students pursuing dual enrollment in college.

Dispute Resolution Specialist**January 1998 – August 2009****AMANI Services, Atlanta GA**

Served as an independent contractor and trainer providing conflict management, mediation, facilitation, alternative dispute resolution (ADR) program development and cross-cultural communication dynamics to local, state and federal agencies in the areas of civil, criminal, dependency, juvenile justice, family, employment and special education disputes. Client include Equal Employment Opportunity Commission – Atlanta District Office; Georgia Department of Education – Special Education Mediation; Georgia Office of Dispute Resolution; Mediation Training Institute; Atlanta Divorce Mediators, Kennesaw State University, the Supreme Court Permanency Mediation Pilot, University of Georgia, the Carter Center, the Key Bridge Foundation for Education & Research, Clayton County Superior and Juvenile Courts, Cobb County Superior and Juvenile and Magistrate Courts, Dekalb County Courts Multi-Door Courthouse Dispute Resolution Center, Fulton County Domestic Mediation Program, Gwinnett County Juvenile, State and Magistrate Courts and the Ninth Judicial Administrative District.

Mediation Program Coordinator**July 1995 – January 1997****Clayton County Juvenile Court, Jonesboro GA**

Designed, implemented and supervised the Mediation Diversion Program. Created program policies, procedures and volunteer handbook. Screened, recruited, trained, supervised and managed 12-15 community mediators to provide services to court-referred youth. Conducted quarterly evaluations and generated statistical reports for funding sources. Monitored juvenile compliance with mediated agreements and referred violators to court for adjudication.

Office Manager, Administrative Asst., Case Coordinator June 1989 - February 1995
EAC, Inc. Suffolk Court Appointed Special Advocate Program, Central Islip, N.Y.

Responsible for investigation, case management and monitoring the status of victims of child abuse and neglect placed in foster care. Facilitate collaborative relationships between various agencies including Department of Social Services, the Department of Juvenile Justice & the Department of Mental Health, local school systems, treatment facilities, attorneys, and parents as well as cultivating and establishing community partnerships to support fundraising efforts. Schedule and conduct field visits to foster homes, kinship resources, detention centers. Prepare court reports, participate in court hearings and provided testimony. Recruit, screen and train child advocates, assign cases and supervise case aids.

EDUCATION

C.W. Post/Long Island University • Brentwood, New York: September 1992 - May 1994

B.A. in Criminal Justice - Graduated Magna Cum Laude

- Outstanding Criminal Justice Student 1994 – C.W. Post at Brentwood
- National Dean's List 1992-1994,
- Member of Phi Eta Sigma

Suffolk Community College • Brentwood, New York: September 1989 – June 1991

A.A.S. Criminal Justice – Graduated with Highest Distinction

- John Astor Memorial Scholarship for Meritorious Academic Achievement 1991
- National Dean's List 1991
- Recognized by the College Board as an Outstanding Minority Community College Graduate 1991
- Member of Phi Alpha Sigma and Phi Theta Kappa Honor Societies

John Jay College of Criminal Justice • New York City, New York: September 1985 – December 1986 30 credit hours in Deviant Behavior & Social Control

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Maryann Lopez Locklin DBA AMANI Services

(Name, Title)

Maryann L. Locklin, Owner/Collaborative Specialist

(Printed Name and Title)

P.O. Box 671, Bethlehem, GA 30620-0671

(Address)

(770) 330-0800 (N/A)

(Phone Number) / (Fax Number)

amani.svcs@gmail.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Maryann Lopez Locklin DBA AMANI Services

(Company)

Maryann L. Locklin:

(Authorized Signature) (Representative Name, Title)

Maryann L. Locklin, Owner/Collaborative Specialist

(Printed Name and Title of Authorized Representative)

March 20, 2021

(Date)

(770) 330-0800 (N/A)

(Phone Number) (Fax Number)

amani.svcs@gmail.com
(email)

REQUEST FOR QUOTATION
Individuals with Disabilities Education Act (IDEA)
Mediators

11. MISCELLANEOUS

- 11.1 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Maryann L. Locklin

Vendor's Address: AMANI Services
P.O. Box 671
Bethlehem, GA 30620-0671

Telephone Number: (770)330-0800

Fax Number: N/A

Email Address: AMANI.SVCS@GMAIL.COM

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Maryann Lopez Locklin DBA AMANI Services

Authorized Signature: Maryann L. Lopez Date: March 20, 2021

State of Georgia

County of Cobb, to-wit:

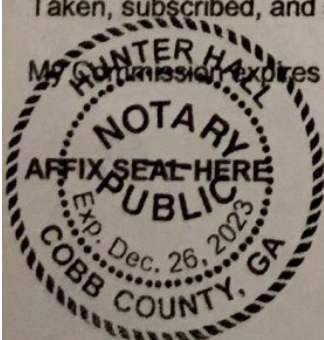
Taken, subscribed, and sworn to before me this 20 day of March, 2021.

My Notary Commission Expires 12/26, 2023.

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)



VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,
- ☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
- ☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. **Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. **Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

4. **Application is made for 5% vendor preference for the reason checked:**

- ☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

- ☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

8. **Application is made for reciprocal preference.**

- ☐ Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Maryann Lopez Locklin DBA AMANI Services

Signed: Maryann R. Louze

Date: March 19, 2021

Title: Owner/Collaborative Specialist

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

2020 CE Hours For Maryann Locklin

Business Unit: Neutrals

Today's Date: 12/30/2020

2020 Events:

Neutrals

08/14/2020	Promoting Problem Solving: 28th Annual Conference	9.60
07/16/2020	Language as a Missing Link	1.50
07/17/2020	Essential Legal Principals for IDEA Mediators	4.50
08/13/2020	TAESE DRSE Mediator Workgroup	2.00
10/02/2020	Time to Talk: Dialogue on Race	2.50
09/16/2020	Mediation 101	1.00
09/26/2020	Racial Justice Facilitation Training Part 2	2.00
09/16/2020	Criminal Justice & the ADA	1.50
09/04/2020	IDEA Mediation Training	5.50
12/10/2020	Employers, COVID-19 & the Americans with Disabilities Act	1.00
04/17/2020	Learn to Mediate Online - April 17	3.00
08/06/2020	Title IX & Beyond	12.00
10/05/2020	An Essential Mediator's Bedside Manner & Practical Skills	1.00
07/17/2020	Special Education Mediation Training	5.00
12/08/2020	Restorative Practice Community Meeting	1.50
10/15/2020	Building Cultural Intelligence	1.00
07/28/2020	Strategies for Trauma Awareness and Resilience Training	2.00
05/28/2020	Trauma 101: Providing Care from a Trauma Informed Perspective	3.50
07/14/2020	The Fierce Urgency of Now Nonviolence365 in Action, Cultural Humility, and Eradicating Racism	6.00
07/16/2020	The Neurochemistry of Hope	1.50
09/09/2020	ADA at Work in Legal Education	1.00
09/16/2020	The Georgia Conference on Child Abuse & Neglect: From Prevention to Intervention	14.50
02/08/2020	Reflective Structured Dialogue for Racial Justice Facilitators	6.50

Total Neutrals Hours Earned in 2020: 89.60



J.W. Fanning Institute
for Leadership Development
UNIVERSITY OF GEORGIA

Certificate of Attendance

This certificate acknowledges that

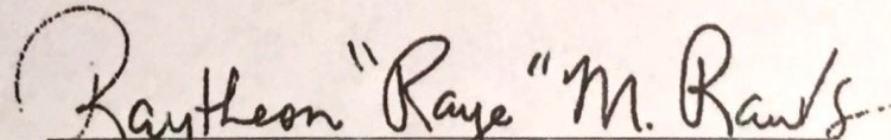
Maryann Locklin

has completed 1 day of

Reflective Structured Dialogue Training

on February 8, 2020

and is an approved Racial Justice Facilitator for the Jeannette Rankin Foundation


Raytheon "Raye" M. Rawls, J.D.
Public Service Faculty

Certificate of Attendance

NATIONAL CRIMINAL JUSTICE TRAINING CENTER
OF FOX VALLEY TECHNICAL COLLEGE

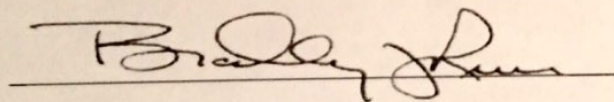
Missing and Exploited Children Training and Technical Assistance Grant

Maryann Locklin

has attended the live webinar

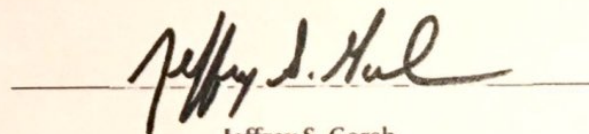
Responding to Incidents Involving Children on the Autism Spectrum

held on April 25, 2018 (90 minutes)



Bradley Russ
Director

National Criminal Justice Training Center
Fox Valley Technical College



Jeffrey S. Gersh
Deputy Associate Administrator
Youth Development, Prevention and Safety Division
Office of Juvenile Justice and Delinquency Prevention

ADR: OPTIONS AND OPPORTUNITIES

27th Annual Dispute Resolution Center Conference

Sponsored by the
Florida Dispute Resolution Center

August 16-17, 2019
Orlando, Florida

Certificate of Attendance

(Your Name)

Conference CME:

Up to 12.6 hours including 1.5 hours mediator ethics and 1.5 hours of interpersonal violence (IPV)

Susan Marvin

Susan Marvin
Chief of ADR, Florida Dispute Resolution Center

Individual Attendance Record

Write in the title of each workshop attended in the spaces provided.

Friday, August 16th

Opening Plenary:

Keynote with Nancy Welsh 2.1 General (G) CME

Workshop Session A: _____ 1.5 CME

Workshop Session B: _____ 1.5 CME

Plenary with Christopher Hopkins 1.5 Interpersonal Violence (IPV) CME

Workshop Session C: _____ 1.5 CME

Saturday, August 17th

Workshop Session D: _____ 1.5 CME

Workshop Session E: _____ 1.5 CME

Mediator Ethics Plenary: ODR Principles

Moderator Susan Marvin. 1.5 Ethics (E) CME



NEW YORK CLE CERTIFICATE OF ATTENDANCE

MAY BE USED ONLY FOR PROGRAMS ACCREDITED BY THE NYS CLE BOARD. ALL INFORMATION MUST BE ENTERED BY THE CLE PROVIDER.

This certificate is issued under §1500.4(b)(12) of the NYS CLE Program Rules and under §10(B) of the NYS CLE Board Regulations and Guidelines. By issuing this certificate, the CLE provider verifies that the attorney named below completed this program. **Attorneys must retain their certificates of attendance for at least four (4) years from the date of the program.**

A. Attorney and Program Information

Maryann Locklin

▲ Name of Attorney

SYMPOSIUM: ADR AND DIVERSITY

▲ Title of Program

1/26/2021

▲ Date(s) of Attendance (For self-study programs, indicate date attorney completed program.)

New York, NY

▲ Location of Program (City, State)

☒ Location Not Applicable (Check only for self-study programs.)

B. Format of Program

Check only the format completed by the attorney to whom this certificate is issued.)

☐ 1. Traditional Live Classroom Format

☐ 2. Fully Interactive Videoconference

☐ Live Simultaneous Transmission

(webconference, teleconference, webcast, videoconference, satellite broadcast, etc.)

☒ 3. Questions Allowed During Program (Synchronous Interactivity)

☐ 4. Questions Not Allowed During Program

☐ 5. On-Demand/Recorded (Audio/Video)

☐ 6. Other (Describe)

newly admitted attorney format restrictions (except as provided in §2(A) and §2(F) of the Regulations):

Formats 1 & 2 - acceptable for credit in any category

Format 3 - unacceptable for Skills credit

Formats 4 & 5 - unacceptable for Skills or Ethics and Professionalism credit

C. Attorney's Method of Participation (Check only one)

☐ Group Setting, or

☒ Individual/Self-Study (including an attorney individually dialing in or logging in to a webconference, teleconference or webcast, or individually viewing/listening to a recorded program)

D. Level of Difficulty (Check only one)

The **content** of the course is appropriate for:

☐ BOTH newly admitted and experienced attorneys (transitional/nontransitional), or

☒ ONLY experienced attorneys (nontransitional), or

☐ ONLY newly admitted attorneys (transitional)

E. Credit for Attendance

Award credit in accordance with §8(A)(4)(a) of the Regulations. Enter number of credits earned in each category:

For Newly Admitted and/or Experienced Attorneys:

☐ Ethics and Professionalism
☐ Skills
☐ Law Practice Management
☐ Areas of Professional Practice

For Experienced Attorneys Only:

☐ 2.5 Diversity, Inclusion and Elimination of Bias

In accordance with §10(B)(2) of the Regulations, for multiple breakout sessions, provider should attach a sheet indicating the sessions attended by the attorney.

F. Credit for Faculty Participation

Award credit in accordance with §3(D) of the Regulations. Select participation type and enter number of credits earned in each category:

For Experienced Attorneys Only:

☐ Speaker ☐ Panel Member
☐ Moderator ☐ Law Competition Faculty

☐ Ethics and Professionalism
☐ Skills
☐ Law Practice Management
☐ Areas of Professional Practice
☐ Diversity, Inclusion and Elimination of Bias

G. CLE Provider Information

New York Law School

▲ Provider Organization

185 West Broadway, New York, NY 10013

▲ Address

212-431-2100

▲ Telephone

Ashley Oliver

▲ Provider Agent Name

Ashley Oliver

▲ Provider Agent Signature

The CLE Provider: (Check only one)

☒ has been certified as an Accredited Provider by the NYS CLE Board, or

☐ has had this individual course accredited by the NYS CLE Board as:

▲ Course Number

This certificate may NOT be used to award CLE credit to New York attorneys under New York's Approved Jurisdiction policy.



CERTIFICATE OF ATTENDANCE

This certifies that **Maryann Locklin** has

Attended the training:

***An Overview of Special Education
Considerations: What Juvenile Court
Prosecutors Need to Know***

On January 27, 2021 for 1.5 contact hours

India Hall, Project Director, OJJDP's NTTAC