

Judicial Performance Evaluation Program

March 22, 2010 Bidders' Conference

Questions and Answers

Question	Answer
Is there a set budget for the project?	<i>There is no set budget for the project. Funding appropriated by the General Assembly and feedback from the selected vendor will determine the scope of services and cost.</i>
How will the survey participants be selected?	<i>Survey participants will be selected by the judge participating in the evaluation process. Selection of survey participants should demonstrate a cross-section of court personnel and attorneys. The judge participating in the evaluation will be identified using random selection software, developed by the AOIC. The AOIC will provide the names of the participating judges to the vendor.</i>
Are there guidelines for judges when selecting survey participants?	<i>Judges will identify 75 to 125 survey respondents. Judges should select a balanced cross-section of court personnel who are familiar with courtroom performance and attorneys that have appeared before them.</i>
Is there an expected survey response rate?	<i>There is no identified survey response rate. The AOIC and vendor in consultation will establish response rates that produce reliable and valid data for analysis.</i>
What is attorney receptivity toward completing electronic surveys?	<i>Feedback to the AOIC and Supreme Court Planning and Oversight Committee for a Judicial Performance Evaluation Program indicates that attorneys and other survey respondents would favor use of technology to respond to surveys.</i>
Who will be responsible for storing survey data? Will survey data be stored on the Court's website?	<i>The vendor will be responsible for storing survey data on a secured website, with appropriate backup and storage. The vendor will also be responsible for administering surveys on a secure and confidential web location.</i>
Who identifies the facilitator?	<i>The initial list of facilitators will be provided to the vendor by the AOIC. The vendor will</i>

	<i>be responsible for training the facilitator in concert with the AOIC and Planning and Oversight Committee.</i>
Are there any required questions or methods for conducting surveys?	<i>The AOIC will provide the current survey instrument to the selected vendor. The current survey will need updates and enhancement which will be provided by the vendor in coordination with the AOIC. Vendor should be familiar with the ABA Black Letter Guidelines for the Evaluation of Judicial Performance and The Institute for the Advancement of the American Legal System Blueprint for Judicial Evaluation. Use of technology for survey distribution is strongly encouraged.</i>
Is survey participation voluntary or mandatory for attorneys and court personnel? Any incentive to complete?	<i>Survey participation by respondents is voluntary. Vendor will send reminder notices to the survey participants, but participation is not mandatory. Incentive to participate is for the improvement of the judiciary. However, there is no specific incentive or reward for participation.</i>
What is the anticipated length of time for survey delivery to facilitator review with the judge? Is this an ongoing review process with multiple reviews or a one-time review?	<i>There is no anticipated time from survey delivery to facilitator review. It is expected that notices are provided to tardy survey respondents, and that data collected allow for valid and reliable synthesis and analysis. The timeframe for survey delivery to review will be dependent upon vendor feedback and the number of judges being evaluated per year. The review process is a one-time review at the completion of the evaluation process.</i>
How many facilitators will participate in the Judicial Performance Evaluation program?	<i>The AOIC will determine the initial list of facilitators. An ample amount of facilitators will be geographically available throughout the state.</i>
Are quarterly and annual reports to be delivered as document reports via mail, other means, or in person?	<i>Quarterly reports may be delivered via mail or electronically. Annual reports may be delivered via the same means; however, dialogue regarding program efficacy may be necessary. Also, AOIC will be in dialogue with the vendor throughout the entire process concerning improvements and enhancement.</i>
Is the vendor bound to renewal at the AOIC's request at the end of the initial contract period?	<i>No. The vendor may opt out of the contract, and the AOIC has the same rights.</i>

Will the AOIC provide examples of the facilitation reports that will be created for the facilitator and judges, and the quarterly/annual reports to the AOIC?

The AOIC will provide the selected vendor with facilitation reports utilized in the current evaluation process. However, it should be noted that the existing facilitation report needs improvements. The quarterly and annual report will be provided in a format dictated by the AOIC.

Judicial Performance Evaluation Program

Bidders' Conference Participant List

March 22, 2010

Name	Company	Phone Number	Email Address
Jean Frater	LeanFirm, Inc.	(216) 577-1782	mfrater@leanfirm.com
David Lano	Mineful	(312) 725-8045	dlano@mineful.com
Aneesa Lala	Bronner Group, LLC	(312) 759-5101	alala@bronnergroupp.com
Ron Alcaraz	Bronner Group, LLC	(312) 759-5101	ralcaraz@bronnergroupp.com
Laura Klaversma	National Center for State Courts (NCSC)	(303) 293-3063	klaversma@ncsc.org
David Rottman	NCSC	(303) 293-3063	drottman@ncsc.org
Dan Hall	NCSC	(303) 293-3063	djhall@ncsc.org
Bob Tobin	NCSC	(303) 293-3063	rtobin@ncsc.org