

## ADR PROVIDER SURVEY

The United States Postal Service is compiling a roster of prospective mediators, arbitrators, and other providers of ADR services for all disputes except those arising under Postal Service collective bargaining agreements. If you are interested in working for the Postal Service, complete the following survey. DO NOT leave any questions blank. State specifically when a question is not applicable to you. Prospective providers who meet our standards will be placed in our ADR Database and may be contacted for future services. **Please be sure to read the Privacy Act statement on Page 2 of this form.**

Name of Firm (if applicable): \_\_\_\_\_ Date Survey Completed: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

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(1) What ADR services do you provide:

Mediation

Mediation/Arbitration

Arbitration

Partnering Agreement

Summary Jury Trials

Early Neutral Evaluation

(2) Describe your practice and include the **approximate number of cases** you have mediated, arbitrated, and those in which you acted as a neutral with respect to a Partnering Agreement or an Early Neutral Evaluation.

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\_\_\_\_\_

(3) Check any of the following subject matter areas in which you have substantial subject matter expertise:

Labor

Employment

Purchasing

Real Estate

Environmental

Torts

Construction

Other \_\_\_\_\_

**Privacy Act Statement**

The collection of this information is authorized by 39 U.S.C. 401. The information will be used to determine your qualifications to provide ADR services. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 C.F.R. 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to another federal agency upon request who needs the names and/or addresses and other information about ADR providers to arrange for or manage ADR proceedings for that agency. Completion of this form is voluntary; however, failure to do so may disqualify you to provide ADR services.

(4) What degrees do you have? (Include undergraduate, graduate and other professional schools.)

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(5) What mediation training have you received? **LIST COURSE NAME(S) AND NUMBER OF HOURS.** What other ADR training have you received?

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(6) Do you have any special qualifications (i.e. Former Judge, Multi-lingual, American Sign Language, etc.)?

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- (7) For Mediators: Describe briefly your mediation approach or philosophy that governs your style as a neutral (i.e. Directional, Transformational, etc.).

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- (8) For Mediators: Describe briefly one or two mediations in which you were the mediator, noting, where applicable, the complexity of the issues or the uniqueness of the parties.

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- (9) For Mediators: Have you ever mediated a Postal Service case? If so, identify the type of dispute, the city and date. Have you ever mediated any other government agency case? If so, for what agency, what type of dispute, and in what city was the mediation held?

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- (10) For Arbitrators: Describe briefly one or two arbitrations where you were the arbitrator, noting, where applicable, the complexity of the issues or the uniqueness of the parties and the approximate dates.

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- (11) For Arbitrators: Have you ever arbitrated a Postal Service case? If so, identify the type of dispute, the case name, city and date. Have you ever arbitrated any other government agency case? If so, for what agency, how many and when?

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- (12) Regarding Partnering Agreements: Have you ever worked on Partnering Agreements? If so, please describe your level of involvement (design, acting as a neutral, etc.) including the type of industry in which the contract arose and when this occurred.

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- (13) Regarding Early Neutral Evaluations: Have you ever been the neutral in an Early Neutral Evaluation? If so, please describe the type of dispute, the city and date.

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- (14) Have you ever represented a party or been a party in a Postal Service litigation (administrative and/or court actions)? If so, please list the case name(s) and date(s).

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(15) Have you ever been evaluated as a neutral? If so, in what context (Observation, Exit Survey, etc.) and by whom?

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(16) How do you bill your clients (i.e. hourly; daily; per case; whether there is/is not a resolution; 50/50 employee/agency; fee plus expenses; one fee mediation; all expenses and fees, etc.)?

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(17) Are you willing to travel outside of your region? If yes, state if you have any distance restrictions.

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(18) Are you a current or former US Postal employee? If yes, state the dates of employment and positions held.

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References:

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Name/Agency/Company
  
2. \_\_\_\_\_  
Name/Agency/Company
  
3. \_\_\_\_\_  
Name/Agency/Company

Please Return this Questionnaire to:  
National REDRESS Task Force  
Room 1P635  
475 L'Enfant Plaza, SW  
Washington, DC 20260-0004

**SURVEYS WILL ONLY BE ACCEPTED IF SENT VIA US POSTAL SERVICE**