



**NORTH DAKOTA COURT SYSTEM**  
Office of the State Court Administrator  
600 East Boulevard Avenue  
Bismarck, North Dakota

## **Request For Information (RFI)**

RFP Number: 180-24-03  
Date of Issue: June 7, 2024

**THE NORTH DAKOTA COURT SYSTEM  
IS SEEKING INFORMATION ON IMPLEMENTATION  
AND OWNERSHIP COSTS FOR A CASE MANAGEMENT  
SYSTEM FOR PROBLEM-SOLVING COURTS**

## **Section One – Introduction and Instructions**

### **1.01 Purpose of the RFI**

The North Dakota Court System is soliciting information on the costs of implementing a case management system for problem-solving courts. Any information submitted will be used by the Court to develop an appropriation request which will be presented to the North Dakota legislature when it convenes in January 2025. If funding is obtained, the Court will issue a formal Request for Proposal in May 2025 for a project that we estimate will begin October 2025.

Vendors are asked to be as realistic as possible in their estimates, keeping in mind that the project start date will be in the fall of 2025. The state operates on a 2-year budget cycle. If the court is unable to proceed with the project due to unrealistically low estimates, we will not be able to ask for another appropriation until January 2027, which would push the project start date back to the fall of 2027.

### **1.02 Contact Person, Telephone, Fax, E-Mail**

The Program Administrator is the point of contact for the RFI. The Program Administrator for this RFI is:

John Tassava  
Director of Technology  
Office of the State Court Administrator  
Mailstop 180  
600 E. Boulevard Avenue  
Bismarck, ND 58505-0530  
Phone: 701-328-4218  
Fax: 701-328-2092  
E-mail: [jtassava@ndcourts.gov](mailto:jtassava@ndcourts.gov)

### **1.03 RFI Schedule of Events**

This schedule of events represents the best estimate of the schedule that will be followed for this RFI. The schedule is subject to change by the North Dakota State Court Administrator. In the event a change is made to any component of this schedule, the rest of the schedule will be adjusted by an equal number of days. Should this occur an amended schedule will be posted on the court's website at: <https://www.ndcourts.gov/court-administration/finance/request-for-proposals>.

The schedule for this RFI is:

RFI Issued: June 7, 2024

Deadline for submission of questions: July 12, 2024

Response to questions: July 31, 2024

Proposals due by: August 9, 2024

#### **1.04 Return Mailing Address and Deadline for Receipt of Proposals**

One hard copy and one electronic copy of the proposal must be received in the North Dakota State Court Administrator's Office by 5:00 p.m. central time, on August 9, 2024 at this address:

Office of the State Court Administrator

Attn: John Tassava

Mailstop 180

600 E. Boulevard Avenue

Bismarck, ND 58505-05330

[jtassava@ndcourts.gov](mailto:jtassava@ndcourts.gov)

#### **1.05 Assistance to Vendors with a Disability**

Vendors with a disability who need an accommodation should contact the Program Administrator listed in Section 1.02 sufficiently in advance of the deadline for receipt of proposals so that reasonable accommodations can be made without impacting the vendors ability to respond to the RFI within the deadline for responses.

#### **1.06 Deadline for Receipt of Questions**

Vendors must carefully review the solicitation and all attachments for defects, questionable, or objectionable material. All questions must be submitted in writing to the email address provided in Section 1.02 and cite the subject RFI in the title. All questions are due by the deadline specified in Section 1.03.

#### **1.07 Approved Vendor Registration Requirements**

Proposals will be accepted from vendors that are not currently approved vendors on the State's bidder list. The successful vendor will be required to register as a vendor with the State of North Dakota Office of Management and Budget department prior to beginning any work on this project.

#### **1.08 Amendments to the RFI**

If an amendment to this RFI is issued, it will be provided to all vendors that were mailed a notice of the RFI and to those who have requested a copy of the RFI.

## **1.09 Electronic Posting of RFI**

The RFI, any amendments to the RFI, any questions submitted by vendors and the responses to those questions will be posted on the following website: <https://www.ndcourts.gov/court-administration/finance/request-for-proposals>. Vendors are encouraged to check the website periodically for any updates related to this RFI. Questions can be directed to John Tassava at [jtassava@ndcourts.gov](mailto:jtassava@ndcourts.gov). **NOTE:** This is a government solicitation. To ensure fair competition, all questions and answers must be submitted in writing and submitted electronically. Phone calls regarding this request for proposal will not be accepted or returned.

## **Section Two – Background Information**

### **2.01 Background Information on the North Dakota Court System**

The North Dakota court system is a unified state court system consisting of one Supreme Court, a temporary, intermediate appellate court that can be called into session as needed, and 53 district courts with general jurisdiction. There are 55 district court judges and 5 judicial referees in the state. The chief justice of the Supreme Court is the administrative head of the court system.

The district courts have original and general jurisdiction in all cases except as otherwise provided by law. The district courts also serve as the juvenile courts in the state and have exclusive and original jurisdiction over any minor who is alleged to be unruly, delinquent, or deprived. Appeals from district court cases are to the Supreme Court.

The court is organized into eight judicial districts. In each judicial district there is a presiding judge who oversees judicial services of courts in the geographical area of the judicial district. The court is further divided into four administrative units. In each unit there is a trial court administrator who is responsible for the managerial and administrative duties of two districts.

North Dakota currently has 6 juvenile drug courts, 7 adult drug courts, 1 veterans treatment court, and 1 domestic violence accountability court. We are currently in the planning phase for 1 mental health court. Information about the various courts and more detail about court structure and jurisdiction can be found on the court's website at: <http://www.ndcourts.gov>.

### **2.02 Technical Overview**

Information about the technical environment within which the North Dakota Court System operates will be provided to responsive bidders as needed to develop a response and only after verification of the legitimacy of the vendor.

### **2.03 Background and Purpose of this Request**

The purpose of this request is to determine the estimated cost and implementation time to procure and implement an off-the-shelf case management system for problem-solving courts. Problem-solving courts, which are called “specialized dockets” in North Dakota are non-traditional court processes that focus on a specific type of offense (for example drug use or domestic violence) or group of individuals (for example veterans or gang members). These courts involve close collaboration between a judge and community service teams to develop and monitor participant’s compliance with a goal toward rehabilitation of the individual and reduction in recidivism.

The information obtained through this RFI will be used to develop a request for appropriation during the legislative session which begins on January 7, 2025.

The North Dakota Court System does not currently use a case management system for problem-solving courts. Instead records are held by probation, court coordinators, or others depending on the type of court involved. Records may be stored on software such as Word or Excel, in paper, or as disparate data elements within a general case management system. Different case management systems are used by the district court, the juvenile court, and by the North Dakota Department of Correction, which is the managing entity for adult probation.

We are interested in a case management system for problem-solving courts that has the following features:

- Track and manage participants;
- Store electronic documents;
- Track participants conditions and goals;
- Sufficient data fields to allow for data retrieval necessary for daily work, for determining recidivism rates, and for periodic evaluations of the problem-solving court;
- Robust capability to generate reports;
- Sufficient data fields to allow for the collection and analysis of demographic information such as age, race, and employment status;
- The flexibility to accommodate all of the diverse tracks and phases for the various types of problem-solving courts;
- Allows for payment plans and collection of fees;
- Email and Text messaging capability;
- Capability to generate notices of court dates and other important events; and
- Existing APIs sufficient to establish two-way communication between the system and the court’s current trial court case management system (Odyssey by Tyler Technologies) and appellate court case management system (C-Track by Thomson Reuters).

### **2.04 Project Timeline**

If the project is funded by the legislature, we expect to issue a request for proposals in May 2025. Actual implementation of the product may not begin until funding has been appropriated by the North Dakota legislature for the fiscal year beginning July 1, 2025. It is anticipated that implementation, training, testing, and knowledge transfer will be completed by December 31, 2026.

### **2.05 Project Budget**

Approval or continuation of a contract resulting from this solicitation is contingent upon obtaining appropriations from the North Dakota legislature.

It is the State's intent to submit a budget request to the Legislative Assembly in November 2024 seeking funds sufficient to implement a solution during the July 1, 2025 – June 30, 2027 biennium. Please be realistic in your cost proposal. The state of North Dakota operates on a 2-year budget cycle. If we are unable to obtain sufficient funding for this project, we will not be able to request another appropriation before January 2027.

## **Section Three – Proposal Format and Content**

All responses must be submitted in writing and contain the following information in the order listed.

### **3.01 Applicant Information**

These items must be included on the coversheet of the proposal:

- Name of the organization
- Principal address of the organization
- Nature of the organization (corporation, private company, non-profit, etc.)
- Name, title, email address, phone number, and mailing address of the person submitting the proposal, if different from the principal address of the organization
- Contact information, including an e-mail address for the project director or primary person to be contacted on matters involving the proposal, if different from the person submitting the proposal

### **3.02 Introduction**

Proposals must confirm that the vendor will comply with all provisions in this RFI. The proposal must disclose any instances where the organization or any individuals working on the contract has a possible conflict of interest, and if so, the nature of that conflict.

### **3.03 Experience and Qualifications**

Vendors must describe the experience of their organization in providing the software and services requested.

### **3.05 Cost Proposal**

Vendors should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project and operating costs. The proposal should include a line-item budget showing costs for personnel, travel, equipment, supplies, other costs, and indirect costs.

The cost proposal must include a total 5-year cost-of-ownership schedule.

### **3.06 Clarification of Proposals**

To effectively evaluate each proposal, communications by the Program Administrator with the vendor is permitted to clarify uncertainties or eliminate confusion concerning the contents of a proposal and determine responsiveness to the RFI requirements. Clarifications may not result in a material or substantive change to the proposal. The initial RFI may be adjusted because of a clarification under this section.

### **3.07 Interview and Product Demonstration**

It may be necessary to interview one or more vendors to clarify aspects of their submittal. If interviews or product demonstrations are requested, they will take place by telephone or web conferencing.