

Attachment 5

Invitation for Bids (IFB) # 1171 Citizen Review Panels Coordination and Administration

Qualifications of Coordinator

All applicants submitting a bid be an individual, or if an organization, must have an individual(s) that can meet all of the following minimum experience requirements:

- Three years of facilitation and mediation experience, including skills in facilitating the decision-making process to resolve conflicts and mediating differences of opinion;
- Three years of experience managing an initiative which utilizes an advisory capacity, including skills in working productively with advisory groups and making recommendations;
- Three years of experience handling sensitive and confidential material appropriately and according to New York State and federal laws, including skills in redacting confidential or identifying information on reports, as-needed;
- Three years of experience in areas of child protective services, foster care, adoption, or a combination of all three, as well as an understanding of how these services are implemented in New York State on a state and local level;
- Experience in producing well-written reports within specified timeframes, that will be shared with the public;
- Strong written and oral communication skills.