



SALLY HOLEWA  
STATE COURT ADMINISTRATOR

State of North Dakota  
OFFICE OF STATE COURT ADMINISTRATOR

SUPREME COURT  
Judicial Wing, 1st Floor  
600 E Boulevard Ave Dept 180  
Bismarck, ND 58505-0530  
701: (701) 328-4216  
Fax: (701) 328-2092

**TO:** Firms and Individuals Qualified to Conduct a Workload Analysis

**FROM:** Sally Holewa, State Court Administrator *SHH*

**SUBJECT:** Request for Proposal (RFP# 180-19-02) – Clerk of Court Workload Analysis

**DATE:** November 13, 2019

The North Dakota Court System has issued a Request for Proposal for an updated workload analysis for clerks of court using a weighted caseload approach. 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 two 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 December 31, 2020.

**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.