

**PRE-QUALIFICATION PROGRAM**

Work Type Definition / Submittal Requirements

# Work Type Definition

## 23.4 Hosted Document Review Services

### Description

MnDOT generally is able to perform its own document review using its own software, but because MnDOT’s document production obligations can range from production of a few documents to hundreds of thousand, there are cases in which MnDOT’s existing document review processes are insufficient. Accordingly, MnDOT is considering whether to use a document review software tool specifically designed for reviewing large volumes of documents.

### Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

1. Minnesota Rules of Civil Procedure

The production of documents related to litigation activities is produced in accordance with the Minnesota Rules of Civil Procedure. Each Attorney is required to be familiar with the rules and capable of ascertaining and categorizing data related to the rules.

1. Minnesota Government Data Practices Act

The Minnesota Department of Transportation is subject to the Minnesota Government Data Practices Act. Mn. Stat. §13. Each attorney is required to be familiar with the statute and capable of interpreting relevant and applicable sections.

1. Microsoft

Outlook as well as other standard Microsoft Office software products are frequently used in the process of completing document review. Familiarity with standard office software is required of all attorney reviewers.

1. Relativity

Relativity is the eDiscovery platform used by the MnDOT. Attorneys must have familiarity with the eDiscovery platform prior to placement on a MnDOT assignment, specifically MnDOT requires the following familiarity:

1. Searching – Every attorney must have the ability to perform a search based on document ID number, relevant terms, and applied coding tags.
2. Reviewing – Every attorney must be able to move through a review set, batch, or other assigned documents and without assistance view documents and attachments.
3. Coding – Every attorney must be able to select appropriate “tags” on documents in accordance with the appropriate guidance provided and in compliance with applicable rule, statute, or law.

### Provided by Consultant

General Requirements may include the following:

1. Length of engagement: medium term, 1-5 years.
2. Number of documents: will vary greatly according to project
3. Data collection may be from paper documents, hard drives, mobile devices, flash drives, and servers.
4. Types of documents: documents will be collected in both paper and electronic format. Documents not in native format must be scanned, bibliographically coded, and may be need to be OCR processed.
5. Database: the selected responder is responsible for administering the databases as follows:
6. Organization and segregation of documents in a variety of ways;
7. Documents are hosted in a single, uniform image format with the corresponding native format linked. Other Images should be in TIFF format, 300dpi. OCR specifications will be discussed for each project;
   1. All metadata captured and saved in situations where native files have been converted to images.
   2. Back-up: proper backup procedures and redundant data protection must be shown;
   3. Security: Facility, server, database and user security are all of great importance and the selected vendor will be required to demonstrate capability and auditing procedures;
   4. Provider must also be able to provide ASCII load file for review tools.
8. Data Collection:
9. Use of standard, industry forensic data collection tools;
10. Use of certified forensic data collection personnel; and
11. Use of established chain of custody protocols.
12. Electronic File Processing
13. Use of standard industry data processing tools to enable key word searching and review of documents electronically;
14. De-duplication and de-NISTING are required;
15. Production of documents: in single page TIFFs; OCR or extracted text, endorsements where appropriate; Excel or PowerPoint documents over 50 pages produced natively with a placeholder;
16. Parent/child relationships maintained;
17. 8 metadata fields;
18. JPGs produced in color; and
19. Summation or DII load files
20. Document Review
21. When asked to provide contract attorneys for document review at MnDOT using MnDOT’s existing review tools, the consultant will:
22. Provide suitable candidates to work on-site at MnDOT’s Central Office building, 395 John Ireland Boulevard in St. Paul, Minnesota;
23. Candidates will be expected to:

* Review and identify documents containing information subject to a legal privilege or entitled to a not public classification under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13);
* Identify and redact privileged and not public data from paper documents;
* Review and identify electronic documents that are contained in MnDOT’s Electronic Document Management System (EDMS) program or other electronic data storage systems that contain privileged or not public data.
* Complete all tasks with a high degree of accuracy.

1. Make placements within a short time from the request.
2. When requested by MnDOT, the consultant is responsible for the following when MnDOT attorneys and contract attorneys conduct the document review and MnDOT uses a document review tool hosted online by the consultant:
3. Access by up to 10 attorneys at a given time through standard web browsers, 24-hours per day, 7 days per week with allowances for normal database maintenance;
4. Single web-based review tool for all databases;
5. Training: In-person end-user training for MnDOT attorneys and contract attorneys with subsequent training online;
6. Technical support: All users will have live, direct access to tech support for accessibility, functionality and content management. Access to a project manager will be required during expanded business hours;
7. Printing: Users should have the ability to print either individually or in bulk to a printer at the consultant’s facility, at MnDOT, or at a local user printer;
8. Security: There must be configurable levels of security to allow partitioned access to all users
9. When asked to provide document review at its own facility, the consultant will, use a document review management tool and licensed attorneys to:
10. Review and identify documents containing information subject to a legal privilege or entitled to a not public classification under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13);
11. Code, identify, and redact privileged and not public data from paper documents;
12. Provide at least one User Account for on-line review of the documents by MnDOT;
13. Perform quality control of document review and redactions by contract attorneys in consultation with MnDOT’s Office of Chief Counsel;
14. Provide weekly progress reports of each separate document review project;
15. Complete all tasks with a high degree of accuracy; and
16. Complete review within date set by MnDOT.

# Work Type Submittal Requirements

* A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

| Key Personnel Requirements | Description |
| --- | --- |
| **Minimum Number of Staff** | * One or more qualified professional. |
| **Professional Certification / Licensure** | * Juris Doctor degree from an American Bar Association (ABA) accredited law school; * Licensed and in good standing in Minnesota |

| Work Type Submittal Requirements | Description |
| --- | --- |
| **Resume and Relevant Project Experience Form - Form PQ1**  [Submit in Microsoft Word format] | Complete Parts 1, 1A, 2 and 3 of Form PQ1   * **Part 1:** Fill out general information, name(s) of personnel (as applicable). * **Part 1A:**  Not applicable to this work type. * **Part 2**: Examples are not applicable to this work type. Qualifying experience of firm in level of work must be documented in Part 3. |
| **Miscellaneous/Work Type Specific Required Information** | -Provide an outline of the firm’s background and experience with examples of similar work completed.   * Must demonstrate that firm has the appropriate hardware, software, data storage, data security measures, and data backup and restoration abilities to host document reviews at their facility or through a web portal. * Must demonstrate experience identifying legal privileges and classifying and redacting documents on a minimum of three projects per qualified professional in the last ten years.   -Provide three references for work of a similar nature within the last 10 years. Provide company name, contact person, contact person phone number, and a brief description of the project.   * Provide satisfactory experience that the firm can provide MnDOT with professional candidates who are extremely well organized, can work independently, are good with numbers, and are able to handle a high volume of work. * Provide a detailed approach of the firm’s process for screening contract attorney candidates and how the firm works to ensure that the candidates placed match the job requirements and would be a suitable fit for the scope and magnitude of the project and can be placed in a timeframe that will enable MnDOT to meet expedited schedules. |
| **Proof of Certification / Licensure** [Submit in PDF format] | Provide a current copy of the applicable Professional Certification/ Licensure. |

| Work Type Submittal Instructions | Description |
| --- | --- |
| **Instructions for Submittal**  [Each file should be saved in the format identified.] | Submit **5** flash drives that include the following individual files or folders in this order:   * Resume and Relevant Project Experience Form - Form PQ1 [Submit in Microsoft Word format] * Proof of Professional Certification/Licensure [Submit in PDF format] |