

REQUEST FOR PROPOSALS (RFP)

Administration of a Judicial Performance Evaluation Program

Issuing Agency: Administrative Office of the Illinois Courts (AOIC)

Issue Date: April 9, 2026

Proposal Due Date: May 25, 2026

SECTION 1 – INTRODUCTION

1.1 Purpose

The Administrative Office of the Illinois Courts (AOIC) is soliciting proposals from qualified organizations to administer a Judicial Performance Evaluation (JPE) program designed to evaluate and enhance the professional performance of judges through confidential survey data collection, statistical analysis, and facilitated professional development feedback.

Illinois Supreme Court Rule 58 governs the administration of the program, including the reasons necessitating such a program, the need for confidentiality, and specific instructions regarding the collection and transmission of evaluation information. The program is intended to provide constructive performance feedback to judges and to promote excellence, professionalism, and accountability within the Illinois judiciary.

1.2 Authority

This Request for Proposals is issued pursuant to the Illinois Judicial Branch Procurement Code and applicable Illinois Supreme Court administrative policies governing procurement and contracting.

1.3 Procurement Contact

All communications regarding this RFP must be directed to:

Administrative Office of the Illinois Courts

Finance Division

Attn: Nathan Jensen

Address: 3101 Old Jacksonville Road, Springfield, IL 62704

Email: njensen@illinoiscourts.gov

Unauthorized contact with other personnel may result in disqualification of the proposer.

SECTION 2 – BACKGROUND

The Judicial Performance Evaluation program provides confidential feedback to judges regarding courtroom performance and professional conduct. The program collects survey responses from attorneys, court staff, and other courthouse personnel who have interacted professionally with the judge.

The program has several core purposes:

- Provide judges with constructive performance feedback
- Identify professional development opportunities
- Promote judicial excellence
- Support transparency and accountability in the judiciary

The program involves survey distribution, confidential data collection, statistical analysis, preparation of written evaluation reports, and confidential facilitation meetings with participating judges, which facilitations are conducted by trained judicial colleagues.

SECTION 3 – SCOPE OF WORK

The selected contractor will administer all operational aspects of the Judicial Performance Evaluation program.

3.1 Program Administration

The contractor shall:

- Manage all operational aspects of the evaluation program
- Coordinate with AOIC program staff
- Develop and maintain written operational procedures
- Maintain project timelines and schedules

The contractor will also attend regularly scheduled meetings of the Committee for feedback and follow up.

3.2 Survey Administration

The contractor shall design and administer confidential surveys for:

- Attorneys

- Court staff
- Other courthouse personnel

Surveys must be distributed electronically through secure systems and must ensure anonymity of respondents.

3.3 Survey Design

Survey instruments shall evaluate areas including but not limited to:

- Legal knowledge and ability
- Integrity and impartiality
- Communication skills and temperament
- Courtroom management and demeanor
- Case management and efficiency

Survey instruments must follow accepted survey methodology standards and demonstrate statistical validity and reliability. All survey questions will be vetted by the Supreme Court's Judicial Performance Evaluation Committee ("Committee") for applicability and consistency.

3.4 Data Collection

The contractor shall:

- Standardize the confidential maintenance of lists for appropriate survey recipients
- Manage secure survey distribution through electronic means, providing technical support and guidance to survey takers
- Monitor response rates and make recommendations to the Committee and AOIC program staff for the improvement of response rates
- Maintain confidentiality of responses in accordance with Rule 58

3.5 Data Analysis

The contractor shall perform statistical analysis including:

- Aggregate and individual scoring
- Benchmark analysis
- Narrative feedback categorization

This data analysis will be produced by the contractor at both the individual evaluation level for use by facilitators, as well as at the broader statewide level, in order to inform statewide best practices and professional development, as determined by the Committee.

3.6 Reporting

The contractor shall produce confidential evaluation reports for each participating judge including:

- Quantitative survey results
- Comparative benchmarks
- Narrative feedback summaries
- Suggested professional development themes as determined by the Committee

3.7 Facilitation

The contractor shall:

- Train facilitators at the two session biennial Education Conference and at specific off-times as determined by the Committee
- Coordinate confidential meetings between facilitators and judges
- Provide facilitation guidance materials

3.8 Data Security

The contractor shall maintain strict confidentiality and implement data security protocols including:

- Secure encrypted data storage
- Restricted access controls
- Secure survey platforms

3.9 Program Evaluation

The contractor shall provide quarterly and annual program evaluation reports to AOIC for review by the Committee including recommendations for improvement.

SECTION 4 – CONTRACT TERM

The anticipated contract term is three (3) years with two optional one-year renewal periods.

SECTION 5 – MINIMUM QUALIFICATIONS

Proposers must demonstrate:

- Experience administering large-scale survey programs
- Expertise in statistical analysis
- Experience with judicial or governmental organizations
- Demonstrated data security capabilities
- Ability to provide facilitator training

SECTION 6 – PROPOSAL FORMAT

Proposals must include the following sections.

6.1 Executive Summary

Provide a summary of the proposed services and organizational qualifications.

6.2 Organizational Background

Include:

- Organizational history
- Relevant project experience
- Organizational structure

6.3 Technical Proposal

Describe in detail:

- The proposed evaluation methodology(ies)
- Survey design approach
- Data analysis methods

- Reporting structure

6.4 Staffing Plan

Provide a list of key personnel including qualifications and experience.

6.5 Project Timeline

Provide a proposed implementation timeline.

6.6 Cost Proposal

Provide detailed pricing including:

- Personnel costs
- Survey administration costs
- Data analysis costs
- Facilitation training costs

SECTION 7 – EVALUATION CRITERIA

Proposals will be evaluated using the following criteria.

Technical approach – 35%

Organizational experience – 25%

Data security and confidentiality – 15%

Project management – 10%

Cost – 15%

AOIC reserves the right to conduct interviews with finalists.

SECTION 8 – PROCUREMENT TERMS

8.1 Right to Reject

AOIC reserves the right to reject any or all proposals.

8.2 Clarifications

AOIC may request additional information or clarification from proposers.

8.3 Negotiations

AOIC may negotiate contract terms with the selected proposer.

8.4 Cancellation

This RFP may be cancelled at any time without obligation.

SECTION 9 – CONFLICT OF INTEREST

Proposers must disclose any actual or potential conflicts of interest. A conflict of interest exists when a proposer has financial, professional, or personal interests that could compromise the impartial administration of the program.

The selected contractor must maintain independence from any evaluated judges or judicial candidates.

Failure to disclose conflicts may result in disqualification or contract termination.

SECTION 10 – ETHICS CERTIFICATIONS

Proposers must certify that:

- They have not engaged in bribery or collusion
- They comply with applicable state ethics laws
- No prohibited gifts or political contributions have been made in connection with this procurement

Certification forms must be included in the proposal.

SECTION 11 – PROTEST PROCEDURES

Any proposer may file a protest concerning this procurement.

Protests must:

- Be submitted in writing
- Be filed within seven (7) calendar days after the event giving rise to the protest

- Clearly state the grounds for the protest

The Procurement Officer will issue a written determination regarding the protest.

SECTION 12 – CONFIDENTIALITY

The contractor must maintain confidentiality of all survey responses and evaluation data.

Individual survey responses must never be disclosed or linked to specific respondents.

SECTION 13 – INSURANCE REQUIREMENTS

The selected contractor must maintain the following minimum insurance coverage:

- Commercial General Liability
- Professional Liability
- Cybersecurity/Data Breach Insurance

Certificates of insurance must be provided prior to contract execution.

SECTION 14 – REQUIRED FORMS

The proposal must include the following forms:

Attachment A – Cost Proposal Form

Attachment B – Conflict of Interest Disclosure

Attachment C – Ethics Certification

Attachment D – Vendor Bid Certification Form

Attachment E – References

SECTION 15 – SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format.

Deadline: May 25, 2026

Late submissions will not be considered.

Submission email: njensen@illinoiscourts.gov

SECTION 16 – PROCUREMENT SCHEDULE

RFP Issued: April 9, 2026

Questions Due: May 9, 2026

Proposal Deadline: May 24, 2026

Evaluation Period: TBD

Notice of Intent to Award: TBD

Contract Start Date: TBD

ATTACHMENT B – CONFLICT OF INTEREST DISCLOSURE

The proposer certifies that it has disclosed all potential conflicts of interest and agrees to notify AOIC immediately if any conflict arises.

Authorized Representative:

Signature:

Date:

ATTACHMENT C – ETHICS CERTIFICATION

The proposer certifies compliance with all applicable state ethics and procurement laws.

Authorized Representative:

Signature:

Date: