

Questions & Answers

North Dakota Judicial Branch
Request For Proposals
Compensation Study 2014

Responses Posted 12/23/2014

Q. The cover memo to the RFP states “The deadline to submit a proposal in response to the RFP is 4:30 p.m. central time, January 8, 2015.” However Section 1.04 of the RFP states “...I must be received in the North Dakota State Court Administrator’s Office by 5:00 p.m. central time, on January 8, 2015...” Please clarify the time by which proposals are due on January 8, 2015.

A. The proposals are due at 5:00 p.m. central time, on January 8, 2015.

Q. Section 4.01 (Evaluation Criteria) states “The North Dakota Court System will evaluate all proposals using the following criteria:...Comments received from references provided by the vendor and from current or former customers of the vendor...” Please clarify in which section of a vendor’s proposal references are to be provided. Please clarify how many references the North Dakota Court System expects a vendor to submit in its proposal.

A. Please add a section titled 3.06 References

3.06 References

Vendors must provide at least three references including one public sector reference for which the vendor has provided compensation study services.

Include the following minimum information for each reference:

1. Agency Name
2. City/State
3. Agency Contact Person’s Name, Telephone Number, and Email address
4. Project Description
5. Project Start Date
6. Project Close Date
7. Description of Work Performed

Q. Do you anticipate a custom survey to gather the necessary data for the previous counties and States?
a. If not, do you have access to available data from these entities?
b. If yes, do you have contact information from previous surveys with these entities?

A. No. The chosen vendor will assist in determining the appropriate market.
a. No

Q. Are job descriptions current for all 56 positions?

A. Yes

Q. What are the driving objectives for the RFP?

A. The driving objectives are to ensure the Court System's current pay ranges are aligned with our competitive external labor market. The Court System has experienced hiring challenges in our entry-level positions specifically in the oil-boom and outlying areas (Williston, Minot, Dickinson, and Bismarck/Mandan) and in our court reporter and information technology positions.

Q. How will the success of the project be measured?

A. The Court System will measure the success of the project by our ability to recruit a pool of qualified and quality applicants for our positions.

Q. What is driving the need for a compensation study at this time? It has been several years since the data was updated but are there other reasons for commissioning the compensation study at this time?

A. With the oil-boom the number and quality of applicants has drastically reduced in Williston, Minot, Dickinson, and Bismarck/Mandan. The unemployment rate in ND is 2.8%.

Q. Are there certain jobs that the NDCS is finding difficult to recruit and retain?

A. Yes, the administrative assistant, electronic court recorder, deputy Supreme Court clerk, and deputy clerk of court positions specifically in Williston and Bismarck.

Q. If there are additional driving forces that are leading to attrition and can be related to pay practices, will the scope of work also include reviewing and refining salary structure and/or other Total Rewards programs?

A. Although the scope of the work does not include reviewing and refining the Court System's salary structure or total rewards program, the vendor may provide recommendations if applicable.

Q. Is it possible for a vendor to see the last report used to benchmark these roles?

A. The Court System does not have this report.

Q. Please provide more information on the desired comparator group. Is the NDCS looking for a custom survey using a list of specific private sector companies (as determined by NDCS) or would published survey benchmark data (if consistent with the scope of work described in Section 2.04) meet the needs for the project?

A. A published survey of benchmark data if consistent with the scope of work described in Section 2.04 meets the needs for the project.

Q. Will the NDCS be able to provide a job description for each benchmark job?

A. Yes

Q. Will the study include both union and non-unioned employees?

A. The Court System does not have unionized employees.

Q. Are all of these employees FTEs?

A. Yes

Q. What percentage of the aggregate population for the NDCS does this represent?

A. 77%

Q. Section 2.04 notes meeting with “the North Dakota Court System Personnel Policy Board”. How many key stakeholders sit on that Board? Will they have ongoing influence during the project?

A. The Board consists of eight voting members: three judges, one court administrator, one Supreme Court department head, one Supreme Court employee, and two district court employees.

This project was generated at the request of the Personnel Policy Board. The Board will have on-going influence during the project through interim project updates and receipt of the final product. The Personnel Policy Board will be responsible for initial acceptance of the final report and for developing a recommendation on adoption and implementation to the Supreme Court.

Q. Has a budget been established for this project? If yes, what is the amount?

A. A budget has not been established. Responses should be based on the vendor’s current pricing schedule and estimated indirect costs

Q. Section 3.05 speaks to “equipment, supplies...indirect costs” to be included in the cost proposal. Are there specific items/costs the NDCS expects a vendor to incur that fall in these categories?

A. We have no specific expectation of what should be included in indirect costs, except that all ordinary overhead costs to conduct business should be included in your normal pricing schedule and should not be broken out as an additional cost to conduct this project.