

REQUEST FOR INFORMATION

Wyoming Judicial Branch
2301 Capitol Avenue
Cheyenne, WY 82002

Inquiry Number: 2026-WJB-03



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SECTION 1. INTRODUCTION

The Wyoming Judicial Branch (“WJB”) is issuing this Request for Information (“RFI”) to solicit responses from qualified vendors with expertise in consulting services related to the development of a judicial evaluation framework and associated evaluation tools intended to support meaningful, fair, and data-informed assessment of judicial performance. This initiative aligns with the WJB’s Strategic Plan (FY 2025-2028), Pillar 2 – Public Trust and Accountability:

- Goal 1 – Strengthen public confidence in the justice system by delivering fair, impartial, and continuously improving services that meet or exceed public expectations, while ensuring every individual is treated with dignity and respect; Objective 1(b) – Evaluate implementation of a judicial performance review process; and
- Goal 2 – Develop a Branch-wide communication plan with specific goals; Objective 2(c) – Highlight Branch strengths, transparently acknowledge areas for improvement, and implement targeted action plans to address identified challenges.

The WJB is evaluating options to develop a structured and sustainable judicial evaluation framework and associated evaluation tools that align with the operational needs, governance structure, and long-term objectives. This may include consideration of evaluation methodologies, stakeholder survey processes, data collection and reporting approaches, governance models, implementation strategies, and best practices utilized by other state court systems and judicial performance evaluation programs.

Through this RFI, the WJB seeks to gain information regarding available consulting services, vendor qualifications, project methodologies, implementation approaches, estimated timelines, and potential technological or administrative solutions that could support the development and implementation of a judicial evaluation framework and associated evaluation tools. Information obtained through this process may be used to support future planning efforts, procurement decisions, budgeting considerations, and overall program development.

The WJB understands that details may be subject to change upon Respondent recommendations or research. It is the intent of the WJB to solicit responses to this RFI in accordance with specifications within this document. The issuance of this RFI does not obligate the WJB in any way to issue a Request for Proposal (“RFP”) for the solution, materials, and services described herein.

1.1 Background

The WJB is committed to promoting public confidence in the judiciary through fair, impartial, and effective administration of justice. As part of its ongoing efforts to support judicial accountability, transparency, and continuous improvement, the WJB is exploring the potential development of a judicial evaluation framework and associated evaluation tools for use within the Wyoming court system.

Currently, feedback regarding judicial officer performance is conducted each election year through the Wyoming State Bar’s judicial advisory poll. The surveys are completed by members of the Wyoming State Bar who have appeared before the specified judicial officer in one or more cases.

1.2 Objective

The purpose of this RFI is to solicit information from qualified vendors regarding consulting services, implementation approaches, and industry best practices related to the potential development of a judicial evaluation framework and associated evaluation tools for the WJB.

The WJB is seeking information regarding consultant-led services that may assist in evaluating, designing, and planning a structured judicial evaluation program intended to support meaningful, fair, objective, and data-informed assessment of judicial performance. The WJB is also interested in gathering information regarding considerations for evaluation tools or supporting technology solutions that could assist in the administration, management, analysis, and reporting of evaluation-related information.

The WJB is interested in solutions that support meaningful, fair, objective, and data-informed assessment of judicial performance while maintaining judicial independence, operational feasibility, data security, and stakeholder confidence.

Specific areas of interest include:

- A. Judicial evaluation program design and implementation strategies;
- B. Stakeholder engagement and survey methodology approaches;
- C. Evaluation criteria development and performance measurement considerations;
- D. Data collection, storage, analysis, and reporting methodologies;
- E. Governance structures and administrative oversight models;
- F. Evaluation tool assessment, planning, and functional requirement development;
- G. Public education on program design and evaluation results;
- H. Recommendations regarding potential technology solutions or platform capabilities to support program administration;
- I. Confidentiality, privacy, and data governance considerations;
- J. Implementation planning, project phasing, staffing considerations, and estimated timelines; and
- K. Best practices and lessons learned from comparable evaluation initiatives in other jurisdictions.

The WJB is seeking responses to the requests in this RFI. The WJB is open to different approaches from Respondents on how to meet the WJB's needs, should the WJB decide to contract for consulting services. It is important that potential Respondents understand the WJB is seeking information from vendors that have direct experience with public service. Although not required, experience with court systems is also sought.

1.3 Definitions

“Submission” means the Respondent’s written response with attached materials in response to this RFI. The singular or plural form of this term may be used interchangeably.

“RFI” means this Request for Information.

“Respondent” means any legal entity or individual that responds to this RFI. The singular or plural form of this term may be used interchangeably.

“WJB” means the Wyoming Judicial Branch.

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SECTION 2. REQUEST FOR INFORMATION PROCEDURE

2.1 RFI Responses

Respondents interested in submitting information shall respond to this RFI in accordance with the instructions and provisions set forth herein. The WJB will accept a written response and any additional materials the Respondent would like to attach to highlight their service offerings. **Written responses and any additional materials must be received at the WJB, 2301 Capitol Avenue, Cheyenne WY 82002, or via the Issuing Officer’s email found in Section 2.3 no later than 5:00 p.m. Mountain Time (“MT”) on July 20, 2026.**

2.2 Relevant Dates

Any changes to the dates up to the closing date of the RFI will be publicly posted prior to the closing date and time of the RFI at the WJB’s web address: <https://www.wyocourts.gov/court-administration/#rfp>

Event	Date	Time
Issuance of RFI	June 12, 2026	5:00 p.m. MT
Question Period	June 24, 2026	5:00 p.m. MT
Deadline of Submission	July 13, 2026	5:00 p.m. MT

2.3 Issuing Officer

Cierra Hipszky
Project Manager
Wyoming Judicial Branch
Administrative Office of the Courts
2301 Capitol Ave | Cheyenne, WY | 82002
chipszky@courts.state.wy.us

2.4 Submitting Questions

All questions concerning this RFI must be submitted in writing via e-mail to the Issuing Officer identified in Section 2.3 of this RFI. All questions must be submitted by the deadlines identified in Section 2.2 for submitting questions.

2.5 Review of RFI Responses

This RFI is designed to provide Respondents with the information necessary for the preparation of informative responses. This RFI process is for the WJB’s informational benefit. The RFI is not intended to be comprehensive, and each Respondent is responsible for determining all factors necessary for Submission.

The RFI response will not be subject to an RFP type evaluation. The WJB will only review the Respondent’s suggested solution, pricing, and approach in addressing the WJB’s specific areas of interest.

2.6 Oral Presentations for Clarifications

The WJB may convene oral presentations for clarification to Submissions. If oral presentations are deemed necessary, invitations will be extended only to Respondents whose Submissions the WJB determines to be meritorious.

2.7 No Obligation to Issue RFP or Contract

Issuance of this RFI does not obligate the WJB in any way to issue an RFP or any other procurement for the solution, materials, and services described in this RFI. Issuance of this RFI in no way constitutes a commitment by the WJB to issue an RFP or award a contract.

2.8 The WJB's Right to Amend and/or Cancel the RFI

The WJB reserves the right to amend or cancel this RFI at any time. Respondents are encouraged to frequently check the WJB's website (<https://www.wyocourts.gov/court-administration/#rfp>) for additional information.

2.9 Cost and Expenses

Each Respondent is responsible for its own costs and expenses related to the RFI process, including costs and expenses associated with preparing and providing a Submission to this RFI. No costs related to this RFI will be reimbursed by the WJB.

2.10 Procedures for Securing Confidentiality of Respondent Data

If Respondent considers any portion of the Submission to this RFI to be confidential, trade secrets, or otherwise not subject to public disclosure, the Respondent must, in addition to the Submission, provide the WJB with a separate, redacted copy of its Submission on a thumb or zip drive in PDF format, marked clearly as a "REDACTED COPY," and briefly describe the redacted item in a separate writing and the grounds for claiming exemption from public disclosure. This redacted copy shall be provided to the WJB at the same time as the Respondent enters its Submission and must exclude or redact only those exact portions that are claimed confidential, trade secret, or otherwise not subject to disclosure.

Respondent shall be responsible for defending its determination that the redacted portions of its Submission are confidential, trade secrets, or otherwise not subject to disclosure.

Furthermore, Respondents shall protect, defend, and indemnify the WJB for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its Submission are confidential, trade secret, or otherwise not subject to disclosure. All the above shall be acknowledged in the Respondent's separate writing that must accompany the redacted copy.

If a Respondent fails to submit a redacted copy with its Submission, the WJB is authorized to disclose the entire document(s), data, and/or records submitted by the Respondent.

By providing a Submission, the Respondent consents to such copying and warrants that such copying will not violate the rights of any third party. The Respondent shall grant the WJB the right to use ideas or adaptations of ideas presented in its Submission.

In addition, Respondents acknowledge that the WJB may be required to share aggregated or non-vendor-specific information, including pricing ranges or generalized cost figures, with Wyoming’s Legislature for budgeting and informational purposes. While the WJB will not disclose vendor names or any information that could reasonably identify a specific Respondent, the WJB must retain the ability to use and present non-identifying information derived from Submissions.

2.11 Public Disclosure of Responses

Materials submitted in response to this RFI may be subject to public disclosure in accordance with applicable laws, rules, and policies. Respondents should be aware that responses, supporting materials and documentation, questions or requests for clarification submitted during the RFI process, and other information provided in connection with this RFI may be publicly shared, distributed, or otherwise made available by the WJB, except for information properly identified and protected as confidential pursuant to Section 2.10 of this RFI.

Any information the Respondent considers confidential, proprietary, or otherwise exempt from public disclosure must be clearly identified in accordance with the procedures set forth in Section 2.10. The WJB reserves the right to make all determinations regarding the disclosure or withholding of submitted materials in accordance with applicable law, rule, and policy.

Additionally, Respondents should be aware that the WJB may be required to disclose aggregate or non-vendor-specific information, including pricing ranges or generalized cost figures, to Wyoming’s Legislature for budgeting and informational purposes. Vendor names and any information that could reasonably identify a specific Respondent will not be disclosed.

2.12 No Discrimination

The WJB will ensure that minority businesses will be afforded full opportunity to provide a Submission. The WJB will not discriminate on the grounds of age, race, color, sex, creed, national origin, or disability status.

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SECTION 3. GENERAL INFORMATION

3.1 Organization

The following is a brief summary of Wyoming, the WJB and its courts. This summary is intended to provide a general overview and does not include all groups or activities. More detailed information is available upon request or can be found on the WJB website: <https://www.wyocourts.gov/>

3.1.1 Wyoming

While Wyoming covers a broad area of the American west extending 97,914 square miles, it is the least populous state in the nation, with a population of approximately 592,720. This small population and vast area present unique challenges, including long distances between courthouses, attorney deserts in most municipalities, heightened reliance on technology to ensure access to the courts, etc. In addition, due to its limited population and the state's commitment to a small government, which is close to and responsive to its people, governmental resources are not always readily available. While sometimes challenging, the limitation of resources often results in creative solutions to ensure positive project outcomes.

3.1.2 Wyoming Judicial Branch

The WJB is comprised of the Wyoming Supreme Court, district courts, chancery court, circuit courts, the AOC, and their respective judicial officers and staff. District and circuit courts exist in all of Wyoming's twenty-three (23) counties, and the counties are organized into nine (9) judicial districts. Wyoming's one (1) chancery court is located centrally within Wyoming, and is authorized to hold in-person proceedings in any appropriate venue.

The WJB is a non-unified court system that is governed by the Wyoming Judicial Council made up of three justices, three district court judges, and three circuit court judges. The Chief Justice of the Wyoming Supreme Court acts as the chair of the Council. More detailed information pertaining to the Wyoming Judicial Council is available upon request or can be found on the WJB website: <https://www.wyocourts.gov/committees-and-boards/wyoming-judicial-council/>.

3.1.3 Supreme Court

The Wyoming Supreme Court is the only appellate court in Wyoming. It hears decisions of the district courts, petitions for extraordinary relief from lower court decisions, and it occasionally answers certified questions from federal courts. The Supreme Court is comprised of one chief justice and four associate justices. In Fiscal Year 2025, the Wyoming Supreme Court processed approximately five hundred (500) cases and published approximately one hundred forty (140) orders/opinions.

Supreme Court justices stand for statewide retention one year after taking office and every eight years thereafter.

3.1.4 District Courts

The district courts are the trial courts of general jurisdiction in the state. The jurisdiction of the district courts is unlimited except for civil cases under fifty thousand dollars (\$50,000.00), small claims cases, forcible entry and detainer cases, and misdemeanors, which are heard in the circuit courts. The district courts also hear appeals from lower court decisions. In Fiscal Year 2025, approximately thirteen thousand

(13,000) cases were filed in the district courts statewide. There are 23 district courts across the state and 27 district court judges.

The clerk of district court is the elected county official who keeps the court record. The clerk maintains electronic case files, which include all records of a case-complaint, answers, motions, orders, judgment, and written opinions. In addition, the clerk keeps a docket showing all cases filed and decided in the court.

District court judges stand for retention in each of their respective judicial districts one year after taking office and every six years thereafter.

3.1.5 Chancery Court

There is one (1) chancery court in the state with one chancery court judge presiding. The chancery court is a specialized court of limited jurisdiction that resolves commercial, business, and trust cases on an expedited basis. The chancery court has jurisdiction to decide actions seeking declaratory or injunctive relief and actions seeking money recovery over fifty thousand dollars (\$50,000.00) that arise from claims including breach of contract, breach of fiduciary duty, fraud, derivative actions, the Uniform Commercial Code, and the Uniform Trust Code. In Fiscal Year 2025, forty-nine (49) cases were filed in the chancery court.

The Chancery Court judge stands for statewide retention one year after taking office and every six years thereafter.

3.1.6 Circuit Courts

The circuit courts are limited jurisdiction courts. The civil jurisdiction of the circuit courts covers small claim cases and civil cases in which the damages or recovery sought do not exceed fifty thousand dollars (\$50,000.00). Circuit courts also hear family violence, stalking, and sexual assault protection order cases. Further, they hear forcible entry and detainer cases. The criminal jurisdiction of the circuit courts covers all misdemeanor cases. Finally, the circuit courts may set bail for people accused of crimes, and they may conduct preliminary hearings in felony cases. In Fiscal Year 2025, approximately one-hundred and six thousand (106,000) cases were filed in the circuit courts statewide. There are 27 circuit courts across the state and 24 circuit court judges.

Circuit court judges stand for retention in each of their respective judicial districts one year after taking office and every four years thereafter.

3.1.7 Judicial Selection/Retention

Pursuant to Article 5, Section 4 of the Wyoming Constitution, judicial vacancies for the Wyoming Supreme Court, district courts, chancery court, and circuit courts are filled through a merit-based selection process. Applicants are evaluated by the Judicial Nominating Commission, which submits a list of qualified nominees to the Governor for appointment. Following appointment, judges are subject to periodic nonpartisan retention elections, through which voters determine whether a judge will remain in office for an additional term.

In addition to Wyoming's merit-based selection and retention system, the Wyoming State Bar conducts a judicial advisory poll on election years for judicial officers standing for retention. The poll is intended to provide feedback to judicial officers regarding their judicial performance and to assist the public in making

informed decisions during retention elections. The Wyoming State Bar includes approximately three thousand four-hundred (3,400) active members, including approximately one thousand seven-hundred (1,700) members with Wyoming addresses. Active members of the Wyoming State Bar are invited to participate; however, attorneys may evaluate a judicial officer only if they have appeared before that judicial officer within the preceding two (2) years. For Supreme Court Justices, evaluations may also be based upon review of written opinions.

Assessment results are publicly released and include both performance-related feedback and, when applicable, attorney opinions regarding retention. Past judicial advisory poll results are available through the Wyoming State Bar website: <https://www.wyomingbar.org/about-us/resource-page/>

The WJB is exploring potential approaches for judicial evaluation that may support meaningful feedback, public confidence, and informed decision-making while preserving judicial independence, impartiality, and the integrity of the judicial system. The WJB is interested in understanding how existing judicial performance assessment practices, stakeholder feedback mechanisms, and other evaluation methodologies may inform the development of a broader judicial evaluation framework and associated evaluation tools. Through this effort, the WJB seeks to evaluate potential approaches for program structure, administration, data collection, reporting methodologies, governance considerations, and long-term sustainability.

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SECTION 4. RFI REQUIREMENTS

This section contains the requirements for a Submission by a Respondent to this RFI, namely, to provide information to assist the WJB in evaluating available consulting services, relevant experience, implementation approaches, and potential solution considerations related to the development of a judicial evaluation framework and associated evaluation tools. Responses should be clear, concise, and organized in accordance with the sections identified below.

4.1 Executive Summary

Respondents shall prepare a summary of the response to the requirements described in Section 4.3. The executive summary should summarize the Respondent's understanding of the objectives identified within this RFI and concisely highlight the Respondent's key qualifications, capabilities, areas of expertise, and proposed approach in a manner that allows the WJB to quickly become acquainted with the overall Submission.

4.2 Organization Background

Respondents shall provide a brief description of their company or organization. The background shall include experience providing consulting services related to judicial evaluation programs, public sector assessments, survey administration, stakeholder engagement, data analysis, tool development, or similar initiatives. Responses should also include information regarding experience working with judicial branch entities, courts, governmental agencies, or other public sector organizations.

The WJB welcomes examples of comparable projects, initiatives, or jurisdictions for which similar services have been provided, as well as any references, case studies, or supplemental materials that may assist the WJB in evaluating the Respondent's experience and qualifications.

Respondents are encouraged, but not required, to include contact information for the public entities referenced, where appropriate, to facilitate any follow-up inquiries the WJB may conduct.

4.3 Solution

Respondents shall provide a high-level description of how their solution, approach, or consulting services address the objectives identified within this RFI and support the potential development of a judicial evaluation framework and associated evaluation tools. Submissions should include information regarding proposed methodologies, recommendations, service offerings, implementation considerations, and any relevant experience or best practices associated with comparable initiatives.

The Wyoming Judicial Branch has identified the following purpose and objectives for judicial performance evaluation in Wyoming:

Purpose: The purpose of the judicial performance evaluation tool is to have a court-administered, context specific process to assess how well judges are performing and to foster judicial excellence.

Objectives:

- Professional growth and development with coaching and education.
- Fair, informed evaluation with broad stakeholder engagement

The description should provide information regarding the following areas:

- A. Judicial evaluation program design methodologies;
- B. Stakeholder engagement and survey development approaches;
- C. Evaluation criteria development considerations;
- D. Data collection, analysis, and reporting methodologies;
- E. Recommendations regarding program governance, administration, oversight responsibilities, and stakeholder involvement;
- F. Implementation planning considerations, including estimated timelines or project phases;
- G. Recommendations regarding potential evaluation tools, technology solutions, or platform capabilities;
- H. Experience developing, implementing, or advising on judicial evaluation tools or similar assessment platforms;
- I. Recommendations regarding functional requirements, system capabilities, user access considerations, reporting features, and long-term administration of a potential evaluation tool;
- J. Recommendations regarding data management considerations, or scalability for future program needs;
- K. Confidentiality, privacy, cybersecurity, and data governance considerations;
- L. Experience educating diverse audiences on program design and evaluation results;
- M. Recommendations on providing high quality performance evaluation to various courts, such as trial versus appellate courts and general jurisdiction versus limited jurisdiction courts;
- N. Anticipated staffing or resource considerations; and
- O. Best practices, lessons learned, or recommendations based upon comparable initiatives.

4.4 Cost Structure

Respondents shall provide information regarding the overall cost structure associated with the consulting services, methodologies, recommendations, or potential solutions described within their response. Information provided should be sufficiently detailed to assist the WJB in understanding potential cost considerations associated with similar engagements or future implementation efforts.

Respondents shall provide information about cost components or cost models that have been applied to similar requested services. Respondents shall also provide an estimated total cost for all services contained within this RFI. A detailed breakdown of the proposed cost structure, including, as applicable, consulting services, project planning, survey development and administration, implementation support, travel expenses, and any optional services, is encouraged.