

TO: Firms and Individuals Qualified to Conduct a Compensation Study

FROM: Sally Holewa, State Court Administrator

SUBJECT: Request for Proposal (RFP) – Compensation Study

DATE: December 3, 2014

The North Dakota Court System has issued a Request for Proposals for a compensation study to determine the appropriate pay ranges for classified employees. The compensation study will include a market analysis of public and private sector entities as well as a review of the current compensation policies of the North Dakota Court System.

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

All vendor communications related to this RFP and all proposals must be submitted to the State Court Administrator at the address listed in the RFP. The deadline to submit a proposal in response to the RFP is 4:30 p.m. central time, January 8, 2015.

The expected completion date of the project is June 30, 2015.

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.**