

Questions & Responses for 24RFP10026

SD Unified Judicial System Conduct Strategic Planning Facilitation

February 22, 2024

1. Question:

I wanted to reach out before we submitted a proposal and see if there were any specific out of state requirements, and/or if an Alaska-based firm would be eligible for this project.

Response:

This RFP is open to all respondents and is not limited to in-state businesses or companies.

2. Question:

What specific outcomes or goals does the UJS expect from this project and are there any critical success factors that we should be aware of?

Response:

A strategic plan that would bring stakeholders together to examine current realities and define vision for the future; keeping Unified Judicial System (UJS) employee focused on key objectives and encouraging employee innovation and success; providing metrics to help evaluate success and facilitate needed course correction; and getting everyone involved and invested by creating cross-organization alignment.

3. Question:

What level of depth is expected in the analysis of survey data? Are there specific trends, themes, or priorities that must be highlighted?

Response:

Provide a summary of survey data and provide trends and themes in the survey data. The specific trends, themes, or priorities highlighted will be determined by survey results.

4. Question:

How many key stakeholders within the UJS will we need to engage with during this project, and is there a particular method of frequency that the contractor should collaborate with stakeholders (i.e., communication through teleconferences or will there be a mix of in-person and virtual meetings)?

Response:

At different times every UJS judge and employee will provide input into the project along with our justice partners to include county, State Bar, etc. The larger group will be involved in the survey process and potentially stakeholder meetings, if necessary, to clarify survey information. There may be some in-person meetings to facilitate with UJS judges and employees, to be determined in conjunction with the chosen vendor/contractor.

5. Question:

How many strategic planning sessions are anticipated, and who will determine the participants for each session? Are there any specific focus areas for the strategic planning sessions, or will these be determined collaboratively?

Response:

The number of sessions and participants will be determined in conjunction with the chosen vendor/contractor. Strategic planning sessions will be determined collaboratively with the chosen vendor/contractor.

6. Question:

Has UJS conducted similar efforts in the past? Is this a new or a follow-on requirement?

Response:

The UJS has not conducted any strategic planning for several years and not with a vendor or outside facilitator.

7. Question:

What factor(s) (e.g., policy, directive, past reporting) drives the government's request for this support?

Response:

Through this RFP, the UJS is seeking a skilled and qualified facilitator to assist in the development of a long-term, sustainable strategic plan.

8. Question:

What is the approximate distribution of the 600+ FTE UJS workforce by level (e.g., judges, attorneys, clerks)?

Response:

Justices/Judges – 9.4%

Circuit Administrative – 23.5%

Clerks – 30.8%

Court Services – 26.8%

SC/SCAO – 9.5%