



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 Sell, Install, and Maintain Digital Audio Equipment

FROM: Sally Holewa, State Court Administrator *SJA*

SUBJECT: Request for Proposal (RFI) – Digital Audio Upgrade/Replacement

DATE: March 5, 2018

The North Dakota Court System has issued a Request for Information to determine the feasibility and costs of either an upgrade to, or a replacement of, the digital audio system currently used to record and transcribe courtroom proceedings. Vendors responding to this RFI should carefully consider their staffing levels and the amount of time needed to upgrade or replace equipment in over 100 courtrooms spread across 71,230 square miles and propose a multi-year phased project, if appropriate. For planning purposes, the North Dakota Court System operates on a 2-year budget cycle and all major projects are funded accordingly.

The complete RFI, any amendments to the RFI, schedule of events, and other RFI related information can be retrieved from the following website: www.ndcourts.gov/rfp. Vendors are encouraged to visit the website often to check for updated information related to this RFI.

Deadline to Respond

All vendor communications related to this RFI and all proposals must be submitted to the State Court Administrator at the address listed in the RFI. The deadline to submit a proposal in response to the RFI is 4:30 p.m. central time, May 8, 2018.

Timelines for Project Start and Finish

The expected start date of any project to upgrade or replace the digital audio systems is unknown. The North Dakota Court System intends to use the information received from responses to this RFI to develop a budget request and timeline for a partial or complete upgrade or replacement of digital audio systems currently in use in 102 courtrooms. This budget request will be presented to the North Dakota legislature when it convenes in January 2019. **If a project is approved and adequately funded, a Request for Proposal (RFP) will be**

issued no later than May 31 2019. The mandatory completion date for any project funded during the 2019-2021 biennium is June 30, 2021.

Confidentiality Warning

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.