

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

FROM: Sally Holewa, State Court Administrator

SUBJECT: Request for Proposal (RFP) – WCL Study

DATE: March 26, 2024

The North Dakota Court System has issued a Request for Proposals for a weighted caseload study for judicial officers to determine the number of judicial officers needed in the general trial courts of the state and to assist in determining the appropriate geographical placement of judicial officers.

The complete RFP, any amendments to the RFP, schedule of events, and other RFP 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 RFP.

All vendor communications related to this RFP and all proposals must be submitted to the Assistant State Court Administrator at the address listed in the RFP. The deadline to submit a proposal in response to the RFP is **5:00 p.m. central time, May 10, 2024.**

The expected completion date of the project is April 1, 2025.

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