

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
FOR EDISCOVERY SOFTWARE AND SERVICES ISSUED BY THE STATE OF DELAWARE
DEPARTMENT OF JUSTICE
CONTRACT NUMBER LGL20100-EDISCOVERY**

Contents:

- I. Overview
 - II. Scope of Services
 - III. Required Information
 - IV. Professional Services RFP Administrative Information
 - V. Contract Terms and Conditions
 - VI. RFP Miscellaneous Information
 - VII. Attachments
- Appendix A - MINIMUM MANDATORY SUBMISSION REQUIREMENTS
Appendix B - SCOPE OF WORK AND TECHNICAL REQUIREMENTS
Appendix C - PRICING SCHEDULE
Appendix D - COMPANY PROFILE AND CAPABILITIES FORM

**** [Ctrl+Click on the headings above will take you directly to the section.](#)**

I. Overview

The State of Delaware Department of Justice (“DDOJ”), seeks professional services for eDiscovery software and services for use by the Consumer Protection and Investor Protection Units of the Fraud and Consumer Protection Division and the Defensive Litigation Unit of the Civil Division initially with the potential for other needs within the DDOJ. This request for proposals (“RFP”) is issued pursuant to 29 *Del. C.* §§ [6981](#) and [6982](#).

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: February 14, 2020
Deadline for Questions	Date: March 6, 2020
Response to Questions Posted by:	Date: March 20, 2020
Deadline for Receipt of Proposals	Date: April 14, 2020 at 1:00 PM (Local Time)
Estimated Notification of Award	Date: July 17, 2020

Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm’s interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 3).

Furthermore, the transmittal letter must attest to the fact, at a minimum, that the Vendor shall not store or transfer non-public State of Delaware data outside of the United States. For technology related solicitations, Vendors may refer to the Delaware Department of Technology and Information identified terms and conditions included in this solicitation.

The State of Delaware reserves the right to deny any and all exceptions taken to the RFP requirements.

MANDATORY PREBID MEETING

A mandatory pre-bid meeting has not been established for this Request for Proposal.

II. Scope of Services

A. OVERVIEW

The Vendor(s) shall provide all equipment, materials and labor to supplement the State of Delaware's need for eDiscovery Software and Services as described herein. The contract will require the Vendor(s) to cooperate with the ordering agency to ensure the State receives the most current state-of-the-art material and/or services.

B. BACKGROUND

The DDOJ has lawyers spread across offices located in Wilmington, Dover and Georgetown, DE. The organization is both state and federally funded.

The Fraud and Consumer Protection Division:

The Fraud and Consumer Protection Division protects the public from securities fraud, consumer fraud, Medicaid provider fraud, antitrust violations, white collar crime and misleading or deceptive business practices. It addresses patient abuse, neglect and mistreatment in facilities that accept Medicaid patients. It also has a role in issues involving manufactured homes, in common interest communities like homeowner associations and in ongoing enforcement of some provisions of the tobacco settlement with cigarette manufacturers. The Fraud Division is divided into three major, statewide units: The Consumer Protection Unit, the Investor Protection Unit, and the Medicaid Fraud Control Unit. As noted in Part I above, only the Consumer Protection and Investor Protection Units are currently within the anticipated scope of this RFP.

The Consumer Protection Unit - The Consumer Protection Unit (CPU) is responsible for enforcing Delaware consumer protection statutes and protecting the general public from consumer frauds and scams. In addition to pursuing enforcement action against those who violate our consumer protection laws, the CPU also participates in community outreach and consumer education events, engages in consumer advocacy, and actively contributes to coordinated state and federal consumer protection investigations and initiatives.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

The Investor Protection Unit - The IPU is a Unit in the Fraud and Consumer Protection Division of the Delaware Department of Justice (or Office of the Attorney General). IPU was formerly known as the Delaware Securities Unit. The IPU is responsible for enforcing the provisions of the Delaware Securities Act and the Rules and Regulations Pursuant to the Act. This entails registering investment firms and professionals as well as securities offerings in Delaware, reviewing and investigating complaints from investors, examining investment advisors and broker dealers, pursuing enforcement actions when a violation of the Act has been uncovered, and conducting investor education and outreach.

The White Collar Crime Unit - The WCCU investigates and prosecutes primarily business-related crime, including embezzlement, money laundering, and home improvement fraud matters. With a focus on complex financial and fraud-related crime, the WCCU initiates investigations and also receives referrals from federal, state, and local investigative agencies. The WCCU is also active in combating criminal fraud targeting seniors and vulnerable adult victims. In addition to criminal enforcement duties, the WCCU addresses fraud perpetrated against the government through civil actions under the Delaware False Claims and Reporting Act and houses the Department's tobacco-related litigation and enforcement efforts.

The Civil Division:

The Civil Division is responsible for providing legal services to the officers, departments, boards, agencies, commissions, and instrumentalities of State government. The State Solicitor is appointed by the Attorney General and reports through the Chief Deputy Attorney General. As set forth at 29 *Del. C.* § 2505 (b), the State Solicitor is responsible for all civil actions and matters wherein the State or its agencies or subdivisions are involved and has such powers as the Attorney General shall designate. Much like a private law firm, the Civil Division provides all legal advice in civil matters for the State of Delaware. The Civil Division is organized statewide into seven units: Administrative Law & Education, Affirmative Litigation, Defensive Litigation, Departments & Agencies, Environmental, Government Services, and Health and Public Safety.

Defensive Litigation Unit - Deputy Attorneys General in the Defensive Litigation Unit ("DLU") primarily defend the State, its agencies, officials and employees in civil litigation in a wide variety of matters, including civil rights, personal injury, employment, and contract actions, in State and Federal Courts. The DLU handles a number of litigation matters annually, some of which require substantial document review, analysis, and production of electronically stored information.

C. STATEMENT OF NEEDS

The DDOJ is seeking to gather description, technical, delivery, platform specific and pricing information for eDiscovery software and services. The Vendor must demonstrate their ability in the following areas:

1. Implementation of a web-based document review platform that provides robust document search and organization functions;
2. Processing electronically stored information ("ESI") in a variety of file formats to enable review on the same web-based document review platform;
3. Production of the ESI and other documents in a variety of formats;

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

4. Organization and presentation of documents to be entered into evidence as exhibits or presentations;
5. Coordination with eDiscovery consultants retained by opposing parties to resolve any technical issues with documents produced to or by the DDOJ;
6. Providing a web accessible review platform and databases 24 hours a day, 365 days a year;
7. Providing end-user training, including robust online resources;
8. Providing technical assistance/support that may be needed during the document review process and extended hours access to staff;
9. Hosting documents and ESI in the United States on secure, remotely located servers with robust data encryption that are backed-up on a regular basis;
10. Ability to comply with all obligations under HIPAA, FERPA, and other state and federal privacy laws and accompanying regulations, including, but not limited to, entering into a HIPAA business associate agreement;
11. Understanding of processes and obligations relating to Delaware freedom of information acts (FOIA) and third-party subpoenas;
12. Advice and consultation to DDOJ on eDiscovery and litigation support issues;
13. Cost-saving storage or archiving options for idle projects; and
14. Reporting on usage by matter, entity, time-period, or other criteria, routinely or on request.
15. Providing technology-assisted review, computer-assisted review, predictive coding and/or other analytics to assist the review of ESI and other documents.

D. DETAILED REQUIREMENTS

The functional, technical, security, maintenance, support and training requirements of this RFP are stated in Appendix B. Vendors must provide pricing for the items listed in Appendix C. Vendors must complete the company profile and capabilities form in Appendix D.

III. Required Information

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

A. Minimum Requirements

1. Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.

Prior to the execution of an award document, the successful Vendor shall either furnish the DDOJ with proof of State of Delaware Business Licensure or initiate the process of application where required.

Prior to the execution of an award document, the successful Vendor must furnish a signed copy of the Delaware Department of Technology & Information (DTI) Terms and Conditions for Data Usage and Cloud storage policies as set forth below or sign those documents so that the Vendor has the necessary DTI approvals.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Cloud Services Policy/ T's & C's

<https://webfiles.dti.delaware.gov/pdfs/pp/Terms%20and%20Conditions%20Governing%20Cloud%20Services%20Policy.pdf>

<https://webfiles.dti.delaware.gov/pdfs/pp/Delaware%20Cloud%20Services%20Terms%20and%20Conditions%20Agreement.pdf>

Data Usage Policy/T's & C's

<https://webfiles.dti.delaware.gov/pdfs/pp/Terms%20and%20Conditions%20Governing%20State%20Data%20Usage%20Policy.pdf>

<https://webfiles.dti.delaware.gov/pdfs/pp/Delaware%20Data%20Usage%20Terms%20and%20Conditions%20Agreement.pdf>

2. Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.
3. Complete all appropriate attachments and forms as identified within the RFP.
4. Proof of insurance and amount of insurance shall be furnished to the DDOJ prior to the start of the contract period and shall be no less than as identified in the bid solicitation, Section V, Item 8, subsection g (insurance).
5. Provide evidence that the vendor has provided eDiscovery software and services for a minimum of three (3) years. Vendors must provide at least three (3) references serviced within the past five (5) years of their proposal, identifying clients whose needs were similar in scope and nature to the services sought in this request for proposal. Ideally, at least one (1) must be a government entity. The vendor must identify three (3) distinctly different project/client references from three (3) distinctly different project/client sites/locations.
6. Provide evidence that the vendor is a financially stable entity with resources adequate to support the efforts required in this request for proposal. All evidence provided should be certified/verified by someone (other than the vendor) who has no direct interest in the vendor, thereby acceptable as being independently certified. If publicly traded, the Vendor must provide its last two annual reports signed by someone who can independently certify/verify these financial documents.
7. Provide evidence of the vendor's current security certifications or authorizations to operate.
8. Provide evidence of vendor's ability to hire, deploy and manage personnel in the quantities and within the timeframe required by a DDOJ request for eDiscovery software and services.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

B. General Evaluation Requirements

1. Experience and Reputation

The Vendor's experience related to providing eDiscovery software and services to government and nongovernment clients. The Vendor must have provided eDiscovery software and services for a minimum of three (3) years and provide three (3) references.

2. Expertise (for eDiscovery software and services)

The qualifications of the Vendor and their key personnel.

3. Capacity to meet requirements

The Vendor's ability to hire, deploy and manage personnel in the quantities and within the timeframe required by the DDOJ. The Vendor's capacity to undertake projects promptly or at short notice. The Vendors must provide a web accessible review platform and databases 24 hours a day, 365 days. The Vendor must support access to up to 70 users at any time.

4. Location (geographical)

The Vendor's principal place of business and whether the Vendor has an office in Delaware or its surrounding states.

5. Demonstrated technical ability and security

The Vendor's demonstrated ability to host documents and ESI in the United States on secure, remotely located servers with robust data encryption that are backed up on a regular basis. The Vendor's ability to comply with all obligations under HIPAA, FERPA, and other state and federal privacy laws and accompanying regulations.

6. Financial stability

The Vendor must be a financially stable entity with resources adequate to support the efforts required under this RFP.

7. Maintenance, Support & Training

The Vendor must be able to provide end-user training, including robust online resources. The Vendor must be able to provide technical assistance/support and professional services that may be needed during the document review process and extended hours access to staff.

8. Pricing

The Vendor's ability to provide cost-effective pricing as identified on Appendix C.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

IV. Professional Services RFP Administrative Information

A. RFP Issuance

1. Public Notice

Public notice has been provided in accordance with 29 *Del. C.* [§ 6981](#).

2. Obtaining Copies of the RFP

This RFP is available in electronic form through the State of Delaware Procurement website at www.bids.delaware.gov. Paper copies of this RFP will not be available.

3. Assistance to Vendors with a Disability

Vendors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten days prior to the deadline for receipt of proposals.

4. RFP Designated Contact

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

Marion M. Quirk
Assistant Director of Investor Protection
Delaware Department of Justice
820 N. French Street
Wilmington, DE 19801
Marion.Quirk@delaware.gov

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

5. Consultants and Legal Counsel

The State of Delaware may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact the State's consultant or legal counsel on any matter related to the RFP.

6. Contact with State Employees

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

7. Organizations Ineligible to Bid

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

8. Exclusions

The Proposal Evaluation Team reserves the right to refuse to consider any proposal from a vendor who:

- a. Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;
- b. Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor;
- c. Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;
- d. Has violated contract provisions such as;
 - 1) Known failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - 2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;
- e. Has violated ethical standards set out in law or regulation; and
- f. Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

B. RFP Submissions

1. Acknowledgement of Understanding of Terms

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

2. Proposals

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 8 paper copies and 1 electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than **1:00 PM (Local Time) on April 14, 2020**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Marion M. Quirk
Assistant Director of Investor Protection
Delaware Department of Justice
820 N. French Street
Wilmington, DE 19801

Vendors are directed to clearly print “BID ENCLOSED” and “CONTRACT NO. LGL20100-EDISCOVERY” on the outside of the bid submission package.

Any proposal received after the Deadline for Receipt of Proposals date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery and any costs for returned proposals. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

3. Proposal Modifications

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

4. Proposal Costs and Expenses

The State of Delaware will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor’s conference, system demonstrations or negotiation process.

5. Proposal Expiration Date

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through October 1, 2021 (18 months after the deadline for receipt of proposals). The State of Delaware reserves the right to ask for an extension of time if needed.

6. Late Proposals

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

7. Proposal Opening

The State of Delaware will receive proposals until the date and time shown in this RFP. Proposals will be opened in the presence of State of Delaware personnel. Any unopened proposals will be returned to the submitting Vendor.

There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed in accordance with [Executive Order # 31](#) and Title 29, Delaware Code, [Chapter 100](#).

8. Non-Conforming Proposals

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware.

9. Concise Proposals

The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.

10. Realistic Proposals

It is the expectation of the State of Delaware that vendors can fully satisfy the obligations of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable.

The State of Delaware shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.

11. Confidentiality of Documents

The State of Delaware and its constituent agencies are required to comply with the State of Delaware Freedom of Information Act, [29 Del. C. § 10001, et seq. \("FOIA"\)](#). FOIA requires that the State of Delaware's records are public records (unless otherwise declared by FOIA or other law to be exempt from disclosure) and are subject to inspection and copying by any person upon a written request. Once a proposal is received by the State of Delaware, the content of any vendor proposals is subject to FOIA's public disclosure obligations.

The State of Delaware wishes to create a business-friendly environment and procurement process. As such, the State respects the vendor community's desire to protect its intellectual property, trade secrets, and confidential business information (collectively referred to herein as "confidential business information"). Proposals must contain sufficient information to be evaluated. If a vendor feels that they cannot submit their proposal without including confidential business information, they must adhere to the following procedure or their proposal may be deemed unresponsive, may not be

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

recommended for selection, and any applicable protection for the vendor's confidential business information may be lost.

In order to allow the State to assess its ability to protect a vendor's confidential business information, vendors will be permitted to designate appropriate portions of their proposal as confidential business information.

Vendor(s) may submit portions of a proposal considered to be confidential business information in a separate, sealed envelope labeled "Confidential Business Information" and include the specific RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not a "public record" as defined by 29 *Del. C.* § 10002, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed. A vendor's allegation as to its confidential business information shall not be binding on the State. The State shall independently determine the validity of any vendor designation as set forth in this section. Any vendor submitting a proposal or using the procedures discussed herein expressly accepts the State's absolute right and duty to independently assess the legal and factual validity of any information designated as confidential business information. Accordingly, Vendor(s) assume the risk that confidential business information included within a proposal may enter the public domain.

12. Price Not Confidential

Vendors shall be advised that as a publically bid contract, no Vendor shall retain the right to declare their pricing confidential.

13. Multi-Vendor Solutions (Joint Ventures)

Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the "**prime contractor**". The "**prime contractor**" must be the joint venture's contact point for the State of Delaware and be responsible for the joint venture's performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the responsibilities of the partners must be submitted with the proposal. Services specified in the proposal shall not be subcontracted without prior written approval by the State of Delaware, and approval of a request to subcontract shall not in any way relieve Vendor of responsibility for the professional and technical accuracy and adequacy of the work. Further, vendor shall be and remain liable for all damages to the State of Delaware caused by negligent performance or non-performance of work by its subcontractor or its sub-subcontractor.

Multi-vendor proposals must be a consolidated response with all cost included in the cost summary. Where necessary, RFP response pages are to be duplicated for each vendor.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

a. Primary Vendor

The State of Delaware expects to negotiate and contract with only one “prime vendor”. The State of Delaware will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors.

Any contract that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State as a result of this procurement. The State will make contract payments only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor).

Nothing in this section shall prohibit the State of Delaware from the full exercise of its options under Section IV.B.18 regarding multiple source contracting.

b. Sub-contracting

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any sub-contractors must be approved by State of Delaware.

c. Multiple Proposals

A primary vendor may not participate in more than one proposal in any form. Sub-contracting vendors may participate in multiple joint venture proposals.

14. Sub-Contracting

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any sub-contractors must be approved by State of Delaware.

15. Discrepancies and Omissions

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware’s Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor’s

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, at least ten (10) calendar days prior to the time set for opening of the proposals.

a. RFP Question and Answer Process

The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than **March 6, 2020**. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by the date of **March 20, 2020**. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Text of passage being questioned

Questions not submitted electronically shall be accompanied by a CD and questions shall be formatted in Microsoft Word.

16. State's Right to Reject Proposals

The State of Delaware reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the State of Delaware's specifications or vendor's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the State of Delaware may deem necessary in the best interest of the State of Delaware.

17. State's Right to Cancel Solicitation

The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by the State of Delaware. Vendor's participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

18. State's Right to Award Multiple Source Contracting

Pursuant to 29 *Del. C.* [§ 6986](#), the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.

19. Potential Contract Overlap

Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

20. Supplemental Solicitation

The State reserves the right to advertise a supplemental solicitation during the term of the Agreement if deemed in the best interest of the State.

21. Notification of Withdrawal of Proposal

Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by the State of Delaware prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further.

Proposals become the property of the State of Delaware at the proposal submission deadline. All proposals received are considered firm offers at that time.

22. Revisions to the RFP

If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware's website at www.bids.delaware.gov. The State of Delaware is not bound by any statement related to this RFP made by any State of Delaware employee, contractor or its agents.

23. Exceptions to the RFP

Any exceptions to the RFP, or the State of Delaware's terms and conditions, must be recorded on Attachment 3. Acceptance of exceptions is within the sole discretion of the evaluation committee.

24. Business References

Provide at least three (3) business references consisting of current or previous customers of similar scope and value using Attachment 5. Include business name, mailing address, contact name and phone number, number of years doing business with, and type of work performed. Personal references cannot be considered.

25. Award of Contract

The final award of a contract is subject to approval by the State of Delaware. The State of Delaware has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP.

Notice in writing to a vendor of the acceptance of its proposal by the State of Delaware and the subsequent full execution of a written contract will constitute a contract, and no vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.

a. RFP Award Notifications

After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, the State of Delaware will award the contract.

The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

It should be explicitly noted that the State of Delaware is not obligated to award the contract to the vendor who submits the lowest bid or the vendor who receives the highest total point score, rather the contract will be awarded to the vendor whose proposal is the most advantageous to the State of Delaware. The award is subject to the appropriate State of Delaware approvals.

After a final selection is made, the winning vendor will be invited to negotiate a contract with the State of Delaware; remaining vendors will be notified in writing of their selection status.

26. Cooperatives

Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation. **State of Delaware terms will take precedence.**

C. RFP Evaluation Process

An evaluation team composed of representatives of the State of Delaware will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected.

The State of Delaware reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in a timely manner any and all information that the State of Delaware may deem necessary to make a decision.

1. Proposal Evaluation Team

The Proposal Evaluation Team shall be comprised of representatives of the State of Delaware. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 *Del. C.* §§ [6981 and 6982](#). Professional services for this solicitation are considered under 29 *Del. C.* § 6982(b). The Team may negotiate with one or more vendors during the same period and may, at its discretion, terminate negotiations with any or all vendors. The Team shall make a recommendation regarding the award to the Deputy Chief of Staff,

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

who shall have final authority, subject to the provisions of this RFP and 29 *Del. C.* § [6982\(b\)](#), to award a contract to the successful vendor in the best interests of the State of Delaware.

2. Proposal Selection Criteria

The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor’s proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team.

The proposals shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by the State of Delaware to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFP shall be met in order to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team’s consideration for award. Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

The Team reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.

Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight
Experience and Reputation	10
Expertise (for eDiscovery software and services)	15
Capacity to meet requirements (size, financial condition, etc.)	15
Location (geographical)	5

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Criteria	Weight
Demonstrated technical ability and security	10
Financial stability	10
Maintenance Support and Training	15
Pricing	20
Total	100%

Vendors are encouraged to review the evaluation criteria and to provide a response that addresses each of the scored items. Evaluators will not be able to make assumptions about a vendor's capabilities so the responding vendor should be detailed in their proposal responses.

3. Proposal Clarification

The Evaluation Team may contact any vendor in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

4. References

The Evaluation Team may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware will pay travel costs only for State of Delaware personnel for these visits.

5. Oral Presentations

After initial scoring and a determination that vendor(s) are qualified to perform the required services, selected vendors may be invited to make oral presentations to the Evaluation Team. All vendor(s) selected will be given an opportunity to present to the Evaluation Team.

The selected vendors will have their presentations scored or ranked based on their ability to successfully meet the needs of the contract requirements, successfully demonstrate their product and/or service, and respond to questions about the solution capabilities.

The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components. All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the State of Delaware are the vendor's responsibility.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

V. Contract Terms and Conditions

1. Contract Use by Other Agencies

REF: Title 29, § 6904(e) Delaware Code. If no state contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than covered agencies, may also procure such goods or services under another agency's contract when the arrangement is agreeable to all parties.

2. Cooperative Use of Award

As a publicly competed contract awarded in compliance with 29 DE Code Chapter 69, this contract is available for use by other states and/or governmental entities through a participating addendum. Interested parties should contact the State Contract Procurement Officer identified in the contract for instruction. Final approval for permitting participation in this contract resides with the Director of Government Support Services and in no way places any obligation upon the awarded vendor(s).

3. As a Service Subscription

As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within a fully functioning solution. Subscription costs will not be applicable during periods of implementation and solution development prior to the State's full acceptance of a working solution. Additional subscription license requests above actual utilization may not exceed 5% of the total and are subject to Delaware budget and technical review.

4. General Information

- a. The term of the contract between the successful bidder and the State shall be for three (3) years with two (2) optional extensions for a period of one (1) year for each extension at the discretion of the State.
- b. As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within a fully functioning solution. Subscription costs will not be applicable during periods of implementation and solution development prior to the State's full acceptance of a working solution. Additional subscription license requests above actual utilization may not exceed 5% of the total and are subject to Delaware budget and technical review.
- c. The selected vendor will be required to enter into a written agreement with the State of Delaware. The State of Delaware reserves the right to incorporate standard State contractual provisions into any contract negotiated as a result of a proposal submitted in response to this RFP. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by the State of Delaware. Vendors will be required to sign the contract for all services, and may be required to sign additional agreements.
- d. The selected vendor or vendors will be expected to enter negotiations with the State of Delaware, which will result in a formal contract between parties. Procurement will be in accordance with subsequent contracted agreement. This RFP and the selected vendor's response to this RFP will be incorporated as part of any formal contract.
- e. The State of Delaware's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.

- f. The successful vendor shall promptly execute a contract incorporating the terms of this RFP within twenty (20) days after award of the contract. No vendor is to begin any service prior to receipt of a State of Delaware purchase order signed by two authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once it is received by the successful vendor.
- g. If the vendor to whom the award is made fails to enter into the agreement as herein provided, the award will be annulled, and an award may be made to another vendor. Such vendor shall fulfill every stipulation embraced herein as if they were the party to whom the first award was made.
- h. The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.
- i. Vendors are not restricted from offering lower pricing at any time during the contract term.

5. Collusion or Fraud

Any evidence of agreement or collusion among vendor(s) and prospective vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such vendor(s) void.

By responding, the vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware participated directly or indirectly in the vendor's proposal preparation.

Advance knowledge of information which gives any particular vendor advantages over any other interested vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

6. Lobbying and Gratuities

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware employee or agent of the State of Delaware concerning this RFP or the award of a contract resulting from this RFP shall have their proposal immediately rejected and shall be barred from further participation in this RFP.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this RFP upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the State of Delaware shall have the right to annul any contract resulting from this RFP without liability or at its discretion deduct from the

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with State of Delaware employees, contractors or agents of the State of Delaware concerning this RFP shall be conducted in strict accordance with the manner, forum and conditions set forth in this RFP.

7. Solicitation of State Employees

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the State of Delaware to leave the State of Delaware's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware's contracting officer. Solicitation of State of Delaware employees by a vendor may result in rejection of the vendor's proposal.

This paragraph does not prevent the employment by a vendor of a State of Delaware employee who has initiated contact with the vendor. However, State of Delaware employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

8. General Contract Terms

a. Independent Contractors

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period. The State of Delaware may provide working space and sufficient supplies and material to augment the Contractor's services.

b. Temporary Personnel are Not State Employees Unless and Until They are Hired

Vendor agrees that any individual or group of temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation shall remain the employee(s) of Vendor for all purposes including any required compliance with the Affordable Care Act by the Vendor. Vendor agrees that it shall not allege, argue, or take any position that individual temporary staff person(s) provided to the State pursuant to this Solicitation must be provided any benefits, including any healthcare benefits by the State of Delaware and Vendor agrees to assume the total and complete responsibility for the provision of any healthcare benefits required by the Affordable Care Act to aforesaid individual temporary staff person(s). In the event that the

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Internal Revenue Service, or any other third party governmental entity determines that the State of Delaware is a dual employer or the sole employer of any individual temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation, Vendor agrees to hold harmless, indemnify, and defend the State to the maximum extent of any liability to the State arising out of such determinations.

Notwithstanding the content of the preceding paragraph, should the State of Delaware subsequently directly hire any individual temporary staff employee(s) provided pursuant to this Solicitation, the aforementioned obligations to hold harmless, indemnify, and defend the State of Delaware shall cease and terminate for the period following the date of hire. Nothing herein shall be deemed to terminate the Vendor's obligation to hold harmless, indemnify, and defend the State of Delaware for any liability that arises out of compliance with the ACA prior to the date of hire by the State of Delaware. Vendor will waive any separation fee provided an employee works for both the vendor and hiring agency, continuously, for a three (3) month period and is provided thirty (30) days written notice of intent to hire from the agency. Notice can be issued at second month if it is the State's intention to hire.

c. ACA Safe Harbor

The State and its utilizing agencies are not the employer of temporary or contracted staff. However, the State is concerned that it could be determined to be a Common-law Employer as defined by the Affordable Care Act ("ACA"). Therefore, the State seeks to utilize the "Common-law Employer Safe Harbor Exception" under the ACA to transfer health benefit insurance requirements to the staffing company. The Common-law Employer Safe Harbor Exception can be attained when the State and/or its agencies are charged and pay for an "Additional Fee" with respect to the employees electing to obtain health coverage from the Vendor.

The Common-law Employer Safe Harbor Exception under the ACA requires that an Additional Fee must be charged to those employees who obtain health coverage from the Vendor, but does not state the required amount of the fee. The State requires that all Vendors shall identify the Additional Fee to obtain health coverage from the Vendor and delineate the Additional Fee from all other charges and fees. The Vendor shall identify both the Additional Fee to be charged and the basis of how the fee is applied (i.e. per employee, per invoice, etc.). The State will consider the Additional Fee and prior to award reserves the right to negotiate any fees offered by the Vendor. Further, the Additional Fee shall be separately scored in the proposal to ensure that neither prices charged nor the Additional Fee charged will have a detrimental effect when selecting vendor(s) for award.

d. Licenses and Permits

In performance of the contract, the vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 *Del. C.* § [2502](#).

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Prior to receiving an award, the successful vendor shall either furnish the State of Delaware with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

Information regarding the award of the contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject vendor to applicable fines and/or interest penalties.

e. Notice

Any notice to the State of Delaware required under the contract shall be sent by registered mail to:

Tom Cuccia
Director of Operations
Delaware Department of Justice
820 N. French Street
Wilmington, DE 19801

f. Indemnification

1. General Indemnification

By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's, its agents and employees' performance work or services in connection with the contract.

2. Proprietary Rights Indemnification

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

- a.** Procure the right for the State of Delaware to continue using the Product(s);
- b.** Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

- c. Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware agrees to and accepts in writing.

g. Insurance

- 1. Vendor recognizes that it is operating as an independent contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the vendor's negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the vendor in their negligent performance under this contract.
- 2. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.
- 3. During the term of this contract, the vendor shall, at its own expense, also carry insurance minimum limits as follows:
 - a. Vendor shall in all instances maintain the following insurance during the term of this Agreement.
 - i. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
 - ii. Commercial General Liability
\$1,000,000.00 per occurrence/\$3,000,000 per aggregate.
 - b. The successful vendor must carry at least one of the following depending on the scope of work being delivered.
 - i. Medical/Professional Liability
\$1,000,000.00 per occurrence/\$3,000,000 per aggregate
 - ii. Miscellaneous Errors and Omissions
\$1,000,000.00 per occurrence/\$3,000,000 per aggregate
 - iii. Product Liability
\$1,000,000 per occurrence/\$3,000,000 aggregate
 - c. If the contractual service requires the transportation of departmental clients or staff, the vendor shall, in addition to the above coverage's, secure at its own expense the following coverage.
 - i. Automotive Liability Insurance (Bodily Injury) covering all automotive units transporting departmental clients or staff used in

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

the work with limits of not less than \$100,000 each person and \$300,000 each accident.

ii. Automotive Property Damage (to others) - \$25,000

4. The vendor shall provide a Certificate of Insurance (COI) as proof that the vendor has the required insurance. The COI shall be provided to agency contact prior to any work being completed by the awarded vendor(s).
5. The State of Delaware shall not be named as an additional insured.
6. Should any of the above described policies be cancelled before expiration date thereof, notice will be delivered in accordance with the policy provisions.

h. Performance Requirements

The selected Vendor will warrant that it possesses, or has arranged through subcontractors, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all Federal and State laws, and County and local ordinances, regulations and codes.

i. BID BOND

There is no Bid Bond Requirement.

j. PERFORMANCE BOND

There is no Performance Bond requirement.

k. Vendor Emergency Response Point of Contact

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan or in the event of a local emergency or disaster where a state governmental entity requires the services of the vendor. Failure to provide this information could render the proposal as non-responsive.

In the event of a serious emergency, pandemic or disaster outside the control of the State, the State may negotiate, as may be authorized by law, emergency performance from the Contractor to address the immediate needs of the State, even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

l. Warranty

The Vendor will provide a warranty that the deliverables provided pursuant to the contract will function as designed for a period of no less than one (1) year from the date of system acceptance. The warranty shall require the Vendor correct, at its own expense, the setup, configuration, customizations or modifications so that it functions according to the State's requirements.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

m. Costs and Payment Schedules

All contract costs must be as detailed specifically in the Vendor's cost proposal. No charges other than as specified in the proposal shall be allowed without written consent of the State of Delaware. The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay.

The State of Delaware will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. The State of Delaware may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).

n. Liquidated Damages

The State of Delaware may include in the final contract liquidated damages provisions for non-performance.

o. Dispute Resolution

The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between executives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for administration of this Agreement. All offers, promises, conduct and statements, whether oral or written, made in the course of the negotiation by any of the parties, their agents, employees, experts and attorneys are confidential, privileged and inadmissible for any purpose, including impeachment, in arbitration or other proceeding involving the parties, provided evidence that is otherwise admissible or discoverable shall not be rendered inadmissible.

If the matter is not resolved by negotiation, as outlined above, or, alternatively, DDOJ elects to proceed directly to mediation, then the matter will proceed to mediation as set forth below. Any disputes, claims or controversies arising out of or relating to this Agreement shall be submitted to mediation by a mediator selected by DDOJ, and if the matter is not resolved through mediation, then DDOJ reserves the right to proceed directly to litigation. Any such proceedings held pursuant to this provision shall be governed by Delaware law and venue shall be in Delaware. The parties shall maintain the confidential nature of the proceeding and the Award, including the Hearing, except as may be necessary to prepare for or conduct the hearing on the merits. Each party shall bear its own costs of mediation, including attorneys' fees.

p. Termination of Contract

The contract resulting from this RFP may be terminated as follows by the DDOJ.

1. Termination for Cause

If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Vendor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps,

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

models, photographs, and reports or other material prepared by the Vendor under this Contract shall, at the option of the State, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

On receipt of the contract cancellation notice from the State, the Vendor shall have no less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). A vendor response shall not effect or prevent the contract cancellation unless the State provides a written acceptance of the vendor response. If the State does accept the Vendor's method and/or action plan to correct the identified deficiencies, the State will define the time by which the Vendor must fulfill its corrective obligations. Final retraction of the State's termination for cause will only occur after the Vendor successfully rectifies the original violation(s). At its discretion the State may reject in writing the Vendor's proposed action plan and proceed with the original contract cancellation timeline.

2. Termination for Convenience

The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

3. Termination for Non-Appropriations

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

q. Non-discrimination

In performing the services subject to this RFP the vendor, as set forth in Title 19 Delaware Code Chapter 7 § [711](#), will agree that it will not discriminate against any employee or applicant with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The successful vendor shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

r. Covenant against Contingent Fees

The successful vendor will warrant that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees, bona-fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. For breach or violation of this warranty the State of Delaware shall have the right to annul the contract without liability or at its discretion to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

s. Vendor Activity

No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.

t. Vendor Responsibility

The State will enter into a contract with the successful Vendor(s). The successful Vendor(s) shall be responsible for all products and services as required by this RFP whether or not the Vendor or its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the Vendor's proposal by completing Attachment 6, and are subject the approval and acceptance of the Department of Justice.

u. Personnel, Equipment and Services

1. The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.
2. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
3. None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the State. Only those subcontractors identified in Attachment 6 are considered approved upon award. Changes to those subcontractor(s) listed in Attachment 6 must be approved in writing by the State.

v. Fair Background Check Practices

Pursuant to 29 *Del. C.* [§ 6909B](#), the State does not consider the criminal record, criminal history, credit history or credit score of an applicant for state employment during the initial application process unless otherwise required by state and/or federal law. Vendors doing business with the State are encouraged to adopt fair background check practices. Vendors can refer to 19 *Del. C.* [§ 711\(g\)](#) for applicable established provisions.

w. Vendor Background Check Requirements

Vendor(s) selected for an award that access state property or come in contact with vulnerable populations, including children and youth, shall be required to complete background checks on employees serving the State's on premises contracts. Unless otherwise directed, at a minimum, this shall include a check of the following registry:

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

- Delaware Sex Offender Central Registry at:
<https://sexoffender.dsp.delaware.gov/>

Individuals that are listed in the registry shall be prevented from direct contact in the service of an awarded state contract, but may provide support or off-site premises service for contract vendors. Should an individual be identified and the Vendor(s) believes their employee's service does not represent a conflict with this requirement, may apply for a waiver to the primary agency listed in the solicitation. The DDOJ's decision to allow or deny access to any individual identified on a registry database is final and at the DDOJ's sole discretion.

By DDOJ request, the Vendor(s) shall provide a list of all employees serving an awarded contract, and certify adherence to the background check requirement. Individual(s) found in the central registry in violation of the terms stated, shall be immediately prevented from a return to state property in service of a contract award. A violation of this condition represents a violation of the contract terms and conditions, and may subject the Vendor to penalty, including contract cancellation for cause.

Individual contracts may require additional background checks and/or security clearance(s), depending on the nature of the services to be provided or locations accessed, but any other requirements shall be stated in the contract scope of work or be a matter of common law. The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the DDOJ's contract.

x. RESERVED

y. Work Product

All materials and products developed under the executed contract by the vendor are the sole and exclusive property of the State. The vendor will seek written permission to use any product created under the contract.

z. Contract Documents

The RFP, the purchase order, the executed contract and any supplemental documents between the State of Delaware and the successful vendor shall constitute the contract between the State of Delaware and the vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: contract, State of Delaware's RFP, Vendor's response to the RFP and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between the State of Delaware and the vendor.

aa. Applicable Law

The laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware.

In submitting a proposal, Vendors certify that they comply with all federal, state and local laws applicable to its activities and obligations including:

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

1. the laws of the State of Delaware;
2. the applicable portion of the Federal Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
4. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
5. that programs, services, and activities provided to the general public under resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

If any vendor fails to comply with (1) through (5) of this paragraph, the State of Delaware reserves the right to disregard the proposal, terminate the contract, or consider the vendor in default.

The selected vendor shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

bb. Severability

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

cc. Assignment Of Antitrust Claims

As consideration for the award and execution of this contract by the State, the Vendor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, regarding the specific goods or services purchased or acquired for the State pursuant to this contract. Upon either the State's or the Vendor notice of the filing of or reasonable likelihood of filing of an action under the antitrust laws of the United States or the State of Delaware, the State and Vendor shall meet and confer about coordination of representation in such action.

dd. Scope of Agreement

If the scope of any provision of the contract is determined to be too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

ee. Affirmation

The Vendor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

ff. Audit Access to Records

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

gg. IRS 1075 Publication (If Applicable)

Performance

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

All work will be performed under the supervision of the contractor or the contractor's responsible employees.

The contractor and the contractor's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.

Any Federal tax returns or Federal tax return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.

All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

products will be given the same level of protection as required for the source material.

No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.

The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

Criminal/Civil Sanctions

Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors must be advised of the provisions of IRCs 7431, 7213, and 7213A (see Exhibit 4, Sanctions for Unauthorized Disclosure, and Exhibit 5, Civil Damages for Unauthorized Disclosure). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification, the contractor must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

Inspection

The IRS and the DDOJ, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with contract safeguards.

hh. Other General Conditions

1. **Current Version** – “Packaged” application and system software shall be the most current version generally available as of the date of the physical installation of the software.
2. **Current Manufacture** – Equipment specified and/or furnished under this specification shall be standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer's latest design. All material and equipment offered shall be new and unused.
3. **Volumes and Quantities** – Activity volume estimates and other quantities have been reviewed for accuracy; however, they may be subject to change prior or subsequent to award of the contract.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

4. **Prior Use** – The State of Delaware reserves the right to use equipment and material furnished under this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by the State of Delaware.
5. **Status Reporting** – The selected vendor will be required to lead and/or participate in status meetings and submit status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.
6. **Regulations** – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract.
7. **Assignment** – Any resulting contract shall not be assigned except by express prior written consent from the DDOJ.
8. **Changes** – No alterations in any terms, conditions, delivery, price, quality, or specifications of items ordered will be effective without the written consent of the State of Delaware.
9. **Billing** – The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.
10. **Payment** – The State reserves the right to pay by Automated Clearing House (ACH), Purchase Card (P-Card), or check. The agencies will authorize and process for payment of each invoice within thirty (30) days after the date of receipt of a correct invoice. Vendors are invited to offer in their proposal value added discounts (i.e. speed to pay discounts for specific payment terms). Cash or separate discounts should be computed and incorporated as invoiced.
11. **W-9** - The State of Delaware requires completion of the [Delaware Substitute Form W-9](#) through the Supplier Public Portal at <https://esupplier.erp.delaware.gov> to make payments to vendors. Successful completion of this form enables the creation of a State of Delaware vendor record.
12. **Purchase Orders** – Agencies that are part of the First State Financial (FSF) system are required to identify the contract number **LGL20100-EDISCOVERY** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.
13. **Purchase Card** – The State of Delaware intends to maximize the use of the P-Card for payment for goods and services provided under contract. Vendors shall not charge additional fees for acceptance of this payment method and shall incorporate any costs into their proposals. Additionally there shall be no minimum or maximum limits on any P-Card transaction under the contract.
14. **Additional Terms and Conditions** – The State of Delaware reserves the right to add terms and conditions during the contract negotiations.

VI. RFP Miscellaneous Information

1. No Press Releases or Public Disclosure

The State of Delaware reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

solicitation or resulting contract shall require the prior express written permission of the State of Delaware.

The State will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the State's seal or imply preference for the solution or goods provided.

2. Definitions of Requirements

To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words *shall*, *will* and/or *must* are used to designate a mandatory requirement. Vendors must respond to all mandatory requirements presented in the RFP. Failure to respond to a mandatory requirement may cause the disqualification of your proposal.

3. Production Environment Requirements

The State of Delaware requires that all hardware, system software products, and application software products included in proposals be currently in use in a production environment by a least three other customers, have been in use for at least six months, and have been generally available from the manufacturers for a period of six months. Unreleased or beta test hardware, system software, or application software will not be acceptable.

VII. Attachments

The following attachments and appendixes shall be considered part of the solicitation:

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Confidentiality and Proprietary Information
- Attachment 5 – Business References
- Attachment 6 – Subcontractor Information Form
- Attachment 7 – Subcontracting (2nd Tier Spend) Report
- Attachment 8 – Office of Supplier Diversity Application
- Appendix A – Minimum Mandatory Submission Requirements
- Appendix B – Scope of Work and Technical Requirements
- Appendix C – Pricing Schedule
- Appendix D – Company Profile and Capabilities Form

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

[balance of page is intentionally left blank]

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

IMPORTANT – PLEASE NOTE

- **Attachments 2, 3, 4, and 5 must be included in your proposal**
- Attachment 6 must be included in your proposal if subcontractors will be involved
- Attachments 7 and 8 represent required reporting on the part of awarded vendors. Those bidders receiving an award will be provided with active spreadsheets for reporting.

REQUIRED REPORTING

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

Reporting is required by Executive Order.

In accordance with Executive Order 44, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier report is shown as in Attachment 8.

Accurate 2nd tier reports shall be submitted to Government Support Services' Office of Supplier Diversity at vendorousage@delaware.gov on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Attachment 1

NO PROPOSAL REPLY FORM

Contract No. **LGL20100-EDISCOVERY**

Contract Title: EDISCOVERY SOFTWARE
AND SERVICES

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Vendor's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- _____ 1. We do not wish to participate in the proposal process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
- _____ 5. We do not wish to sell to the State. Our objections are:

- _____ 6. We do not sell the items/services on which Proposals are requested.
- _____ 7. Other: _____

FIRM NAME

SIGNATURE

_____ We wish to remain on the Vendor's List **for these goods or services.**

_____ We wish to be deleted from the Vendor's List **for these goods or services.**

PLEASE FORWARD NO PROPOSAL REPLY FORM TO THE CONTRACT OFFICER IDENTIFIED.

CONTRACT NO.: LGL20100-EDISCOVERY
CONTRACT TITLE: EDISCOVERY SOFTWARE AND SERVICES
DEADLINE TO RESPOND: APRIL 14, 2020 at 1:00 PM (Local Time)

NON-COLLUSION STATEMENT

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware, Department of Justice.

It is agreed by the undersigned Vendor that the signed delivery of this bid represents, subject to any express exceptions set forth at Attachment 3, the Vendor's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Department of Justice.

COMPANY NAME _____	Check one)	Corporation
NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _____		Partnership
		Individual

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE
LICENSE NUMBER _____

	Certification type(s)	Circle all that apply
COMPANY CLASSIFICATIONS: CERT. NO.:	Minority Business Enterprise (MBE)	Yes No
	Woman Business Enterprise (WBE)	Yes No
	Disadvantaged Business Enterprise (DBE)	Yes No
	Veteran Owned Business Enterprise (VOBE)	Yes No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
(COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL HAVE ORIGINAL SIGNATURE, BE NOTARIZED AND BE RETURNED WITH YOUR PROPOSAL

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Attachment 5

Contract No. LGL20100-EDISCOVERY
Contract Title: EDISCOVERY SOFTWARE AND SERVICES

BUSINESS REFERENCES

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please provide a separate list of the contract(s).

Please see Section III.A.5 for additional requirements.

1. **Contact Name & Title:**

Business Name:

Address:

Email:

Phone # / Fax #:

Current Vendor (YES or NO):

**Years Associated & Type of
Work Performed:**

2. **Contact Name & Title:**

Business Name:

Address:

Email:

Phone # / Fax #:

Current Vendor (YES or NO):

**Years Associated & Type of
Work Performed:**

3. **Contact Name & Title:**

Business Name:

Address:

Email:

Phone # / Fax #:

Current Vendor (YES or NO):

**Years Associated & Type of
Work Performed:**

STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.

Attachment 6

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

SUBCONTRACTOR INFORMATION FORM

PART I – STATEMENT BY PROPOSING VENDOR		
1. CONTRACT NO. LGL20100-EDISCOVERY	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OSD Classification: Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4g. Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4h. Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY (<i>Signature</i>)	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR		
9a. NAME OF PERSON SIGNING	10. BY (<i>Signature</i>)	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

*** Use a separate form for each subcontractor**

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Attachment 7

SAMPLE REPORT - FOR ILLUSTRATION PURPOSES ONLY

State of Delaware																	
Subcontracting (2nd tier) Quarterly Report																	
Prime Name:							Report Start Date:										
Contract Name/Number							Report End Date:										
Contact Name:							Today's Date:										
Contact Phone:							*Minimum Required		Requested detail								
Vendor Name*	Vendor TaxID*	Contract Name/ Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/WBE Certifying Agency	Veteran /Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	

Note: A copy of the Subcontracting Quarterly Report will be sent by electronic mail to the Awarded Vendor.

Completed reports shall be saved in an Excel format, and submitted to the following email address: vendorousage@delaware.gov

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Attachment 8

**State of Delaware
Office of Supplier Diversity
Certification Application**

The most recent application can be downloaded from the following site:

<http://gss.omb.delaware.gov/osd/certify.shtml>

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

The minimum criteria for certification require the entity must be at least 51% owned and actively managed by a person or persons who are eligible: minorities, women, veterans, and/or service disabled veterans. Any one or all of these categories may apply to a 51% owner.



Complete application and mail, email or fax to:

Office of Supplier Diversity (OSD)
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
Telephone: (302) 857-4554 Fax: (302) 677-7086
Email: osd@delaware.gov
Web site: <http://gss.omb.delaware.gov/osd/index.shtml>

**THE OSD ADDRESS IS FOR OSD APPLICATIONS ONLY.
THE OSD WILL NOT ACCEPT ANY VENDOR BID RESPONSE PACKAGES.
AGENCY MAY REMOVE THIS PAGE IN ITS ENTIRETY IF NO BOND IS REQUIRED**

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Appendix A - MINIMUM MANDATORY SUBMISSION REQUIREMENTS

Each vendor solicitation response should contain at a minimum the following information:

1. Transmittal Letter as specified on page 1 of the Request for Proposal including an Applicant's experience, if any, providing similar services.
2. The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing. Vendors are encouraged to review the Evaluation criteria identified to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria listed.
3. Pricing as identified in the solicitation and as set forth on Appendix C.
4. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment 2). Bid marked "ORIGINAL", **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK .** All other copies may have reproduced or copied signatures – Form must be included.
5. One (1) completed RFP Exception form (See Attachment 3) – please check box if no information – Form must be included.
6. One (1) completed Confidentiality Form (See Attachment 4) – please check if no information is deemed confidential – Form must be included.
7. One (1) completed Business Reference form (See Attachment 5) – please provide references other than State of Delaware contacts – Form must be included.
8. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment 6) for each subcontractor – only provide if applicable.
9. One (1) complete OSD application (See link on Attachment 9) – only provide if applicable
10. One (1) complete Appendix B – Scope of Work and Technical Requirements.
11. One (1) complete Appendix C – Pricing Schedule
12. One (1) complete Appendix D – Company Profile & Capabilities Form.

The items listed above provide the basis for evaluating each vendor's proposal. **Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Vendors shall provide proposal packages in the following formats:

1. Enter number of copies (i.e. Eight (8)) paper copies of the vendor proposal paperwork. **One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.**
2. Enter number of copies (i.e. One (1)) electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (If DDOJ has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).

Appendix B - SCOPE OF WORK AND TECHNICAL REQUIREMENTS

Include a copy of your standard contract terms with your submission.

The Scope of Work and Technical Requirements includes the Statement of Needs set forth in Section II.C.

I. Assumptions:

1. It is not known at this time the volume of documents and ESI that will be processed and hosted or the number of separate matters that will be involved.
2. It is not known at this time the number of users that will need access and a model allowing unlimited users is preferred.
3. All types of file formats including email, word processing, spreadsheet, presentation, scanned paper, structured data, and other types of files may at times be hosted.
4. Typically, the service provider will be involved in the ingestion of documents and ESI, processing, hosting, review, analysis, and production.

II. Background:

1. Provide a brief history of your company including the number of years your company has been in business and has performed eDiscovery services.
2. Describe your company's experience with:
 - a. eDiscovery and litigation support services;
 - b. Digital forensics;
 - c. ESI collection including related experience and services for the processing of FOIA requests;
 - d. ESI processing;
 - e. Web-hosted review platforms; and
 - f. Advanced analytics, such as predictive coding.
3. State the locations of:
 - a. Your headquarters;
 - b. Your data center; and
 - c. Your offices, employees, and other premises, including the locations of your project managers and any work-at-home employees.
4. State whether you have signed the Delaware Department of Technology & Information (DTI) Terms and Conditions for Data Usage and Cloud storage policies. If so, provide a copy.

III. Functional Requirements:

Please indicate within the spaces provided whether you provide, do not provide, or provide through a third party, the services and capabilities listed below. Where requested, please provide the additional information requested in bold print. If additional space is needed, please use a separate sheet and indicate the item being supplemented, i.e. III.A.1, III.B.3, etc.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
A	<u>Collection (Onsite & Remote)</u>				
1	Onsite live data collection — please list collection tools				
2	Remote live data collection — please list collection tools				
3	Non-traditional collection (social networking sites, databases, mobile devices) — please list collection tools				
4	Complete documentation of collection including chain of custody				
5	Testimony of collection process				
6	Back-up tape restoration				
7	Forensic collections and testimony				
B	<u>Pre-Load Analysis by Customer</u>				
1	Ability of customer to load raw data such as PSTs, zip files, and other ESI to service provider site (such as FTP) for processing				
2	Ability of customer to load raw data to service provider site and				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
	conduct early case assessment prior to loading, including running search terms, and listing and counting file types				
C	Processing				
1	Data reduction and culling (De-NIST; custodial and global deduplication; filtering by custodian, file type, date; keyword searching)				
2	Full ESI processing (extraction of text and metadata, load file creation)				
3	Processing errors tracked/logs maintained				
4	Support average processing speeds of at least 10 GB per hour (if higher or lower, please specify)				
5	Keep e-mails and families together				
6	Support extraction and processing of files within container files such as zip and rar and support the processing of files in nested containers				
7	Ability to preview and analyze search result metrics prior to actually				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
	running searches to remove obvious false positives				
8	Ability to report on processing statistics such as file exceptions/errors, de-duplication rates, number of documents, average size of documents, etc.				
9	Loading of opposing party productions				
10	Ability to ingest multiple file types; list types that you cannot ingest				
11	State your experience handling older systems, including audio and video recordings				
D	<u>Review</u>				
1	Web-based hosting — list applications				
2	Training — user and administrative — provide cost				
3	Native/near native review				
4	Persistent hit highlighting				
5	Customization of coding panel, including by admin user				
6	Bulk tagging				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
7	Export and creation of privilege log				
8	Searching on all tags/codes and metadata				
9	Image-based review				
10	Assign and self-assign batches for review				
11	Security structure is configurable down to an individual case or object level				
12	Reporting on case progress, including the total number of documents reviewed, tagged, marked privileged, and whether admin user can run this report				
13	Ability to report details of search and results on a per-search basis, and whether admin user can run this report				
14	Migration of competitors' data into your review application — please list (1) examples you have migrated and (2) examples you know you cannot migrate				
15	Early case assessment — list applications and/or methodologies				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
16	Log and audit administrative and user actions such as login, logout, search, tag, print, and export				
17	Export to csv or Excel administrative information such as lists of metadata and lists of codes				
18	Document viewer that easily and quickly opens a variety of file types, e.g. PDF				
19	Easily save search results for re-use				
20	Provide a tool or option within the platform that allows users to upload training materials or other example documents that are not part of the review database				
21	Provide a collaborative outlining tool that allows documents in the database to be linked into an outline				
22	Administrators have the ability to remove/delete documents from the platform				
23	Platform has auto-translation for non-English languages; translation is automatically linked				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
	back to the original document				
24	Unlimited number of users who can work in a database/project at one time				
25	Ingestion of and access to audio and video recordings in your platform and the ability of users to insert searchable notes at specific points in the recording				
26	Access to your platform on Apple products and mobile devices				
E	<u>Analysis</u>				
1	Content & context analysis (patterns, topics, custodians, discussions, clustering, dates, e-mail threading, near duplicate analysis) — please list applications				
2	Simple and advanced (such as Boolean, wild card, stemming) searches — please list applications if outside review platform				
3	TAR/CAR/Predictive Coding/other analytics — please list applications				
F	<u>Production</u>				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
1	Native production				
2	Image production				
3	Production encryption capabilities				
4	Duration of production availability (ex. encrypted links — how long do they remain active or can this be limited in time or to recipients)				
5	Endorsements such as Bates numbering				
6	Redactions and endorsements for redactions				
7	Multiple export formats — list formats you have exported				
8	QA/QC process for, e.g., privileged and redacted documents				
9	Privilege log creation				
10	Tracking of multiple productions of the same documents with different branding and Bates numbers				
11	Spec sheet that sets forth your format requirements for inbound productions and whether the inbound production met those specifications				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
12	Either you or an admin can export work product/tagging/coding to a .csv or Excel file				
G	<u>Paper Services</u>				
1	Scanning				
2	OCR				
3	Coding — objective and subjective				
4	Unitization				
5	Load file creation				
6	Blowbacks				
7	Ability for user or support team to enter metadata fields in document platform for non-electronic documents that are loaded				
8	Ability to search or filter manually entered meta data fields				
H	<u>Professional Services</u>				
1	Consulting — please briefly list consulting capabilities				
2	Project management — please provide cost and whether project management costs will be provided at a discount				
3	Other professional services				

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Provide	Do Not Provide	Provided By 3 rd Party (Identify)	Service Provider Comments
4	Conflict checks				
5	Processes in place to handle conflicts when they arise				
I	<u>Presentation</u>				
1	Courtroom presentation — please list applications you offer and whether you also offer technical assistance and the cost thereof				
2	If you do not offer applications, what trial presentation platforms are compatible with your platform?				
J	<u>Administrative</u>				
1	Periodic reporting of matters, usage, and billing				

IV. Technical Requirements and Security

#	Instruction/Question	Service Provider Response
1	Explain your solution’s approach to authentication and authorization for end users	
2	Explain your solution’s approach to authentication and authorization for administrators (if different than end-users)	
3	Do you support role-based security and if so, please provide an overview of your approach and what levels you offer	

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Instruction/Question	Service Provider Response
4	Do you offer multi-factor authentication for end users and/or administrators and if so, please indicate what options you support	
5	If you offer multi-factor authentication, is this included as part of the subscription costs? If not, please provide the fee for this service.	
6	Are you able to federate for authentication with other identity management platforms, such as Microsoft Active Directory, Microsoft Azure, Google, etc. and if so, please provide your preferences	
7	Is your solution self-contained or does it require additional licenses and software from third parties? Please describe. Where you are able, identify what third-party solution you currently rely on to deliver services to your customers.	
8	Describe how scalable your solution is – how does the solution handle concurrent cases? If your solution(s) has any specific functional limits, such as concurrent users, quotas on stored content, query complexity and so forth, please explain.	
9	List your current security certifications or authorizations to operate (examples include IRS-1070, FedRAMO, EU, etc.)	
10	If you are proposing a cloud-based solution, please state if the data center(s) which support your services are owned by you or whether you host your services from another cloud provider	
11	If your solution is hosted by a third-party cloud provider(s), please identify any all providers	
12	Where are the data centers located?	
13	Are you able to guarantee that the DDOJ's data will not be stored outside the United States?	

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Instruction/Question	Service Provider Response
14	Provide your baseline service level commitments for service availability	
15	Have the data center(s) used to support your company's solution been certified by any federal credentialing entity and if so, please share the outcome of those reviews	
16	Provide your service level commitments with respect to the solution's availability and resiliency	
17	Explain how you protect state data that is associated with your system against loss	
18	Describe the security of data transferred to and from your solution and at rest	

V. Maintenance, Support & Training

#	Instruction/Question	Service Provider Response
1	What type of support do you offer (TAM, PM, Help Desk, Website)?	
2	Where is your support located? (time zone)	
3	Who is authorized to call?	
4	Does maintenance include new releases and updates?	
5	Do you offer enhanced support for a fee and if so, please describe these services and the cost	
6	<p>If you provide certain types of support on a time and materials basis, please provide us with a table of services and their associated rates. Examples for this type of category could include, but are not limited to:</p> <ul style="list-style-type: none"> • Custom training classes, • Custom report development, and • Technical support that may be associated with complex and/or high-volume discovery needs. 	

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

Appendix C – PRICING SCHEDULE

Please complete this pricing schedule. If, in addition to these prices, you propose an alternative pricing structure, please attach it to this completed sheet.

If necessary, please use additional columns, for example, in listing pricing for different volumes of hosted data, you may add columns to denote different pricing for higher volumes.

Proposer: _____

#	Services	Preferred Unit	Unit Cost
A	<u>Collection</u>		
1	Onsite collection	Hour	
2	Remote collection	Hour	
3	Consulting about collection or other forensic issue, including preparation of affidavits	Hour or device-please specify	
4	Testimony at deposition or trial	Hour	
B	<u>Pre-Load Analysis by Customer</u>		
1	Customer load raw ESI to FTP		
2	Customer can conduct pre-early case assessment prior to loading, including running search terms, listing and counting file types		
C	<u>Processing</u>		
1	Data reduction: deduplication, de-NISTing, date ranges, search terms (provide high and low volume pricing)	GB	
2	Processing for native review (provide high and low volume pricing)	GB	
3	Full processing with TIFF creation	GB	

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Preferred Unit	Unit Cost
4	Provide reporting on processing statistics, such as file exceptions and errors, deduplication rates, numbers and file types, report of unsearchable files, flagging of corrupt files, missing metadata fields and missing text files. Search "hits"		
5	Receive load-ready in-bound production and load to review application		
D	<u>Hosting</u>		
1	Data hosting storage	GB/month	
2	User		
3	Project management	Included	
4	Training	Included	
5	Other/alternative charges for hosting/high/low volume pricing		
E	<u>Production</u>		
1	Running production, including QA/QC		
2	Redactions and endorsements		
F	<u>Analytics</u>		
1	Near duplication		
2	E-mail threading		
3	Predictive coding		
4	Other analytics		
G	<u>Early Case Assessment Production</u>		
1	Native production		
2	Image production		
3	Endorsements such as Bates numbering and confidentiality		
4	Other branding		
H	<u>Paper</u>		
1	Scanning/copying		
2	OCR		

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

#	Services	Preferred Unit	Unit Cost
3	Unitization		
4	Coding--objective and subjective OCR of non-searchable PDFs		
I	<u>Media</u>		
1	DVD		
2	Hard drives		
J	<u>Miscellaneous</u>		
1	Travel	At cost, with prior approval only, and through arrangements made by the DDOJ.	
2	Professional Services/Consulting (provide whether there are reduced rates for purchasing professional services in advance)	Hour	
3	Trial Presentation Services (trial equipment setup, Trial Director Database management, trial "hotseating")		
K	<u>Archiving Options</u>		
1	Near line		
2	Off line		
3	Export to hard drive		

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

APPENDIX D

COMPANY PROFILE & CAPABILITIES FORM

Vendors are required to provide a reply to each question listed below. Your replies will aid the evaluation committee as part of the overall qualitative evaluation criteria of this Request for Proposal. Your responses should contain sufficient information about your company so evaluators have a clear understanding of your company's background and capabilities. Failure to respond to any of these questions may result in your proposal to be rejected as non-responsive.

1.	State your business name, describe the unit(s) responsible for delivering the products/services required in this Request for Proposal and their position in the corporate structure and state the name and contact information of the individual(s) responding to this Request for Proposal.

2.	Give a short narrative description of your case approach and workflow, from case intake through production.

3.	State how you ensure the confidentiality and integrity of hosted data, including the safeguards you employ and any certifications and standards to which you adhere.

4.	Describe your media handling and chain of custody processes.

5.	State and describe whether within the past five years you or a subcontractor has caused or experienced a breach of security, confidentiality, or integrity of a customer's data. What steps were taken in response?

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

--	--

6.	Describe the options and associated costs you offer in regard to dormant cases, such as off-line storage.

7.	Describe the options you offer to remove unnecessary data from active cases.

8.	Describe administrative reporting you can make available to customers such as lists of existing hosted matters, numbers of users, and periods of dormancy of database. Explain whether you create custom reports or queries at the customer's request, such as exporting a list of codes to a .csv file?

9.	Describe the options you offer for database handling at the close of a case, including whether you supply a certificate of destruction.

10.	Describe whether you act on suggestions from customers, your method for handling suggestions, and provide three examples of suggestions that you have implemented.

11.	Describe how you handle routine matters such as password changes; daily case and project management, technical requests such as complex searches, and one-off "how do I do this" requests. State when a cost is incurred and what the hourly rate is for each type of service.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

--	--

12.	Do you offer warranties? Explain.

13.	Identify any subcontractors who provide services that you offer.

14.	What is your experience with handling similar or repetitive matters so as to achieve efficiencies?

15.	What is your experience with handling multiple matters that deal with the same database and population of documents, including multiple productions of the same documents with different Bates numbers?

16.	State whether you have experience with receiving data from producing parties' proprietary databases and whether you have a method to handle multiple text fields that have been exported from such databases.

17.	State whether you have provided expert or fact testimony regarding your services, including processing, searches, analytics, or production.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

18.	State and describe situations in which you have worked collaboratively with other vendors, including forensic analysts, scanning vendors, trial presentation vendors, etc.

19.	Describe archiving or "cold storage" options and state whether you have implemented rule-based archiving, i.e., automatically moving to archived state when project has not been used for a specified period of time.

20.	What is included in maintenance and support?

21.	How do you on-board and charge for users?

22.	Describe all the ways in which you train new users and whether there are any additional fees for training. Will you perform on-site training? If so, how often? What are the terms and costs?

23.	What resources are available to users to learn about the product's functionality? Have you ever created on-demand webinars for clients?

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

24.	Describe any experience you have with identifying documents that have certain types of information such as social security numbers, telephone numbers, and the like.

25.	State your ability to comply with "time of the essence" projects and your willingness to commit to requirements in writing.

26.	Describe how you on-board your employees, including drug tests, background checks, and the like.

27.	Describe your company organization, including whether you are wholly or partly owned by another entity, how many employees you have, and the length of their experience in their role, including your company and other employers.

28.	Has your company ever been the subject of an investigation by any governmental entity? If so, describe the circumstances and outcome.

29.	State your company's annual income and provide any publicly filed annual or other periodic reports.

STATE OF DELAWARE
DEPARTMENT OF JUSTICE

30.	Provide examples of your employees' prior court and deposition testimony, including affidavits, if any.

31.	Describe whether you have the ability to provide high and low volume pricing.