



SALLY HOLEWA  
STATE COURT ADMINISTRATOR

*State of North Dakota*  
OFFICE OF STATE COURT ADMINISTRATOR

SUPREME COURT  
Judicial Wing, 1st Floor  
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MEMORANDUM

**TO:** Organizations and Individuals Interested in Conducting Clerk of Court Workload Assessments

**FROM:** Louie Hentzen, Asst State Court Administrator

**DATE:** October 24, 2011

**SUBJECT:** Request for Proposal (RFP) - Clerk of Court Workload Assessment

The Office of State Court Administrator is seeking the services of a qualified research analysis or organization to conduct a statewide workload assessment for clerk of court services.

The complete RFP, any amendments to the RFP, schedule of events and RFP-related information may be retrieved from the following website: <http://www.ndcourts.com/RFP>. Vendors are encouraged to visit the website often to check for updated information related to the RFP.

All vendor communication regarding the RFP and all sealed proposals must be submitted to the Program Administrator listed below.

Sealed proposals in response and subject to the conditions of the RFP will be received until 5:00 p.m. Central Time, December 9, 2011.

Thank you for your interest in this program.

Louie Hentzen  
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Office of the State Court Administrator  
600 E. Boulevard Ave., Mail Stop 180  
Bismarck, ND 58505-0530