

# Questions & Answers

North Dakota Judicial Branch  
Requests For Proposals

**180-19-01 Judicial Resources Weighted Caseload Study**

**180-19-02 Clerk of Court Workload Assessment Study**

**180-19-02 Juvenile Court Staffing Standards Study**

Responses Posted 12/11/2019

**Q1. Sections 3.04 and 3.05 of RFP# 180-19-01 permits the consolidation of the three RFPs into one proposal with separate project plans and costs proposals. Does the North Dakota Court System anticipate awarding the three RFPs to one vendor? In other words, is this a preferred option?**

A1. Preference will be given to vendors who submit proposals for any combination of the three RFPs and are able to minimize duplicate effort and travel expenses by doing so. The final selection of a vendor will include an assessment of the vendor's expertise in each area and its capacity to undertake one or more of the studies.

**Q2. If a vendor submits a proposal for all three RFPs, will the court consider each one as a possible separate award, even if included in a single proposal?**

A2. Yes. The option to combine the proposals into a single document is offered as a convenience to the vendors to reduce the need to produce documents in which most of the information would be largely duplicative. The final decision on which projects to move forward with will be based on cost. The court may decide to proceed with only one or two of the studies if the court determines that it is financially unable to undertake all three.

**Q3. Does the court have a budget for each of the three proposals and is the court willing to share the budget with prospective bidders?**

A3. These are unbudgeted projects that will be funded from anticipated savings. We will be assessing our ability to fund all three projects, and the proposed timelines for completion, based on the cost proposals we receive.

**Q4. Who conducted the 2017-2018 staffing assessment for the clerk of court offices (See RFP 180-19-02, pg. 7)?**

A4. The staffing study is updated annually by court personnel. Court staff update the study by applying the weights from the 2012 study to current caseload and then calculating a 2-year rolling average to assess current staffing levels and location of staff.

**Q5. It appears that the court conducted the 2018 Juvenile Court Staffing study. Please confirm (See RFPP 180-19-03, p 6).**

A5. Court staff update the juvenile court staffing study every year by applying the 2010 case and activity weights to current caseload data and then calculating a 2-year rolling average to assess current staffing levels and location of staff.

**Q6. We assume that the 14 state-employed clerks of court offices are a representative sample of all 53 district courts for the purpose of conducting a time study, especially in terms of size and caseload. Please confirm (see RFP 180-19-02, p 8).**

A6. The 14 state-employed clerks of court offices are the full sample. Approximately 90% of the cases filed in North Dakota are filed in one of the 14 state-employed clerk of court offices. The court contracts with 39 counties to provide clerk of court services with payment based on the number of hours the court determines are necessary to complete the work based on the weighted caseload standard. In past studies, staff in all 53 office participated in the time study; however, we believe that it will produce more accurate results if data is collected only from those 14 offices with full-time employees who regularly work with all case types.

**Q7. On page 7 of the RFP, the scope of work notes that alternative statistical models for determining case weights should be included. Has the state looked at alternative statistical models in prior studies?**

A7. No. All prior studies used a statewide average to establish case and task weights.

**Q8. In looking at alternative statistical models, will the vendor be required to assess different statistical models for determining case weights or different statistical models for projecting staffing needs?**

Q8. The vendor will be required to assess different statistical models for determining case weights. The underlying question we are attempting to address with the use of different statistical models is the effect that the wide variation of reported times has on the determination of the weight assigned to each case or task. We want to know if there would be a significant difference in weights assigned if we use the most frequently reported times or the middle quartile of times reported, rather than just using the average time reported. This is of particular concern to North Dakota because the small sample sizes available for study means that the average can be easily skewed if even a few individuals report times that greatly deviate from the norm.

**Q9. Does the Administrative Office of the Courts maintain data on the volume of work by case type and event type for District Court, Juvenile Court, and the Clerk of Court?**

Q9. We have caseload data available for district court and clerk of court. We have caseload data and risk-level data available for juvenile court. Any event data collected is unreliable because the case management system is unable to distinguish between events that have been scheduled and occurred and those that were scheduled and canceled.