

SUPREME COURT OF APPEALS OF WEST VIRGINIA

REQUEST FOR PROPOSALS

*Human Resources Best Practices Training for Court
Administrative Staff in Charleston, West Virginia*



REQUEST FOR PROPOSALS ISSUED JULY 31, 2026

RESPONSES DUE AUGUST 28, 2026

ALL DETAILS ARE INCLUDED IN THE FOLLOWING PAGES

**SUPREME COURT OF APPEALS OF WEST VIRGINIA
REQUEST FOR PROPOSALS (RFP)**

**HUMAN RESOURCES BEST PRACTICES TRAINING FOR COURT
ADMINISTRATORS**

RFP PROCESS TIMEFRAMES

Request for Proposals Release Date:	July 31, 2026
Request for Proposals Due Date:	August 28, 2026, by 5:00 p.m. EST
Anticipated Proposal Award Date:	September 18, 2026

SUBMISSION OF PROPOSALS

Prospective awardees must submit completed proposal documents within the above-stated timeframe and as follows:

Submit Complete Proposals or Questions ¹ to:	SUZANNE SUMMERS Legal Coordinator Supreme Court of Appeals of West Virginia State Capitol Complex, Bldg. 1, Room E-100 1900 Kanawha Boulevard East Charleston, West Virginia 25305
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Preferred Method of Submission:	ELECTRONIC RFP@courtswv.gov
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¹ All questions regarding this solicitation should be submitted in writing to RFP@courtswv.gov no later than August 21, 2026. Responses may be shared with all applicants if relevant.

DESCRIPTION OF THE PROJECT DELIVERABLE

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AOC”) is soliciting proposals from qualified attorneys or law firms (“vendors”) specializing in labor and employment law to provide a one-day high-quality training session for Administrative Office staff and other court administrators, including human resources professionals, managers, and attorneys. The purpose of this engagement is to strengthen workplace investigation techniques, and to deepen staff understanding of employment law principles and best practices.

More specifically, the selected vendor will develop and deliver a full-day workshop (“Project Deliverable”) in-person in Charleston, West Virginia, for approximately 20-30 participants in the Fall of 2026. The exact date is flexible. The selected vendor will be expected to cover the following topics:

Workplace Investigation

- Overview of standards for conducting workplace investigations
- Investigation planning and documentation
- Interview methodologies and best practices
- Assessing credibility and evaluating evidence
- Report writing and recordkeeping
- Legal considerations during investigations (e.g., confidentiality, retaliation prevention)

Employment Law Principles and Best Practices

- Overview of major federal and state employment laws applicable to our organization
- Zero-tolerance, anti-discrimination, anti-harassment practices
- Reasonable accommodation requirements and disability considerations
- Hostile work environment, retaliation, and whistleblower protections
- Best practices for minimizing legal exposure and ensuring compliance

The selected provider will be expected to deliver:

- A full-day training session at the highest standard of services, and in accordance with industry standards
- Training materials for participants, including slides, handouts, and templates
- A session outline or agenda for approval prior to delivery
- Meaningful Q&A session for participants

PROPOSAL AWARD PROCESS

The AOC will subject all proposals to thorough evaluation based on criteria, such as

- Completeness of submission
- Cost-effectiveness and financial feasibility

- Knowledge base and experience of the proposing entity
- Projected quality and reliability of deliverables

Note that in determining and evaluating the best proposal, the prices will not necessarily be controlling, but quality, efficiency, general terms, suitability of the service offered, and reputation of the service in general will also be considered along with any other relevant factors.

The AOC will select up to two finalists, if supported by the number and quality of the proposed submissions. The finalists may be asked to produce additional information and/or submit to an interview process. The final selection of a successful proposal is subject to the approval of the Supreme Court of Appeals. The AOC will notify the selected vendor. The AOC will post the results of the award process on its website (www.courtswv.gov) which shall serve as notice concerning the process to all those submitting proposals.

ADMINISTRATIVE AND CONTRACTING REQUIREMENTS

The vendor submitting the successful proposal shall be required to enter into a contract with the AOC concerning the terms of engagement for professional services required to timely supply materials and training services as described in this RFP. The contract will reference all details concerning payment, quality, and other relevant terms and conditions of the engagement, and will include a copy of the vendor's proposal. Work on the Project Deliverable shall not commence until the contract has been executed by the AOC and vendor submitting the successful proposal. Work on the Project Deliverable shall commence immediately upon award and execution of a final contract.

This contract must comply with West Virginia law, including the requirements of West Virginia Code § 5A-3-62, and the successful vendor will be expected to allow for recording and rebroadcasting of the training for Court purposes. West Virginia law also requires certain disclosures of public information pursuant to West Virginia Code § 29B-1-1, et seq., and vendors submitting proposals understand that the submissions may be released in accordance with applicable open records laws. Any submissions that contain confidential materials must be marked accordingly, with the understanding that it is the Court's obligation to determine whether any exemptions or privileges attach to the submitted materials. The Court will notify vendors of any requests for release of submissions.

The AOC reserves the right to revise or amend the specifications of any other part of the RFP up to the submittal due date by way of written addendum. Copies of such addenda shall be furnished to all prospective vendors.

The AOC reserves the right to declare submission(s) as non-responsive and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information are provided, or where proposals, modifications, or corrections are received after the closing date specified. The AOC also reserves the right to reject proposals, waive any informality in the proposals, and to accept the proposal that appears to be in the best interest of the Supreme Court of Appeals of West Virginia. The AOC reserves the right to issue single or multiple contracts with one or more vendors.

The vendor declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the vendor has not directly or indirectly induced or solicited any other vendor to put in a false or sham proposal or directly or indirectly sought to fix the price of a vendor or any other bidder, or otherwise secure any advantage against the public body awarding the contract.

PROJECT COMPLETION DEADLINE AND CONTRACT TERMS

- **Project Commencement:** Immediately upon award and execution of the contract.
- **Termination Clause:** The Court reserves the right to terminate the contract with 30 days' notice.

PROPOSAL COMPONENTS AND PROJECT DELIVERABLE REQUIREMENTS

All proposals submitted in response to this RFP must include all the following components for it to be considered a complete submission:

1. Cover page that includes the following information:
 - a. Reference to the AOC's Human Resources Best Practices Training;
 - b. Name of the entity responsible for the proposal, which shall be considered responsible for the Project Deliverable; and
 - c. Contact information for the primary contact (mailing address, telephone, email).
2. Curriculum outline/summary.
3. A pricing list/budget including a breakdown of all expenses, such as kick-off/planning meetings, survey(s), travel, curriculum costs, follow-up resources, etc. The budget should be based on a one-day in-person training in Charleston, West Virginia.
4. A narrative discussion of vendor qualifications, which may include references or testimonials from current or former trainees. Experience working with judicial officers, court administrators and personnel, or representatives of court-related agencies is highly desirable but not mandatory. Proposals demonstrating familiarity with employment or workplace dynamics of judicial or court-related environments will be given favorable consideration.
5. An indication of whether the entity responsible intends to use subcontractor(s), and, if so, which services and/or products the subcontractor(s) will provide.
6. Project timeline.

The entity responsible for the successful proposal and awarded the task of performing and fulfilling the Project Deliverable must follow the highest standards of services, in accordance with industry standards.

THE SUPREME COURT OF APPEALS OF WEST VIRGINIA

This Request for Proposals is undertaken on behalf of the Supreme Court of Appeals of West Virginia, a unified court system, and the highest appellate court in the state. The Court is committed to access to justice to all citizens of the State of West Virginia and is an affirmative action-equal employment opportunity employer.