



SALLY HOLEWA
STATE COURT ADMINISTRATOR

State of North Dakota
OFFICE OF STATE COURT ADMINISTRATOR

SUPREME COURT
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TO: Firms and Individuals Qualified to Conduct a Workload Analysis

FROM: Sally Holewa, State Court Administrator *SHW*

SUBJECT: Request for Proposal (RFP# 180-19-01) – Judicial Resources Workload Analysis

DATE: November 13, 2019

The North Dakota Court System has issued a Request for Proposal for a new workload analysis for judicial resources using a weighted caseload approach. Judicial resources in this context include trial court judges, judicial referees, and law clerks. The proposal builds on the traditional weighted caseload model by requiring additional statistical analysis of the data collected. It also includes an alternative method to obtain an accurate measure of the work required for three case types that arise infrequently so are unlikely to yield enough data during a 4-week time study to provide for reliable calculation.

The complete RFP, any amendments to the RFP, schedule of events, and other related questions can be found on the court's website at: <https://www.ndcourts.gov/state-court-administration/finance>.

Timeline for Project Start and Finish

The start date for this project is February 28, 2020, or sooner if suitable arrangements can be made with the selected vendor. The finish date for the project is August 1, 2020. This is a firm end date as the data must be in hand in time to be considered for the Court's 2021-2023 appropriation request.

Deadline to respond to RFP

All vendor communication related to this RFP and all proposals must be received in the Office of the State Court Administrator no later than 5 p.m. central time on Monday, December 23, 2019.

Confidentiality Warning

Vendors should note that this RFP is being issued by a governmental entity. All contents of proposals, including the cost proposal and final contract for the project become publicly

accessible documents once the bid has been awarded. **Any vendor requesting that access to proprietary information be restricted must make the request in a letter submitted separately from their proposal.** The letter must describe the type of information to be restricted and the business reason restriction is desired. Requests to restrict information should be narrowly tailored. Vendors will be notified if their request to restrict information is denied and will be given an opportunity to withdraw or modify their proposal accordingly.