

TO: Firms and Individuals Qualified to Conduct a Weighted Caseload Study for Judicial Officers

FROM: Sally Holewa, State Court Administrator

SUBJECT: Request for Information (RFI) – Digital Evidence Management System
RFI #: 180-24-02

DATE: April 23, 2024

The North Dakota Court System has issued a Request for Information for a digital evidence management system. The purpose of the RFI is to determine the projected cost to purchase and install a digital evidence management system. The projected costs will be used to build a request for appropriation during the legislative session that begins on January 1, 2025.

The complete RFI, any amendments to the RFI, schedule of events, and other RFI related information can be retrieved from the following website: <https://www.ndcourts.gov/court-administration/finance/request-for-proposals>. Vendors are encouraged to visit the website often to check for updated information related to this RFI.

All vendor communications related to this RFI and all proposals must be submitted to the Director of Technology at the address listed in the RFI. The deadline to submit a proposal in response to the RFP is **5:00 p.m. central time, June 26, 2024.**

Vendors should note that this RFI 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. Vendors will be notified if their request to restrict information is denied and will be given an opportunity to withdraw or modify their proposal.**