



Federal Supply Service

Authorized Federal Supply Service Pricelist
Office, Imaging and Document Solutions

Federal Supply Schedule Industrial Group 36

Contract No. GS-25F-0009P

Contract Period:

October 29, 2013 through October 28, 2018

Current through:

Modification 1 approved on August 16, 2007;
Modification 2 approved on October 27, 2006;
Modification 3 approved on August 21, 2008;
Contract Extension Modification approved on December 1, 2008;
Modification PS-0007 approved on August 27, 2009;
Modification PS-0012 approved September 17, 2010;
Modification PS-0014 approved December 21, 2010;
Modification PS-0017 approved February 26, 2011;
Modification PS-0018 approved April 12, 2011;
Modification PS-0019 approved April 26, 2011;
Modification PS-0020 approved April 25, 2011;
Modification PS-0021 approved May 18, 2011;
Modification PS-0022 approved September 12, 2011;
Modification PS-0023 approved September 12, 2011;
Modification PS-0026 approved August 3, 2012;
Modification PS-0027 approved January 17, 2013;
Contract Extension Modification PS-0028 approved October 25, 2013;
Modifications PS-0034, 0035, 0036 & 0037 approved January 16, 2014;
Modification PS-0039 approved July 28, 2014;
Modification PS-0040 approved July 23, 2014;
Modification PS-0041 approved August 28, 2014;
Modification PS-0044 approved June 25, 2015;
Modification PS-0045 approved June 25, 2015;
Modification PS-0047 approved March 9, 2016.

TechLaw
>>> SOLUTIONS

3675 Concorde Parkway
Suite 1000
Chantilly, Virginia 20151

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-drive database system. The INTERNET address for GSA Advantage! Is: <http://www.gsa.gov>

Office, Imaging and Document Solutions

Federal Supply Schedule Industrial Group 36

- SIN 51 501 Needs Assessment Services
- SIN 51 503 Educational & Training Support Services
- SIN 51-504 Records Management Services
- SIN 51-506 Document Conversion Services
- SIN 51-508 Litigation Support Services
- SIN 51-509 Network Connectivity Support Services

CONTRACT NUMBER: GS-25F- 0009P

CONTRACT PERIOD: Oct. 29, 2013 through Oct. 28, 2018

TechLaw Solutions, Inc.

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Chantilly, VA 20151

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Company Overview

TechLaw, Inc. was established in 1983 as a nationwide professional services firm offering environmental consulting and information management services, including litigation support services to the government regulatory and commercial legal communities. In 2009, the corporation changed its name to TechLaw Holdings, Inc. that presently has three wholly owned subsidiaries. . The information management, litigation support, and electronic discovery work resides in TechLaw Solutions, Inc. (TechLaw Solutions). EPA work now resides in TechLaw, Inc., and the DOD work resides in TLI Solutions, Inc.

TechLaw Solutions is a large business. We have experience gleaned in the conduct of hundreds of information management projects under various government contracts. Those projects have included developing systems and providing services to establish document management databases, tracking systems, cost recovery databases, and electronic document management systems, including hosted (web or network based) document repositories.

The use of technology to support legal processes, including litigation, electronic discovery, document management, case management, and records management, is a defining characteristic of TechLaw Solutions. TechLaw Solutions has developed unique capabilities (based on internally developed and maintained production software) in its Document Processing Centers, using state-of-the-art electronic discovery and document scanning technologies , to perform on-line review of electronic and paper documents (including email); construct full-text and image enabled databases; convert scanned images to text using OCR technology; filter and index the resulting electronic text to allow full-text retrieval in the client's preferred software for large and small cases. This innovative approach involves a mix of electronic processing and hard copy services that enables cost-effective and quick access to information, and guarantees the integrity and organization of the resulting data. TechLaw has developed such data for use on the client's preferred hardware and software, including many popular off-the-shelf software packages (e.g., Relativity, CaseLogistix, Venio, Equivio, iConect, Ringtail, Oracle, Access, FoxPro, Hummingbird/PCDOCs, Summation, Concordance and others). We continually add new and innovative products and services. Examples include, early case assessment (ECA) powered by Venio to reduce the size of data sets to be reviewed and provide email analytics to reduce risk and reduce the expense of review; powerful near duplicate document detection as a service powered by Equivio to group near duplicate documents for fast consistent end user review; document relevancy ranking powered by Equivio Relevance which permits end-users to find and rank the most relevant documents in a large collection easily and cost effectively; and a new hosted repository powered by Relativity which incorporates sophisticated concept search capabilities.

We offer our software tools to government entities as well permitting them to employ these same services in a secure environment behind their fire wall. Examples include Relativity software, Equivio software, Venio software and Content Analyst software (see SIN 51-409 and SIN 51-508).

TechLaw Solutions' headquarters, principal technology support offices, and largest Document Processing Center are all located in the Washington, DC metropolitan area. For additional information please visit TechLaw Solutions' web site (www.techlawsolutions.com).

I. Order Information

TechLaw Solutions Contracts Administrator Point of Contact

Robert A. Weissman
Vice President & General Counsel
(703) 818-3251 (Phone)
(703) 818-8813 (Fax)
rweissman@techlawholdings.com

1. Special Item Numbers (SINs) Awarded

SIN 51-501 Needs Assessment Services (NAAS)
SIN 51-503 Education and Training Services (ETSS)
SIN 51-504 Records Management Services (RMS)
SIN 51-506 Document Conversion Services (DCS)
SIN 51-508 Litigation Support Services (LSS)
SIN 51-509 Network Connectivity Support Services (NCSS)

2. Maximum Order

\$1,000,000.00 for all SINs

3. Minimum Order

\$100.00

4. Geographic Coverage

FOB destination within 48 Contiguous States and the District of Columbia, Alaska, Hawaii and Puerto Rico

5. Point(s) of Production

Not applicable

6. Discount from list prices

All prices shown herein are net Government prices unless otherwise indicated.

7. Quantity Discounts

None

8. Prompt Payment Terms

Net 30 days.

9.a. Notification that Government purchase cards are accepted at or below the micropurchase threshold.

TechLaw accepts the Government purchase card for orders at or below the micropurchase threshold.

9.b. Notification whether the Government purchase cards are accepted or not accepted above the micropurchase threshold.

TechLaw accepts the Government purchase card for orders above the micropurchase threshold.

10. Foreign Items

None.

- | | |
|---|---|
| 11. a. Time of Delivery | Specified in negotiated
delivery/task orders (for a – d) |
| b. Expedited Delivery | |
| c. Overnight and 2nd day delivery | |
| d. Urgent Requirements | |

12. F.O.B. point(s)

F.O.B. destination for geographic scope of this contract – 48 contiguous states and the District of Columbia.

13.a. Ordering Address

TechLaw Solutions, Inc.
3675 Concorde Parkway, Suite 1000
Chantilly, VA 20151
www.techlawsolutions.com

13.b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample Basic Ordering Agreement (BOA) can be found at <http://www.fss.gsa.gov/schedules>

14.a. Payment Address

TechLaw Solutions, Inc.
3675 Concorde Parkway, Suite 1000
Chantilly, VA 20151

14.b. Electronic Funds Transfer

Branch Banking & Trust
ABA RN 056005318
Operating A/C: 00000150761190

15. Warranty provision

As stipulated by inspection and acceptance requirements of individual delivery/task orders.

16. Export packing charges

Not applicable

17. Terms and conditions of Government purchase card acceptance

Not applicable.

18 – 24. a. and b.

Not applicable

25. Data Universal Number System (DUNS) Number

62-362-4751

26. Notification regarding registration in Central Contractor Registration (CCR).

TechLaw is registered in the Central Contractor Registration (CCR) database.

27. Cage Code

4FLC6

28. Business Size

Large

II. Special Item Numbers (SINs) Awarded

51-501—Needs Assessment Services Offered

TechLaw's needs assessment services focus on work planning document management, records management and information management projects. TechLaw's needs assessment services include evaluation, in close coordination with the client, of the best options for accomplishing the expected and necessary outcome(s) of a project. This process includes gathering factual information, interviewing affected parties of interest, establishing realistic options and evaluating the advantages and disadvantages of each option, including the schedule and cost. The options are then presented to the client in a written or oral format.

Technical Approach

TechLaw's experience with needs assessment and analysis has been focused on developing solutions in the document acquisition, records management, and information management arenas. We have used our approach to conduct various litigation support, business process reengineering, and environmental management systems projects. TechLaw's NAAS include evaluation, in close coordination with the client, of the best options for accomplishing the expected and necessary outcome(s) of a project. Our approach includes the following steps:

Functional Requirements Analysis—The needs assessment process begins with a thorough evaluation of the client work requirements. A meeting or telephone conversation with the client representative is established to review the work requirements, and clarify particular strategic goals and client expectations. This will include an assessment of the objectives, existing capabilities, and available funding or budget restrictions. This process includes gathering factual information, interviewing affected parties of interest, and establishing clear project goals. Surveys are conducted as necessary to collect data.

System Configurations and Technology Assessment—TechLaw determines the equipment necessary to accomplish the project goals. We will develop the requirements to enable more efficient use of office equipment, including network optical and imaging systems, software applications, records management, document management, security/biometrics products, and network connectivity. When considering the development of electronic and information technology TechLaw will also assess whether the proposed technology complies with Section 508 of the rehabilitation act and ensures that:

(i) individuals with disabilities who are Federal employees have access to and use of information and data that is comparable to the access to and use of the information and data by Federal employees who are not individuals with disabilities; and

(ii) individuals with disabilities who are members of the public seeking information or services from a Federal department or agency have access to and use of information and data that is comparable to the access to and use of the information and data by such members of the public who are not individuals with disabilities.

Project Design—TechLaw prepares an overall project design that establishes realistic and practical options, evaluates the advantages and disadvantages of each option, and determines the schedule and cost of each option. The results are typically documented in a Project Work

Plan for client review and comment, but can also take the form of an oral presentation, cassettes, and videotapes. Based on client feedback, the Project Work Plan is finalized and establishes the blue print for the project to follow.

Data Format Design—Throughout the project TechLaw prepares project specific designs for data, such as coding specification manuals or investigation plans outlining potential sources for document acquisition.

Database Selection—If a database will be useful for data compilation and manipulation, TechLaw evaluates the types of available databases and makes recommendations regarding the type of database that will be most effective for the project, considering needs, existing equipment, and costs.

Quality Assurance /Quality Control (QA/QC)—All of TechLaw's NAAS work incorporates a QA/QC component to ensure that work is of the highest quality.

Ongoing Dialogue—Throughout the project, TechLaw continues to interact with the client to discuss the status, report on the progress against current work schedule, understand any new issues, and report on standard product enhancements and revisions.

51-503—Educational and Training Support Services

TechLaw's education and training support services focus on support of software products offered (see SIN 51-409 and SIN 51-508).

TechLaw offers education and training services related to Relativity to provide the customer with operational knowledge of Relativity. Relativity is software offered under SIN 51-508 which is designed to enable the user to manage and review electronic documents (unstructured converted paper documents and, electronic data and documents).

TechLaw offers education and training services related to Content Analyst to provide the customer with operational knowledge of how to use the Content Analyst software. Content Analyst is software offered under SIN 51-409 which is designed to enable the user to migrate unstructured paper and electronic data into an electronic document.

TechLaw offers education and training services related to Equivio to provide the customer with operational knowledge of Equivio. Equivio is software offered under SIN 51-409 which is designed to enable the user to migrate unstructured paper and electronic data into an electronic document.

51-504—Records Management Services Offered

Document Acquisition

File Organization

File Management

Archive Organization Archive Disposition and Report

Technical Approach

To manage records effectively, records management systems must monitor location of and access to each document, as well as to be able to retrieve specific documents based on the information it contains. Of primary importance is a computer-based information management system that can be utilized to locate and retrieve documents, ensure that documents are not lost or misplaced, and contain calendar features that will assist the operator in meeting discovery or other document delivery deadlines. In addition, a computer-based system would be the basis for project development, used to assist screening, coding, and search and retrieval tasks. Our experience has taught us that both computer-based and physical information management systems are necessary. Physical information management systems are necessary for program and project management and include document security, storage, transfer, and receipt. The sometimes voluminous documentation obtained for a site must be organized in such a way that it is accessible and can be used to support analyses and evaluations made during the course of research for each project.

TechLaw will gather, transport, and deliver records as requested by the client. We understand the importance of preserving the sequence of the original documents and copying any file labels

when the files are copied. Documents will be repacked and re-labeled in accordance with any applicable guidance. TechLaw will then code and log each box and its location.

TechLaw's litigation and enforcement support efforts have included providing document control and maintaining chain-of-custody records for files containing evidentiary documents; maintaining the tracking system databases; organizing and indexing new documents into the database; and providing copies of documents requested by EPA or the U.S. Department of Justice. Other tasks include assisting with document research, retrieval, and organization; updating, maintaining, and enhancing the Cost Recovery Evidentiary Documentation System; and creating image-enabled full-text databases for litigation support. Using its INTELLEX[®] system, TechLaw has scanned, imaged, and converted documents to computer-readable text, enabling efficient storage on laser disks, and effective full-text retrieval capability.

51-506—Document Conversion Services Offered

TechLaw's document conversion services include:

Document Preparation

Documents have the broad meaning defined in Rule 34 (Production of Documents) of the Federal Rules of Civil Procedure, www.dcd.uscourts.gov/frcp.htm#rule34 and include all types of media. Document Preparation includes, but is not limited to, numbering, marking, hole punching, stapling and staple removal, binding, retrieving, assembly, and re-filing the documents in accordance with the Government's original submission to TechLaw or pursuant to the Government's instructions to TechLaw. It may also include the provision of binders, tabs, dividers, and other supplies as necessary. It may include pickup and delivery. TechLaw maintains detailed logs and associated document controls. TechLaw has implemented and maintains a system for identifying and marking documents that will be used for information or evidence in legal matters. A Bates numbering or bar code system may be employed to generate and attach unique identifying numbers to all documents. In addition, Phrase Labeling may be utilized which will indicate at a minimum a document's source; file owner, production request information, and other needed information. Phrase labels must be accurate, contain the information specified, and be legible on all copies.

Database Development

TechLaw uses databases to store information in legal matters. The databases shall include (1) full-text databases; (2) databases composed of coded and formatted data; and (3) databases consisting of graphic images of a variety of document types. TechLaw can convert deposition and trial transcripts, interrogatories, interrogatory responses, briefs and other documents for full-text searching and storage on CD-ROM, compatible with the customer agency's software. Data and database structures used by TechLaw are compatible with industry standard databases used by the government.

Document Reproduction

TechLaw offers high-volume reproduction services of documents at the TechLaw facility or at a site otherwise specified by the ordering agency. TechLaw provides facilities, equipment, labor, and supplies for performing this task. TechLaw maintains a high level of quality control to assure that each page is reproduced so that every line and character on the original page appears on the reproduced page and is clearly legible. If required, TechLaw can produce reproductions of

documents on other media, i.e., diskette, tape, poster board, CD, and microfilm compatible with the ordering agency's software. TechLaw can process a wide-range of varying sized documents such as charts, engineering drawings, blueprints, and photographs. TechLaw's services include color copying of documents that are in color. In cases where special copying techniques (i.e., source documents, charts, or drawings) are required, TechLaw can preserve grey tones. TechLaw can image and/or scan materials in accordance with priorities set by the ordering agency. All documents are provided on compact discs (CD) to be viewed and/or printed from any workstation used by the ordering agency. The electronic files shall be marked and indexed for search purposes and made available on CD.

Security

TechLaw requires all personnel with access to confidential, proprietary, protected or sensitive materials to sign non-disclosure agreements. TechLaw has also implemented strict controls on access to client data and access to the TechLaw conversion facilities.

51-508—Litigation Support and Electronic Discovery Services Offered

TechLaw's litigation support services encompass a wide range of professional and nonprofessional services and products (including Relativity software) that help attorneys acquire, organize, develop, and present evidence throughout the course of litigation. These services include but are not limited to document acquisition, document preparation and organization, photocopying, scanning and Optical Character Recognition (OCR), coding, database creation and development, electronic data acquisition and production, data extraction from forensic images, document analysis, software and systems support, and technical support and project management. These services are used to aid attorneys and other Professional staff members in the tasks of obtaining, organizing, analyzing and presenting evidence or materials for legal matters not limited to: Freedom of Information Act (FOIA) requests, trials, judgments, lawsuits, Congressional subpoenas, or settlements. Through these services, litigation materials are effectively organized to enable rapid location, analysis, and production as needed. The types of litigation support services include, but are not limited to the following:

Electronic Discovery Reference Model (EDRM)¹ Services

A framework for performing electronic document discovery for legal matters will include a system of engagement, collection, processing, production, presentation and management of information, as required by the agency.

- a. **Engagement** — The ability to receive requests that need to be responded to by the agency or component, identify potential sources of relevant information and provide data entry support. The contractor must have the ability to log and track the requests according to the agency or component that should respond and determine which requests to re-direct to other agencies or components. The ability to identify the appropriate scope of the project within the agency or component, search prior responses to determine whether similar requests have already been processed, and determine the offices or programs to involve in response to the request.
- b. **Collection** — The ability to provide general consulting services regarding mapping systems to determine best approaches for locating electronically stored information (ESI)

¹ The framework used herein references content from "EDRM (edrm.net)." The comprehensive "EDRM" process is found at the www.edrm.net.

and establish an overall plan for responding to requests for agency information requiring an electronic discovery process. ESI and its associated metadata should be collected in a manner that is legally defensible, efficient, auditable, and targeted.

- c. **Processing** — The ability to process information in an electronic discovery project to reasonably select information pertinent to the request for review by the agency. The information management system used for electronic discovery should adhere to strict process auditing, quality control, analysis and validation and chain of custody considerations. The contractor's information management system must provide the ability to capture, locate, convert, extract text and certain metadata fields, and convert the files into searchable static images from standard electronic documents (word processing files, e-mail, presentations, spreadsheets, photos) to facilitate document numbering, authentication, search, review and redaction. The contractor's information management system must have the ability to review and redact static images, review the native files, as well as track the basis upon which any redaction is made (privilege, Privacy Act, state secret, etc.). Redactions must be "burned in" the image such that the redacted information cannot be accessed by any means. TechLaw's processing system provides the following functionalities for processing ESI:

- **Search.** The ability to accurately, timely and efficiently search agency provided repositories for potentially responsive information (hard copy and electronic documents). Sources of potentially responsive electronic documents would include e-mail systems, individual user laptops and desktops (hard drives), network shares, databases, intranets, messaging systems, PDAs, removable media (CDs, thumb drives, etc.) and other sources to include video, voicemail, audio and picture images (JPEG, TIFF, BMP, JPEG, HTML, etc.).
- **Capture.** The ability to capture standard file types of electronic documents (word processing, spreadsheets, presentations, e-mail messages, photos, etc.) in the format in which they exist on the system and convert them in a manner that captures associated metadata. Such capture shall include the ability to export captured electronic documents to a searchable, persistent format (e.g., PDF with extracted and hidden text, Group IV TIFF with extracted and hidden text, etc.) Non-standard file types should be captured in a "readily usable" or "reasonably accessible" format.
- **Converting.** The ability to ingest standard electronic file types (word processing files, e-mails, presentations, spreadsheets, photos, etc.), extract the text and certain metadata fields, and convert the files into searchable static images.
- **Filtering/Culling.** The ability to apply search criteria (date, file type, user domain, and other filtering and culling criteria) to searches conducted for electronic information.
- **Tracking.** The ability to track sources searched, as well as search technologies and criteria used to locate responsive information.
- **Reporting.** The ability to generate reports describing what sources were searched, how responsive information was located, who was involved in the search, and what responsive information was found.

- **De-duplication.** The ability to use hash values, pixel counts or other unique identifiers to remove duplicate electronic files from the document collection prior to converting the electronic files to a static image.
 - **Threading.** The ability to thread e-mail messages together prior to converting the electronic file to a static image so the entire e-mail chain can be grouped together for review, searching and production.
 - **Parent/child relationships.** The ability to retain parent-child relationships between e-mails and their attachments prior to converting the e-mail message to a static image for review and production.
 - **Computer searches for privileged materials.** The ability to use computer searches to locate potentially privileged and deliberative communications, attorney work product materials, or information protected from disclosure under the Privacy Act and similar laws prior to converting the electronic file to a static image for review and production.
 - **Extraction of metadata.** The ability to extract certain metadata fields according to file type prior to converting the electronic file to a static image for review and production. The ability to link metadata or the native file to a static image, if requested.
 - **Audit Log.** The ability to retain audit logs after converting the electronic file to a static image so that the original source of the electronic information and other information needed to authenticate the document is available and associated with the static image.
 - **Numbering and Serialization.** The ability to number (single page unitization) and serialize a collection of documents (unique identifier that associates with the request) by Bates number or similar label “burned into” the static images to facilitate tracking.
 - **Security.** The ability to confirm compliance and compatibility with all standing government regulations for data encryption, transfer, privacy, security, patching, destruction, spillage and access.
- d. **Production** — TechLaw’s process provides the ability to present information in various forms, provide reports upon agency request and have the ability to produce information for posting on agency websites.
- Information for web posting is provided in a “508 compliant” manner. Unless otherwise directed, all information provided to be posted on agency websites is redacted with images “burned in” so that information cannot be accessed by any means.
 - Reporting includes, reports on holdings, accessions, disposals, records eligible for disposal, transfers in, transfers out, reference, re-files, and photocopying.

- e. **Presentation** — TechLaw’s process can provide information, reports, native files, load files (Summation, Concordance or other) and static images with “burned in” redactions to requestors in hard copy and in electronic documents on portable media (CD, DVD, etc.), hard drives, email and/or web-hosted solution. Encryption of portable media may be provided as well as secure access to a web repository. This includes the ability to manage documents, images audio/visual content prepared for presentation in courtroom settings or similar venues (mediation/arbitration).
- f. **Management** — The TechLaw process securely stores and provides access to all generated and transferred electronic documents.
 - **Storage.** The ability to securely capture, transfer, and store government data in a manner that confirms chain-of-custody, integrity, and authenticity. Government data requires protocols that mandate oversight, qualified personnel, and exclusively domestic custody and storage.
 - **Hosting.** The ability to provide secure, managed access to government data in an auditable, reliable, on-demand capacity. Hosted data may be managed internally on government equipment or externally on qualified vendor resources.
 - **Security.** The ability to confirm compliance and compatibility with all standing government regulations for data encryption, transfer, privacy, security, patching and access.
 - **Change of Control.** The ability to rapidly reassign control of government data in a manner that confirms transfer in non-proprietary, usable formats as defined by government regulations and prevailing industry standards. The ability to confirm the complete extraction and removal of all government data from vendor resources.

51-509—Network Connectivity Support Services

TechLaw's network connectivity support services includes all services that allow users to communicate with customers both internally and externally across shared networks so they can search, view, access and print documents right from their desktop.

Technical Approach

A Detailed System Design (DSD) Report will be created based on client requirements and become the blueprint for the system implementation and will provide base documentation of the planned architecture and design of the network system and the resulting system roll-out. It is anticipated that some changes will be made to the system throughout the implementation. Changes will be subject to approval by the client and incorporated into the DSD. At the completion of the project, TechLaw will provide final system documentation, setting forth the finalized system design. The DSD process is the primary event which determines the level of installation, application integration, training, conversion, and customization effort required by the client and TechLaw to successfully implement the system.

The implementation of the new system will often require introducing new hardware, while using much of the equipment currently in place. The majority of all new hardware and software

components for the new network will be installed and integrated at a TechLaw office. This will allow TechLaw personnel to work in our network lab environment which is specifically designed to enable efficient network integration.

The new network design often includes the re-deployment of several components from the current network. Some of these components, however, will not be available during the initial system build because they are an integral part of the current network and cannot be removed until their function is replaced by a newer component. In this case, TechLaw will make hardware recommendations to the client, which may be replacing equipment in use.

III. Pricing Schedules

A. Document Conversion Services (SIN 51-506) Litigation Support Services (SIN 51-508)

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9.	Content Analyst Software and Maintenance	42
10.	Equivio Software and Maintenance.....	43
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12.	Brainspace Discovery Software.....	44

C. Education and Training Support Services (SIN 51-503)

1.	Content Analyst Software Training Support	45
2.	Equivio Software Training Support.....	45
3.	kCura Software Training Support	46
4.	Brainspace Discovery Training Support	46

D. Needs Assessment Services (SIN 51-501) Records Management Services (SIN 51-504) Network Connectivity (SIN 51-509)

1.	TechLaw Solutions Labor Services & Category Descriptions SIN 51-501	47
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A. Document Conversion Services (SIN 51-506) Litigation Support Services (SIN 51-508)

1. TechLaw Solutions Basic Document Coding Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA* price
Document Coding Services				
51-506; 51-508	Yes	TL-DCP0002	Data Load File - This load fee is charged for each deliverable for coded data to be loaded into a supported software package. It includes manager review of the deliverable and any required data indexing.	\$46.35
51-506; 51-508	Yes	TL-DCP0003	Bibliographic Coding - Per document coding prices includes a design meeting (exclusive of any travel costs and ODCs), project management, internal logging & control of documents, coding and quality control checking of all fields (See representative design described below). Includes 1 level of unitization..	\$1.078
51-506; 51-508	Yes	TL-DCP0003A	Bibliographic Coding OFF SHORE – Basic Field Coding Per document coding (with tiered QC). See design and notes following.	\$0.856
51-506; 51-508	Yes	TL-DCP0003B	Additional QC per document (100% QC of all coding)	\$0.191
51-506; 51-508	Yes	TL-DCP0003C	Document Near Duplicate Detection per document	\$0.068

Representative Coding Design

Coding Field	Description
Image Start/End	Identifies the start and end image address of each document.
Title	Describes the title (if any) on a document. The title may be a "re" or "subject" line, the name of a report or map, etc.
Document Type	Describes the format of the document. Examples include Letter, Memo, Report or Chart. A single entry is chosen from a pick list of up to 15.
Date	Identifies the creation data (if any is evident) of a document.
Author	Identifies all personal and organization name Authors found in a document (if any).
Addressee	Identifies the persons and organizations that are communicated to directly that are found in a document.
Copyee	Identifies all personal and organization names identified as having received a copy of a document.

1. This pricing includes weekly reporting of project statistics (e.g., number of pages scanned & QCed, number of documents coded, number of images OCRed).
2. The base per document price assumes the purchase of one Database Design. ODCs (shipping, long distance, etc) will be billed at cost plus 15%.

*Prices include the 0.75% Industrial Funding Fee

2. TechLaw Solutions Optional Document Coding Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA* price
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Optional Coding Fields - per page and document pricing provided below apply to all documents processed for each option selected.

51-506; 51-508	Yes	TL-DCP0004	Mentioned Names and Organizations - Identifies all personal and organization names in the title and text of a document (per page).	\$0.211
51-506; 51-508	Yes	TL-DCP0005	Created or Enhanced Titles - Provides a created title if there is none, and an enhanced title if the original title is inadequately descriptive (per document).	n/c
51-506; 51-508	Yes	TL-DCP0006	Estimated Date - Provides an estimated date if the document does not have a creation date (per document).	n/c
51-506; 51-508	Yes	TL-DCP0007	Attachment Field - Identifies logical adjacent attachments based on a reference to the attachment in the parent document (per document).	n/c
51-506; 51-508	Yes	TL-DCP0008	Bates Number Reference Capture (Linking) - Captures the bates number on each page. The bates number is then used to populate a Start and End Bates Number field (per page).	\$0.019
51-506; 51-508	Yes	TL-DCP0009	Additional Addressee and Copyee Entries - Addressee and Copyee entries in excess of a project wide average of 5 per document will be billed at \$.048 per entry (per entry – Note 9).	n/c
51-506; 51-508	Yes	TL-DCP0010	Document Unitization from Image (per page)	\$0.047
51-506; 51-508	Yes	TL-DCP0010A	Document Unitization from hard copy (per page)	\$0.047
51-506; 51-508	Yes	TL-DCP0011	Document Unitization from Image with attachments (per page)	\$0.057
51-506; 51-508	Yes	TL-DCP0011A	Document Unitization from had copy with attachments (per page)	\$0.066
51-506; 51-508	Yes	TL-DCP0012A	Mark Sense Recognition per form (0-50K forms)	\$0.292
51-506; 51-508	Yes	TL-DCP0012B	Mark Sense Recognition per form (50K – 250K forms)	\$0.262
51-506; 51-508	Yes	TL-DCP0012C	Mark Sense Recognition per form (250K+ forms)	\$0.252
51-506; 51-508	Yes	TL-DCP0012D	Mark Sense Recognition per form (capture doc breaks only during scan, plus scan price)	\$0.028
51-506; 51-508	Yes	TL-DCP0013	Mark Sense Form Printing (per form)	\$0.027
51-506; 51-508	Yes	TL-DCP0015	Mark Sense Setup Fee	\$239.28
51-506; 51-508	Yes	IDDF-0001	Interim Database Deliverable Fee (Note 15)	\$46.35

Document Coding Pricing Assumptions

1. Documents will be processed over a mutually agreeable time frame
2. TechLaw Solutions will unitize documents according to client approved TechLaw unitization rules.
3. Attachments will be coded as separate documents.
4. If a Title is to be created or enhanced, approximately 15% of the titles will require creation and 15% enhancement. Created or enhanced titles will be coded from a review of the first paragraph of the document's text.
5. If a Date is to be estimated, an attempt to estimate the date will be made from data found within the document.
6. For Bates Number coding, a single number will be captured from each page through an image linking process. This number will be sequential with few gaps, and it will be assigned by the client in advance of processing.
7. The client will provide approved organization and document type codes.
8. Personal and organization names will not be linked or assumed. Personal or organizational titles will not be coded.

Document Coding Pricing Assumptions – continued

9. Price is for Addressee and Copyee entries in excess of a project wide average of 5 per document
10. Pricing includes a weekly reporting of project statistics.
11. ODCs (shipping, long distance, etc) will be billed at cost plus 15%.
12. Discounts may be negotiated, case by case, for contracts covering multiple projects (also known as a preferred vendor agreements) or for contracts
13. Assumes one prefix per folder, sequential within a folder, and less than 10 (each) gaps, suffixes, unnumbered pages and duplicates per box or hourly linking fees of \$35/hour will apply.
14. Includes tiered QC wherein 100% QC is performed on new coder batches until we are satisfied the coders fully understand and are properly applying the coding rules to the document population. We then continue to QC all coded work product by inspecting every coded batch using a tiered approach that is customized to the project and individual requirements to ensure that the requisite quality is continually achieved
15. The first deliverable is provided at no charge. Second and subsequent deliverables are charged.

* Prices include 0.75% Industrial Funding Fee

3. TechLaw Solutions Basic Document Conversion Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA Price* Vol. Range 1	GSA Price* Vol. Range 2	GSA Price* Vol. Range 3
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*Volume Range 1 – 1 to 250,000 pages

*Volume Range 2 – 250,001 to 500,000 pages

*Volume Range 3 – 500,001 pages and above

TIF Image Conversion						
51-506; 51-508	Yes	TL-DS0001A	Scan Level 3 - Prep and Reassembly, and one level physical binding (Note 4)	\$0.162	\$0.153	\$0.143
51-506; 51-508	Yes	TL-DS0004A	Scan Level 2 - Prep and Reassembly, and one level physical binding (Note 4)	\$0.105	\$0.105	\$0.096
51-506; 51-508	Yes	TL-DS0005	Scan Level 1 - no prep or reassembly (Note 4)	\$0.096	\$0.086	\$0.086
51-506; 51-508	Yes	TL-DS0007	OCR Processing	\$0.028	\$0.028	\$0.023
51-506; 51-508	Yes	TL-DS0009	Additional QC – 100% scan review by a second operation	\$0.057	\$0.057	\$0.057
51-506; 51-508	Yes	TL-DS0010	Glasswork surcharge	\$0.047	\$0.047	\$0.047
PDF Image Conversion (subject to image file format conversion setup fee)						
51-506; 51-508	Yes	PDF-0001	PDF convert from TIF (Image Only format). If from paper, price is the same as scanning prices.	\$0.009	\$0.009	\$0.009
51-506; 51-508	Yes	PDF-0002	PDF (image + text) convert from TIF. If from paper, price is scanning price plus OCR above.	\$0.038	\$0.038	\$0.038

*Prices include 0.75% Industrial Funding Fee.

4. TechLaw Solutions Additional Document Conversion Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA price* Vol. Range 1	GSA price* Vol. Range 2	GSA price* Vol. Range 3
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*Volume Range 1 – 1 to 250,000 pages

*Volume Range 2 – 250,001 to 500,000 pages

*Volume Range 3 – 500,001 pages and above

Additional Conversion Services						
51-506; 51-508	Yes	OCS-0001	Image Blowback to Paper (see note 10)	\$0.053	\$0.053	\$0.053
51-506; 51-508	Yes	OCS-0001A	Image Blowback Reassembly (staples and clips; up to 2 levels)	\$0.028	\$0.028	\$0.028
51-506; 51-508	Yes	OCS-0002	Image Endorsement (Text Overlays)	\$0.009	\$0.009	\$0.009
51-506; 51-508	Yes	OCS-0003	Image Flagging (see note 11)	\$0.038	\$0.038	\$0.038
51-506; 51-508	Yes	OCS-0003A	Second Level Binding Flagging (attachment flagging)	\$0.019	\$0.019	\$0.019
51-506; 51-508	Yes	OCS-0004	Image File Format Conversion – except PDF to TIF (per page)	\$0.009	\$0.009	\$0.009
51-506; 51-508	Yes	OCS-0004A	Image File Format Conversion - PDF to TIF (per page)	\$0.027	\$0.027	\$0.027
51-506; 51-508	Yes	OCS-0005	Image File Format Conversion (setup fee)	\$214.09	\$214.09	\$214.09
51-506; 51-508	Yes	OCS-0006	Image Index Database Conversion (per page)	\$0.0047	\$0.0047	\$0.0047
51-506; 51-508	Yes	OCS-0007	Image Index Database Conversion (setup fee)	\$428.19	\$428.19	\$428.19
51-506; 51-508	Yes	OCS-0007A	Production Sub-setting Fee (per page; minimum \$250)	\$0.009	\$0.009	\$0.009
51-506; 51-508	Yes	OCS-0008	Database Reference Linking (per page)	\$0.029	\$0.029	\$0.029
51-506; 51-508	Yes	OCS-0008a	Database Reference Linking (99% clean, per page)	\$0.019	\$0.019	\$0.019
51-506; 51-508	Yes	OCS-0010	Data Deliverable (includes CD-ROM media, per CD)	\$14.36	\$14.36	\$14.36
51-506; 51-508	Yes	OCS-0010A	Data Deliverable (includes DVD media, per DVD)	\$38.29	\$38.29	\$38.29
51-506; 51-508	Yes	OCS-0011	Large Format B&W Scanning (up to 36" x 48")	\$2.37	\$2.37	\$2.37
51-506; 51-508	Yes	OCS-0012	Color Scanning (24 bit, up to 8 1/2" x 14"	\$0.72	\$0.72	\$0.72

* Prices include 0.75% Industrial Funding Fee

Document Conversion Services Pricing Assumptions

1. All prices are per page for a single image format (TIF, PDF Image Only, others)
2. All scanning prices include up to 5 fields coded at the batch level. Batches must average a minimum of 400 pages each, and field entries must be no longer than 60 characters each.
3. Volume thresholds go into effect on the first image of the threshold range, i.e., images 1 to 250,000 are charged at the price listed for that volume, images 250,001 and up are charged at the price listed for that volume.
4. Scan Level Notes

Scan Level 1 - Assumes first generation photocopies or prints of electronic files, some binder clips or rubber bands (no more than 10 binding elements per box), all letter-sized and single-sided paper, no folders or redwelds, no binder flagging, no post-its, and no color or oversized pages.

Scan Level 2 - Assumes photocopies in fair condition, an average of up to 10 file redwelds or file folders per box, an average of up to 5 sticky notes per box, with staples, binders clips and rubber banded sections averaging 5 pages or more per section, and no more than 5% of the pages oversized, undersized, two-sided, and permanently bound or otherwise not capable of running through an auto feeder.

Scan Level 3 - Assumes originals or working set of photocopies, a variety of paper sizes, an average of up to 15 redwelds or file folders per box, an average of up to 10 sticky notes per box, with staples, binders clips and rubber banded sections averaging 3 pages or more per section, and no more than 25% of the pages oversized, undersized, two-sided, and permanently bound or otherwise not capable of running through an auto feeder.

5. No Prep means that the documents are scan ready and do not require the removal or re-application of bindings.
6. Mixed Paper means that the paper is a combination of auto feed paper and paper of different size, orientation, quality, etc. Mixed paper collections should have 95 percent or more of the paper of the same size and capable of running through an auto feed scanner (e.g. not be onion skin or unusually thick paper).
7. OCR means that each page is run through an Optical Character Recognition process that converts the digitized images into ASCII text.
8. A setup fee may be required for projects of less than 50,000 pages.
9. Data preparation for Lexpose processing, if required, will be provided on an hourly rate basis.
10. Printing electronic files (Word documents, spreadsheets, etc.) also requires labor hours for set up and processing these files for printing.
11. For characteristics

5. TechLaw Solutions Electronic Discovery Services

SIN#	Yr 2000 Compliant	Manufacturer Model Number	Description	GSA + .75
Electronic Discovery Pre-processing				
51-508	yes	ED-0001	De-Duplicate Only (per GB) - includes inventory and de-duplication within or across custodians.	\$47.856
51-508	yes	ED-0002	Full Pre-Processing (per GB) - includes inventory, de-duplication within/across custodians, date range culling, one pass key word filtering, removal of not conversion file types (eg, system files)and filtering by file type.	\$71.533
Electronic Discovery Staged Data Processing				
51-508	yes	ED-0003	Staged Data Storage (per GB/month) - generally applied to the entire collection processed.	\$14.357
51-508	yes	ED-0004	Additional Filtering (per GB) - option to apply additional or future search terms to staged data after initial processing.	\$43.071
Electronic Discovery Processing for 3rd Party Platforms (Lexpose')				
51-508	yes	ED-0005	Process native files for hosted review (per GB) - includes extracted full text, metadata, link to native file, database load file for client software.	\$266.988
51-508	yes	ED-0006	Convert selected native files to TIFFs (per page) - option to apply additional or future search terms to staged data after initial processing.	\$0.047
51-508	yes	ED-0007	Fully process native files for hosted review (per GB) - includes extracted full text, metadata, TIFF images, link to native file, database load file for client software.	\$428.188
Electronic Discovery Processing for and Hosting on TLS Caselogistix (CLX) or Relativity Platform				
51-508	yes	ED-0008	Process & Publish Data to TLS Platform (per GB) - applies only to data remaining after preprocessing (ED-0002, ED-0005 and ED-0007).	\$334.490
51-506 51-508	yes	ED-0008A	ECA Processing (Venio - per GB) - includes inventory, de-duplication within/across custodians, date range culling, one pass key word filtering, removal of not conversion file types (e.g., system files)and filtering by file type.	\$191.425
51-508	yes	ED-0008B	Relativity Analytics: Native Files/GB	\$191.425
51-508	yes	ED-0008C	Relativity Analytics: Non-native Documents (per document)	\$0.016
51-508	yes	ED-0009	Hosted Data Storage on TLS Platform (per GB/month)	\$19.143
51-508	yes	ED-0009a	Load 3rd Party Production Data (per GB)	\$48.360
51-508	yes	ED-0010	User ID Setup	no charge
51-508	yes	ED-0011	User ID Monthly Fee (per user ID/month)-site access	\$83.623

SIN#	Yr 2000 Compliant	Manufacturer Model Number	Description	GSA + .75
Electronic Discovery Training				
51-503	yes	ED-0012	WebEx Reviewer Level (per session - usually about 1-2hours)	
			First Session	no charge
			Additional Sessions	\$478.563
51-503	yes	ED-0013	On-site Reviewer Level (per day) - plus travel and related expenses.	\$1,435.688
Electronic Discovery Production				
51-508	yes	ED-0014	Convert selected native files to TIFFs (per page) - option to apply additional or future search terms to staged data after initial processing.	\$0.038
51-508	yes	ED-0014a	Produce existing TIFF images (per image)	\$0.010
51-508	yes	ED-0014b	Native production (per file)	\$0.343
51-508	yes	ED-0014c	Additional delivery format (per deliverable)	\$334.490
Electronic Discovery Media				
51-508	yes	OCS-0010	CD-ROM (each)	\$14.36
51-508	yes	OCS-0011	DVD (each)	\$38.29
51-508	yes	ED-0015	Hard Drive (per 250 GB drive)	\$141.05
51-508	yes	ED-0016a	FTP Transfer (per GB)	n/c
Electronic Discovery Other Support				
51-508	yes	OCS-0017	Technical Labor Services (per hour)	\$167.497

6. TechLaw Solutions Electronic Discovery Software (Relativity - SIN 51-508)

RELATIVITY WITH UNLIMITED RELATIVITY ANALYTICS - ANNUAL LICENSE/NAMED USERS			
SIN	TechLaw Part Number	Description	GSA Price (includes IFF)
51-508	TL - 25 User	Annual	35,121.45
51-508	TL - 25 User - 25 User Pack	Annual	35,121.45
51-508	TL - 50 User	Annual	63,472.50
51-508	TL - 50 User - 25 User Pack	Annual	31,736.25
51-508	TL - 100 User	Annual	114,250.50
51-508	TL - 100 User - 25 User Pack	Annual	28,562.63
51-508	TL - 300 User	Annual	332,172.75
51-508	TL - 300 User - 25 User Pack	Annual	27,681.06
51-508	TL - 500 User	Annual	536,977.35
51-508	TL - 500 User - 25 User Pack	Annual	16,257.03
51-508	TL - 750 User	Annual	781,134.90
51-508	TL - 750 User - 25 User Pack	Annual	26,037.83
51-508	TL - 1000 User	Annual	1,011,328.50
51-508	TL - 1000 User - 25 User Pack	Annual	25,283.21
51-508	TL - 1250 User	Annual	1,227,769.73
51-508	TL - 1250 User - 25 User Pack	Annual	24,555.39
51-508	TL - 1500 User	Annual	1,431,939.60
51-508	TL - 1500 User - 25 User Pack	Annual	23,865.66
51-508	TL - Monthly Extra user Fee (<500 Users)	Annual	126.95

RELATIVITY WITH UNLIMITED RELATIVITY ANALYTICS^ - PERPETUAL LICENSE/CONCURRENT USERS

SIN	TechLaw Part Number	Description	GSA Price (includes IFF)
51-508	TL - 5 - User	One Time	\$88,156.25
51-508	TL - 5 - User Annual Maintenance	Annual beginning in Year 2	17,631.25
51-508	TL - 10 - User	One Time	117,071.50
51-508	TL - 10 - User Annual Maintenance	Annual beginning in Year 2	23,414.30
51-508	TL - 25 - User	One Time	264,468.75
51-508	TL - 25 - User Annual Maintenance	Annual beginning in Year 2	52,893.75
51-508	TL - 25 - User Pack	One Time	264,468.75
51-508	TL - 25 - User Pack Annual Maintenance	Annual beginning in Year 2	52,893.75
51-508	TL - 50 - User	One Time	476,043.75
51-508	TL - 50 - User Annual Maintenance	Annual beginning in Year 2	95,208.75
51-508	TL - 50 - 25 User Pack	One Time	238,021.88
51-508	TL - 50 - 25 User Pack Annual Maintenance	Annual beginning in Year 2	47,604.38
51-508	TL - 100 - User	One Time	922,699.73
51-508	TL - 100 - User Annual Maintenance	Annual beginning in Year 2	184,539.95
51-508	TL - 100 - 25 User Pack	One Time	230,674.93
51-508	TL - 100 - 25 User Pack Annual Maintenance	Annual beginning in Year 2	46,134.99
51-508	TL - 200 - User	One Time	1,789,924.50
51-508	TL - 200 - User Annual Maintenance	Annual beginning in Year 2	357,984.90
51-508	TL - 200 - 25 User Pack	One Time	208,938.53
51-508	TL - 200 - 25 User Pack Annual Maintenance	Annual beginning in Year 2	41,787.70
51-508	TL - 300 - User	One Time	2,684,886.75
51-508	TL - 300 - User Annual Maintenance	Annual beginning in Year 2	536,977.35
51-508	TL - 300 - 25 User Pack	One Time	177,786.08
51-508	TL - 300 - 25 User Pack Annual Maintenance	Annual beginning in Year 2	35,557.21
51-508	TL - 400 - User	One Time	3,371,095.00
51-508	TL - 400 - User Annual Maintenance	Annual beginning in Year 2	674,219.00
51-508	TL - 400 - 25 User Pack	One Time	159,203.72
51-508	TL - 400 - 25 User Pack Annual Maintenance	Annual beginning in Year 2	31,840.74
51-508	TL - 500 - User	One Time	3,977,610.00
51-508	TL - 500 - User Annual Maintenance	Annual beginning in Year 2	795,522.00
51-508	TL - 500 - 25 User Pack	One Time	140,102.61
51-508	TL - 500 - 25 User Pack Annual Maintenance	Annual beginning in Year 2	28,020.52

RELATIVITY ADD-ON APPLICATIONS			
SIN	TechLaw Part Number	Description	GSA Price (includes IFF)
51-508	Relativity Legal Hold†	Annual	12,694.50
51-508	TL-Processing Application in Relativity 8.2*** (1 Server)	Annual	21,157.50
51-508	TL-Processing Application in Relativity 8.2*** (2 or more Servers)	Annual	19,041.75
51-508	TL Data Grid*****	Per Data Node per year	\$4,231.50
51-508	Relativity Collections****		
51-508	TL-100 Pack	Annual	10,578.75
51-508	TL-500 Pack	Annual	42,315.00
51-508	TL-1,000 Pack	Annual	63,472.50
51-508	TL-5,000 pack	Annual	211,575.00
51-508	TL-10,000 pack	Annual	253,890.00
51-508	TL-Extra Collection Fee	Per Collection in excess of Prepaid Collection Packs	126.95

Notes to Pricing

*Maintenance is not billed in the first year of the agreement. Each year when annual maintenance is billed, the Government will have the option to discontinue maintenance.

**The out-of-pocket expenses include travel and living expenses, based on travel from Chicago to the customer's site. Emergency Onsite Training/Support is limited to 2 consecutive business days. This rate assumes a work day of 8 hours, Monday to Friday, during normal office hours.

*** **Relativity Processing** is considered an add-on of new functionality for existing Relativity license holders. Processing is part of the Invariant subsystem, which includes software components referred to as "Invariant Database," "Queue Manager," and "Invariant Worker" (also called "Worker"). Invariant also includes Relativity Native Imaging, which is provided with Relativity licenses without charge. In kCura's Documentation, e.g. respecting Processing, the overall Invariant subsystem and components may be referred to collectively as the "Processing Server," and the Invariant "Worker" software component may also be referred to as "Processing Worker" or "Processing Node" or "Processing Server Worker" or "Worker (Native Imaging/Processing)." For the sake of clarity, the foregoing terms, including the term "Worker" and "Processing Server" refer to software components (rather than, for example, a human computer user or a computer hardware server).

****Relativity Collection

Relativity Collection is an add-on of new functionality for existing Relativity license holders and is used to image a computer drive or perform a targeted collection of data from one or more computers. Each time Licensee initiates an imaging and/or a targeted collection for each unique data source is defined as a "Collection" for purposes of this Section. Examples of unique data sources include each of the following for each custodian: (a) personal computer, (b) external USB devices like thumb drives, and (c) network shares accessed via a mapped drive. In the future other examples could be each custodian's exchange email account/mailbox, network shares accessed directly via UNC path, SharePoint site, each Twitter, Facebook or LinkedIn Account, etc.

The following additional terms apply to Relativity Collection subscriptions:

The annual fee covers all Collections up to the subscribed number during each annual period. If the subscribed number of Collections is surpassed during the annual period, the Pay-Per-Collection fees apply until the end of the annual subscription period (or until such time as Licensee signs up for a new subscription). Subscriptions are available in the following commitments:

(i) a commitment for one year at a time, in which case (a) any use of Relativity Collection after the subscription year ends will change to Pay-Per-Collection pricing, unless Licensee elects a new annual subscription, and (b) there is no carryover of any unused number of subscribed Collections once the annual period expires.

(ii) a commitment for the three (3) year Term of this Agreement, in which case (a) Licensee may elect any higher available Subscription level at any time, and (b) any unused number of subscribed Collections in any given annual subscription period may be carried over to the next annual subscription period, but not beyond the end of such current three (3) year Term.

The Collection subscription fee is due and payable each year in advance. If Licensee begins a Collection subscription on any day that is not the annual date when the Relativity Annual Fee is due, Licensee may elect either to: (a) pay a prorated amount of the Collection subscription fee for a partial annual period to make the Collection subscription run to the annual date when the Relativity Annual Fee is due (provided at least one year remains in the Term of this Agreement when the Collection subscription is added), or (b) pay the full amount of the Collection subscription fee to make the Collection subscription run for a full year or until this Agreement expires or is terminated, if sooner.

If Licensee ever has a kCura license for more than one production instance of Relativity, and also has an annual Relativity Collection subscription, the Relativity Collection usage is aggregated across the production instances, unless Licensee elects to pay for separate Relativity Collection subscriptions for each production instance or elects the "Pay-Per-Collection" Collection fees for other production instances.

†Relativity Legal Hold is an add-on of new functionality available to/for existing Relativity license holders or as a stand-alone deployment without a Relativity license, and is licensed on an annual basis. The subscription permits up to 1,500 active legal holds at any given time. Project administrators are counted as Concurrent Users of Relativity; however, document custodians who respond to hold notices and questionnaires are not counted as Concurrent Users.

^Relativity Analytics powers a number of the following powerful features: Relativity Assisted Review, Concept Search, Conceptual Keyword Expansion, Similar Document Detection, Inline Concept Search, Categorization, and Clustering. The above pricing provides unlimited Relativity Analytics usage for the license.

****Relativity Data Grid

- **Term.** The license for the Data Grid product will be in effect for thirty-eight (38) months from the date of the purchase order, or until any earlier termination of the purchase order (“Term”). If the license Term is for a period of thirty-eight (38) months, the first two (2) months of the Term are intended to allow the Government client to deploy, test, and learn how to use Data Grid. However, there is no penalty if the Government end user group begins using Data Grid for production purposes during the first two (2) months. When the Term ends or is terminated: (a) the license for Data Grid shall expire and Government client shall immediately discontinue using and accessing the Data Nodes; and (b) kCura and Government client shall work together in good faith to permanently uninstall the Data Nodes.
- **Data Nodes.** Government can configure Data Grid with various types of nodes, including data nodes, master nodes and client nodes. kCura uses the term “Data Node” to mean data nodes only. By default, each node is considered to be a Data Node, unless Licensee turns off the data function. A standard license for Data Grid only authorizes the deployment of two (2) Data Nodes. If a Government client is ever licensing more than one Production Instance of Relativity, the number of licensed Data Nodes will apply in the aggregate across the Production Instances.
- **Standard GB Fee.** The base license fee for Data Grid is the per GB cost above times the number of GBs of data added to all Data Nodes in a reporting period. Each calendar quarter is a reporting period. Within thirty (30) days after the end of each calendar quarter, Government will manually run a billing script to determine the total amount of data, measured in gigabytes, that has been added to Relativity Data Grid. Then Government will self-report and pay for the number of GBs added to Data Grid in the prior calendar quarter.
- **Extra Data Node Fees.** If Government desires to deploy more than two (2) Data Nodes, Government must pay the Extra Data Node annual fees in the above pricing table. In addition:
 - The Extra Data Nodes will be licensed on the same terms as the initial Data Nodes, and shall be co-terminous with the license for all other Data Nodes that the Government client is then licensing, i.e. the license for the Extra Data Nodes will expire when the license for the existing Data Nodes expires.
 - The annual fee for Extra Data Nodes is due and payable each year in advance on the same date when the Relativity annual fee is due under the applicable PO. If the Government client adds an Extra Data Node other than on the regular due date for the Relativity annual fee, kCura will send an invoice at that time for the Extra Data Node annual fee, prorated to the next Relativity annual fee due date under the applicable PO.
- **General Reporting.** Within a reasonable time after requested periodically: (a) Government shall report in writing the number of Data Nodes deployed and GBs added in relevant time periods, (b) cooperate in providing secure access to kCura’s personnel to verify the number of Data Nodes and GBs, and (c) promptly pay any additional Data Grid license fees.
- **Other Information and Terms**
 - Data Grid is a NoSQL data store that helps handle growing case sizes by horizontally distributing long text and audit data across any number of nodes. Data Grid can automatically redistribute data as volumes grow, and Data Grid can display a comprehensive, interactive audit history. The longer term anticipated benefits of using Data Grid include a reduction in SQL Server database sizes and reduced memory requirements. Not all Relativity functions are integrated with Relativity Data Grid at this time, and some functions may require some use of SQL Server indefinitely.

- Although the Data Grid Documentation will provide more information concerning infrastructure and system requirements, Government acknowledges that Government will promptly need to upgrade at least to Relativity 9.2, and apply all subsequent Patch Releases, in order to use Relativity Data Grid. Once a Government end user group enables a field's access to the Data Grid data store, the Government end user group cannot disable it, so it is important to understand the benefits and limitations of allowing fields to access the Data Grid data store in new workspaces. **Reviewing and understanding all Documentation and training materials is critical.**
- The Relativity Data Grid data store is powered by Elasticsearch open source technology as its underlying architecture. kCura may include with Relativity Data Grid, or otherwise provide access to, one or more proprietary products created by Elasticsearch, Inc. ("Elasticsearch Proprietary Products"), including products known as Marvel and Shield. kCura reserves the right to discontinue its inclusion, use of, or access to, any or all **Elasticsearch Proprietary Products** at any time. Government may be able to license Elasticsearch Proprietary Products directly from Elasticsearch, Inc. or its successor, and may be able to obtain other open source and proprietary add-on products from other vendors. If Government incurs costs to obtain Elasticsearch Proprietary Products or any other products directly from Elasticsearch or any other vendor, Government will still be required to pay kCura all Data Grid license fees.

7. TechLaw Solutions Labor Services & Category Descriptions (SIN 51-506)

Contract GS-25F-0009P						
Price List as of October 2013						
Annual Escalation of 0%						
SIN#	Labor Category	10/29/13 to 10/28/14	10/29/14 to 10/28/15	10/29/15 to 10/28/16	10/29/16 to 10/28/17	10/29/17 to 10/28/18
51-506	Program Manager	\$204.53	\$204.53	\$204.53	\$204.53	\$204.53
51-506	Program Director	\$152.70	\$152.70	\$152.70	\$152.70	\$152.70
51-506	Project Manager	\$117.02	\$117.02	\$117.02	\$117.02	\$117.02
51-506	Coding Supervisor	\$68.26	\$68.26	\$68.26	\$68.26	\$68.26
51-506	Team Leader (Sr. Document Analyst)*	\$42.46	\$42.46	\$42.46	\$42.46	\$42.46
51-506	Document Analyst (Coder)*	\$28.16	\$28.16	\$28.16	\$28.16	\$28.16
51-506	Control Coordinator*	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50
51-506	Coding/Data Entry Database Designer	\$121.96	\$121.96	\$121.96	\$121.96	\$121.96
51-506	Scanning Technician*	\$24.91	\$24.91	\$24.91	\$24.91	\$24.91
51-506	Senior Systems Analyst	\$118.13	\$118.13	\$118.13	\$118.13	\$118.13
51-506	Systems Analyst	\$94.25	\$94.25	\$94.25	\$94.25	\$94.25
51-506	Senior Programmer	\$122.01	\$122.01	\$122.01	\$122.01	\$122.01
51-506	Programmer	\$95.72	\$95.72	\$95.72	\$95.72	\$95.72
51-506	Senior LAN Administrator	\$124.96	\$124.96	\$124.96	\$124.96	\$124.96
51-506	LAN Administrator	\$93.03	\$93.03	\$93.03	\$93.03	\$93.03
51-506	Application Integration Specialist	\$182.11	\$182.11	\$182.11	\$182.11	\$182.11
51-506	Application Integration Consultant	\$228.01	\$228.01	\$228.01	\$228.01	\$228.01
51-506	Application Trainer	\$167.40	\$167.40	\$167.40	\$167.40	\$167.40
51-506	Senior Staff Consultant	\$118.57	\$118.57	\$118.57	\$118.57	\$118.57
51-506	Staff Consultant	\$76.68	\$76.68	\$76.68	\$76.68	\$76.68
51-506	Associate Staff Consultant	\$55.89	\$55.89	\$55.89	\$55.89	\$55.89
51-506	Environmental Scientist	\$113.64	\$113.64	\$113.64	\$113.64	\$113.64
51-506	Web Developer	\$113.50	\$113.50	\$113.50	\$113.50	\$113.50
51-506	Web Designer	\$107.07	\$107.07	\$107.07	\$107.07	\$107.07
51-506	Database Administrator	\$97.32	\$97.32	\$97.32	\$97.32	\$97.32
51-506	Database Analyst	\$105.88	\$105.88	\$105.88	\$105.88	\$105.88
51-506	Database Designer	\$116.68	\$116.68	\$116.68	\$116.68	\$116.68
*SCAMATRIX (WD No. 2005-2103, Revision 13, 6/19/13)						
	SCA Eligible Contract Labor Category	SCA Equivalent Title	WD Rate	Job Code		
	Team Leader (Sr. Document Analyst)	General Clerk III	\$22.55	01113		
	Document Analyst (Coder)	Data Entry I	\$18.19	01051		
	Control Coordinator	General Clerk II	\$20.05	01112		
	Scanning Technician	General Clerk I	\$18.69	01111		

TechLaw Solutions Labor Category Descriptions SIN 51-506

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.

Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.

Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.

Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding Supervisor

Minimum/General Experience -- Three or more years related experience.

Functional Responsibilities -- Manages project team leader(s); monitors daily staff performance; coordinates work flow with Imaging Group; monitors image backlog and maintains work flow; provides coder and quality controller training; interacts with support vendors; reviews work quality; interviews prospective Document Analysts; trains coders on simple design projects; identifies staff for counseling or commendation; drafts proposed "coder alerts"; drafts project specific image control and quality control forms; monitors data entry design changes; reviews data to ensure design and quality conformance; conducts staff meetings to discuss progress and changes; performs quality assurance. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Team Leader (Senior Document Analyst)

Minimum/General Experience -- Two or more years related experience.

Functional Responsibilities -- Manages a staff of up to 15 coders and/or QCers; assists with coder/QCer training; coordinates identification of data entry design problems; collects and analyzes production rates; collects and analyzes QC forms; provides quality and production feedback to coders/QCers; maintains

statistics on coder/QC production and quality; identifies coders for QC; supervises quality assurance review; recommends handling criteria for problem documents; performs quality assurance. Supervises a team of Document Analysts performing coding or quality control. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree (or equivalent experience).

Document Analyst (Coder)

Minimum/General Experience -- One year of related experience.

Functional Responsibilities -- Codes/QCs documents; maintains daily individual processing statistics; meets quality, attendance and production standards; records batch discrepancies and exceptions; follows coding manual and coder alert instructions; reports problems with documents not matching the coding design; reports equipment or software problems; provides constructive feedback to coders (via Team Leaders). Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- High school diploma (or GED).

Control Coordinator

Minimum/General Experience -- One or more years related experience.

Functional Responsibilities -- Monitors image processing status and records images ready for document coding; reviews images prior to coding to identify potential problems; creates image batches for coding and assigns batch control numbers; tracks work backlog and batch processing status; creates backlog and processing reports; creates batch forms and identifies gaps and other document problems on batch forms; monitors batch sign-out and return on processing log; prepares documents for return to client; prints QC Reports and prepares batches for QC; trains and supervises document numbering clerks; coordinates box and image delivery with Imaging Group.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding/Data Entry Database Designer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Meets with Project Director and Project Manager to discuss data entry and deliverable formats as detailed in the *Document Processing Specifications*; creates data entry screens; designs edit and QC reports; performs ad hoc reports as needed; designs data deliverable format; creates data files for delivery.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Scanning Technician

Minimum/General Experience -- One to three or more years related experience.

Functional Responsibilities -- Under direct supervision, conducts document preparation, data entry, scanning and conversion activities applying standard quality assurance and control practices and procedures. Makes use of standard software and hardware, capable of producing quality assurance programs, routines and reports.

Minimum Education -- High School diploma (or GED).

Senior Systems Analyst

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications

which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior LAN Administrator

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

LAN Administrator

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN).

Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Conducts user requirements, system design and implementation of Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) TechLaw supported applications software, and six or more years related experience.

Functional Responsibilities -- Conducts user training on Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Staff Consultant (Senior Researcher/Attorney)

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This person plans, conducts and supervises assignment. Assignments are varied and require some originality and ingenuity. This individual estimates budgets and schedules work to meet completion dates. This individual directs assistants, reviews progress and evaluates results. This individual makes changes in methods, if necessary. This individual operates with latitude for un-reviewed actions and decisions. This individual assists in the review and examination of work product and may be required to testify regarding their development. This individual, with client approval, coordinates information development and is the primary investigator, responsible for identifying information sources and information acquisition. This person conducts interviews, record collection, legal research, prepares responses to interrogatories, and identifies regulatory requirements.

Minimum Education -- MS/MA or second highest level of certification in the field of expertise being required by the client or BS/BA (or equivalent technical training and experience) with one additional year of experience directly related to the required tasks.

Staff Consultant (Researcher)

Minimum/General Experience -- Four years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual translates technical guidance received from the Team or Project Leader (or equivalent) and applies the information in performance of assignments. For less complex tasks, this individual would work independently. This individual coordinates the activities of the junior personnel. Work assignments are varied and require some originality and ingenuity. This individual, with client approval, is a principal investigator, responsible for identifying information sources and information acquisition. This individual is capable of developing, updating, and maintaining new and/or existing databases related to the work being performed. This individual conducts interviews and record collection.

Minimum Education -- BS/BA or equivalent technical training and experience.

Associate Staff Consultant (Assistant Researcher)

Minimum/General Experience -- Two years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual works under the supervision of a Team Leader or Project Manager (or equivalent). This individual gathers information and performs routine tasks and analyses. This individual works on less complicated and complex assignments where minimum evaluation is required. For specific less complex tasks, this individual works independently. This individual is capable of maintaining existing databases as related to the work being performed. This individual assists with record collection activities.

Minimum Education -- BS/BA or equivalent technical training and experience.

Environmental Scientist

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This individual provides technical support regarding scientific issues pertaining to needs analysis, information acquisition, and database preparation (including GIS and modeling). Assignments are varied and require some originality and ingenuity.

Minimum Education -- Masters of Science degree, or equivalent additional experience.

Web Developer

Minimum/General Experience – Two or more years of related experience.

Functional Responsibilities – Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.

Minimum Education – Bachelors degree or equivalent technical training and experience.

Web Designer

Minimum/General Experience – Two or more years of related experience.

Functional Responsibilities – Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.

Minimum Education – Bachelors degree or equivalent technical training and experience.

Database Administrator

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Updates, and maintains databases, including adding database structures and writing stored procedures.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

Minimum/General Experience – Eight or more years of related experience.

Functional Responsibilities – Designs, implements, and administers mission-critical client/server databases.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

8. TechLaw Solutions Labor Services & Category Descriptions (SIN 51-508)

Contract GS-25F-0009P							
Price List as of October 2013							
Annual Escalation of 0%							

SIN#	Labor Category	10/29/13 to 10/28/14	10/29/14 to 10/28/15	10/29/15 to 10/28/16	10/29/16 to 10/28/17	10/29/17 to 10/28/18
51-506	Program Manager	\$204.53	\$204.53	\$204.53	\$204.53	\$204.53
51-506	Program Director	\$152.70	\$152.70	\$152.70	\$152.70	\$152.70
51-506	Project Manager	\$117.02	\$117.02	\$117.02	\$117.02	\$117.02
51-506	Coding Supervisor	\$68.26	\$68.26	\$68.26	\$68.26	\$68.26
51-506	Team Leader (Sr. Document Analyst)*	\$42.46	\$42.46	\$42.46	\$42.46	\$42.46
51-506	Document Analyst (Coder)*	\$28.16	\$28.16	\$28.16	\$28.16	\$28.16
51-506	Control Coordinator*	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50
51-506	Coding/Data Entry Database Designer	\$121.96	\$121.96	\$121.96	\$121.96	\$121.96
51-506	Scanning Technician*	\$24.91	\$24.91	\$24.91	\$24.91	\$24.91
51-506	Senior Systems Analyst	\$118.13	\$118.13	\$118.13	\$118.13	\$118.13
51-506	Systems Analyst	\$94.25	\$94.25	\$94.25	\$94.25	\$94.25
51-506	Senior Programmer	\$122.01	\$122.01	\$122.01	\$122.01	\$122.01
51-506	Programmer	\$95.72	\$95.72	\$95.72	\$95.72	\$95.72
51-506	Senior LAN Administrator	\$124.96	\$124.96	\$124.96	\$124.96	\$124.96
51-506	LAN Administrator	\$93.03	\$93.03	\$93.03	\$93.03	\$93.03
51-506	Application Integration Specialist	\$182.11	\$182.11	\$182.11	\$182.11	\$182.11
51-506	Application Integration Consultant	\$228.01	\$228.01	\$228.01	\$228.01	\$228.01
51-506	Application Trainer	\$167.40	\$167.40	\$167.40	\$167.40	\$167.40
51-506	Senior Staff Consultant	\$118.57	\$118.57	\$118.57	\$118.57	\$118.57
51-506	Staff Consultant	\$76.68	\$76.68	\$76.68	\$76.68	\$76.68
51-506	Associate Staff Consultant	\$55.89	\$55.89	\$55.89	\$55.89	\$55.89
51-506	Environmental Scientist	\$113.64	\$113.64	\$113.64	\$113.64	\$113.64
51-506	Web Developer	\$113.50	\$113.50	\$113.50	\$113.50	\$113.50
51-506	Web Designer	\$107.07	\$107.07	\$107.07	\$107.07	\$107.07
51-506	Database Administrator	\$97.32	\$97.32	\$97.32	\$97.32	\$97.32
51-506	Database Analyst	\$105.88	\$105.88	\$105.88	\$105.88	\$105.88
51-506	Database Designer	\$116.68	\$116.68	\$116.68	\$116.68	\$116.68

***SCA MATRIX (WD No. 2005-2103, Revision 13, 6/19/13)**

SCA Eligible Contract Labor Category	SCA Equivalent Title	WD Rate	Job Code
Team Leader (Sr. Document Analyst)	General Clerk III	\$22.55	01113
Document Analyst (Coder)	Data Entry I	\$18.19	01051
Control Coordinator	General Clerk II	\$20.05	01112
Scanning Technician	General Clerk I	\$18.69	01111

TechLaw Solutions Labor Category Descriptions SIN 51-508

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.

Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.

Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.

Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding Supervisor

Minimum/General Experience -- Three or more years related experience.

Functional Responsibilities -- Manages project team leader(s); monitors daily staff performance; coordinates work flow with Imaging Group; monitors image backlog and maintains work flow; provides coder and quality controller training; interacts with support vendors; reviews work quality; interviews prospective Document Analysts; trains coders on simple design projects; identifies staff for counseling or commendation; drafts proposed "coder alerts"; drafts project specific image control and quality control forms; monitors data entry design changes; reviews data to ensure design and quality conformance; conducts staff meetings to discuss progress and changes; performs quality assurance. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Team Leader (Senior Document Analyst)

Minimum/General Experience -- Two or more years related experience.

Functional Responsibilities -- Manages a staff of up to 15 coders and/or QCers; assists with coder/QC training; coordinates identification of data entry design problems; collects and analyzes production rates; collects and analyzes QC forms; provides quality and production feedback to coders/QCers; maintains

statistics on coder/QC production and quality; identifies coders for QC; supervises quality assurance review; recommends handling criteria for problem documents; performs quality assurance. Supervises a team of Document Analysts performing coding or quality control. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree (or equivalent experience).

Document Analyst (Coder)

Minimum/General Experience -- One year of related experience.

Functional Responsibilities -- Codes/QCs documents; maintains daily individual processing statistics; meets quality, attendance and production standards; records batch discrepancies and exceptions; follows coding manual and coder alert instructions; reports problems with documents not matching the coding design; reports equipment or software problems; provides constructive feedback to coders (via Team Leaders). Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- High school diploma (or GED).

Control Coordinator

Minimum/General Experience -- One or more years related experience.

Functional Responsibilities -- Monitors image processing status and records images ready for document coding; reviews images prior to coding to identify potential problems; creates image batches for coding and assigns batch control numbers; tracks work backlog and batch processing status; creates backlog and processing reports; creates batch forms and identifies gaps and other document problems on batch forms; monitors batch sign-out and return on processing log; prepares documents for return to client; prints QC Reports and prepares batches for QC; trains and supervises document numbering clerks; coordinates box and image delivery with Imaging Group.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding/Data Entry Database Designer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Meets with Project Director and Project Manager to discuss data entry and deliverable formats as detailed in the *Document Processing Specifications*; creates data entry screens; designs edit and QC reports; performs ad hoc reports as needed; designs data deliverable format; creates data files for delivery.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Scanning Technician

Minimum/General Experience -- One to three or more years related experience.

Functional Responsibilities -- Under direct supervision, conducts document preparation, data entry, scanning and conversion activities applying standard quality assurance and control practices and procedures. Makes use of standard software and hardware, capable of producing quality assurance programs, routines and reports.

Minimum Education -- High School diploma (or GED).

Senior Systems Analyst

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications

which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior LAN Administrator

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

LAN Administrator

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN).

Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Conducts user requirements, system design and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) TechLaw supported applications software, and six or more years related experience.

Functional Responsibilities -- Conducts user training on CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Staff Consultant (Senior Researcher/Attorney)

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This person plans, conducts and supervises assignment. Assignments are varied and require some originality and ingenuity. This individual estimates budgets and schedules work to meet completion dates. This individual directs assistants, reviews progress and evaluates results. This individual makes changes in methods, if necessary. This individual operates with latitude for un-reviewed actions and decisions. This individual assists in the review and examination of work product and may be required to testify regarding their development. This individual, with client approval, coordinates information development and is the primary investigator, responsible for identifying information sources and information acquisition. This person conducts interviews, record collection, legal research, prepares responses to interrogatories, and identifies regulatory requirements.

Minimum Education -- MS/MA or second highest level of certification in the field of expertise being required by the client or BS/BA (or equivalent technical training and experience) with one additional year of experience directly related to the required tasks.

Staff Consultant (Researcher)

Minimum/General Experience -- Four years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual translates technical guidance received from the Team or Project Leader (or equivalent) and applies the information in performance of assignments. For less complex tasks, this individual would work independently. This individual coordinates the activities of the junior personnel. Work assignments are varied and require some originality and ingenuity. This individual, with client approval, is a principal investigator, responsible for identifying information sources and information acquisition. This individual is capable of developing, updating, and maintaining new and/or existing databases related to the work being performed. This individual conducts interviews and record collection.

Minimum Education -- BS/BA or equivalent technical training and experience.

Associate Staff Consultant (Assistant Researcher)

Minimum/General Experience -- Two years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual works under the supervision of a Team Leader or Project Manager (or equivalent). This individual gathers information and performs routine tasks and analyses. This individual works on less complicated and complex assignments where minimum evaluation is required. For specific less complex tasks, this individual works independently. This individual is capable of maintaining existing databases as related to the work being performed. This individual assists with record collection activities.

Minimum Education -- BS/BA or equivalent technical training and experience.

Environmental Scientist

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This individual provides technical support regarding scientific issues pertaining to needs analysis, information acquisition, and database preparation (including GIS and modeling). Assignments are varied and require some originality and ingenuity.

Minimum Education -- Masters of Science degree, or equivalent additional experience.

Web Developer

Minimum/General Experience -- Two or more years of related experience.

Functional Responsibilities -- Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.

Minimum Education – Bachelors degree or equivalent technical training and experience.

Web Designer

Minimum/General Experience – Two or more years of related experience.

Functional Responsibilities – Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.

Minimum Education – Bachelors degree or equivalent technical training and experience.

Database Administrator

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Updates, and maintains databases, including adding database structures and writing stored procedures.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

Minimum/General Experience – Eight or more years of related experience.

Functional Responsibilities – Designs, implements, and administers mission-critical client/server databases.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

9. Content Analyst

SIN	TechLaw Part Number	Product Description	GSA Price with IFF (\$)
LICENSE FEE & MAINTENANCE			
51-409	TL-CAC001.3x	Content Analyst Manufactured software 3.x - Server 1	\$ 97,747.65
51-409	TL-CAC002.3x	Content Analyst Manufactured software 3.x - Server 2-5*	\$ 87,972.89
51-409	TL-CAC003.3x	Content Analyst Manufactured software 3.x - Server 6-25*	\$ 79,176.04
51-409	TL-CAC004.3x	Content Analyst Manufactured software 3.x - Server 26-50*	\$ 71,257.82
51-409	TL-CAC-CPU1.3x	Additional CPU's per Server-Bundle 1	\$ 37,237.20
51-409	TL-CAC-CPU2.3x	Additional CPU's per Server-Bundle 2-7**	\$ 29,789.76
51-409	TL-CAC-CPU3.3x	Additional CPU's per Server-Bundle 8-24**	\$ 26,066.04
51-409	TL-CAC-CPU4.3x	Additional CPU's per Server-Bundle 25-49**	\$ 18,618.60
51-409	TL-CAC-M1.3x	Content Analyst Maintenance 20% of list price per annum/ 1 server	\$ 20,722.50
51-409	TL-CAC-M2.3x	Content Analyst Maintenance 20% of list price per annum/2-5 servers	\$ 20,722.50
51-409	TL-CAC-M3.3x	Content Analyst Maintenance 20% of list price per annum/6-25 servers	\$ 20,722.50
51-409	TL-CAC-M4.3x	Content Analyst Maintenance 20% of list price per annum/26-50 servers	\$ 20,722.50
51-409	TL-CAC-MCPU1.3x	Additional Maintenance on CPU Bundles per annum/1 bundle	\$ 7,894.29
51-409	TL-CAC-MCPU2.3x	Additional Maintenance on CPU Bundles per annum/2-7 bundles	\$ 7,894.29
51-409	TL-CAC-MCPU3.3x	Additional Maintenance on CPU Bundles per annum/8-24 bundles	\$ 7,894.29
51-409	TL-CAC-MCPU4.3x	Additional Maintenance on CPU Bundles per annum/25-50 bundles	\$ 7,894.29

* Prices include the 0.75% Industrial Funding Fee (IFF)

** Not discounted for additional servers

Pricing does not include Wage Determinations

10. Equivio

Equivio>Zoom*

SIN	TechLaw Part Number	Product Description	GSA Price**
SERVER-BASED ANNUAL LICENSE FEE			
51-508	TL-AN-CORE ANALYTICS	Core Analytics Annual License Fee	\$ 110,825
51-508	TL-AN-RELEVANCE	Relevance Annual License Fee	\$ 110,825
51-508	TL-AN-THEMES	Themes Annual License Fee	\$ 110,825
51-508	TL-AN-DUO	Any two of Core Analytics, Relevance, or Themes	\$ 221,650
51-508	TL-AN-TRIO	All three: Core Analytics, Relevance, and Themes	\$ 265,980
SERVER-BASED PERPETUAL LICENSE FEE			
51-508	TL-PL-CORE ANALYTICS	Core Analytics Perpetual License Fee	\$ 221,650
51-508	TL-PL-RELEVPLCE	Relevance Perpetual License Fee	\$ 221,650
51-508	TL-PL-THEMES	Themes Perpetual License Fee	\$ 221,650
MAINTENANCE			
51-508	TL-ANLMAINT	For annual license: the maintenance service is included in the license fee	Included in license
51-508	TL-M-CORE ANALYTICS	Core Analytics Annual maintenance fee	\$ 44,330
51-508	TL-M-RELEVANCE	Relevance Annual maintenance fee	\$ 44,330
51-508	TL-M-THEMES	Themes Annual maintenance fee	\$ 44,330

* Zoom is a repackaging of the Equivio line of products and it includes the following offerings:

- 1) Core Analytics (previously called Near Duplicates and eMail Treads)
- 2) Relevance
- 3) Themes

**Includes IFF. See Attachment E for additional pricing information

11. Venio

SIN	Venio Part Number	TechLaw Part Number	Product Description	GSA Price with IFF (\$)
51-409	Venio FPR 3.1.09A	TL-Venio FPR 3.1.09A	Processing and ECA/First Pass review Application for eDiscovery Data Annual License (Unlimited processing)	\$423,150.00
51-409	Venio FPR 3.1.09P100	TL-Venio FPR 3.1.09P100	Processing and ECA/First Pass review Application for eDiscovery Data (1st 100 GB, Pay as You Go)	\$12,694.50
51-409	Venio FPR 3.1.09P1	TL-Venio FPR 3.1.09P1	Processing and ECA/First Pass review Application for eDiscovery Data (> 100 GB, Pay as You Go)	\$126.95/GB

12. Brainspace Discovery

SIN	TechLaw Part Number	Product Description	GSA Price**
51-508	TL-Brainspace Discovery-10M-3	10,000,000 Record Limit - 3 Year, Annual	\$67,704.00
51-508	TL-Brainspace Discovery-10M-2	10,000,000 Record Limit - 2 Year, Annual	\$77,859.60
51-508	TL-Brainspace Discovery-10M-1	10,000,000 Record Limit - 1 Year, Annual	\$81,244.80
51-508	TL-Brainspace Discovery-20M-3	20,000,000 Record Limit - 3 Year, Annual	\$135,408.00
51-508	TL-Brainspace Discovery-20M-2	20,000,000 Record Limit - 2 Year, Annual	\$155,719.20
51-508	TL-Brainspace Discovery-20M-1	20,000,000 Record Limit - 1 Year, Annual	\$162,489.60
Brainspace Discovery Additional Products			
51-508	TL-Brainspace Connectors (iConnect)	Annual	\$8,463.00
51-508	TL-Brainspace Connectors (Relativity)	Annual	\$8,463.00
51-508	TL-Brainspace Connectors (LAW)	Annual	\$8,463.00
51-508	TL-Brainspace Connectors (EDA)	Annual	\$8,463.00

C. Education and Training Support Services (SIN 51-503)

1. Content Analyst

SIN	TechLaw Part Number	Product Description	GSA Price with IFF (\$)
TRAINING			
51-503	TL-CAC101.3x	End-User Training - price is per student per day	\$ 1,174.75
51-503	TL-CAC102.3x	Systems Administration - price is per student per day	\$ 1,503.67
51-503	TL-CAC201.3x	CAAT Certification for Administrators (2-day course) price is per student per day	\$ 1,174.75
51-503	TL-CAC301.3x	Integration & Customization	\$ 1,503.67
*Prices include the .75% Industrial Funding Fee (IFF) Pricing does not include Wage Determinations			

2. Equivio

SIN	TechLaw Part Number	Product Description**	GSA Price *
TRAINING SERVICES			
51-503	TL-EQ-Training	Training services can be provided at a daily rate, plus out-of-pocket expenses. This rate assumes a work day of 8 hours, Monday to Friday, in normal office hour	\$ 1,463
		The out-of-pocket expenses include travel and living expenses, based on travel from New York to the customer's site.	
* Prices include the 0.75% Industrial Funding Fee (IFF)			

3. kCura

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	PRICE OFFERED TO GSA (including IFF)
51-503	Relativity – Administrative (kCura office)	2 days	5	12	846.30
51-503	Relativity – Infrastructure (kCura office)	1 day	5	12	\$423.15
51-503	Relativity – Analytics	1 day	5	12	\$423.15
51-503	Relativity – Assisted Review (kCura office)	1 day	5	12	\$423.15
51-503	Initial Roll-Out Training** (on site)*	5 days	5	12	\$8,463.00
51-503	Relativity Custom Training – Advice Consultation (On Site)*	Per hour			\$211.58
51-503	Custom Development Services	Per hour			\$190.42
51-503	Relativity – ½ day Legal Hold Training (On site* or kCura office)	½ day			\$211.58
51-503	Relativity – ½ day Collection Training (On site* or kCura office)	½ day			\$211.58

Notes to pricing

*The out of pocket expenses include travel and living expenses, based on travel from Chicago to the customer's site. Emergency Onsite Training/Support is limited to 2 consecutive business days. This rate assumes a work day of 8 hours, Monday to Friday, during normal office hours.

**Initial Roll Out training must be completed within 90 days of the date specified in the End User License Agreement.

4. Brainspace Discovery

SIN	Course Title	Course Length	GSA Price (including IFF)
51-503	TL-Brainspace Training	Day	\$1,523.34
51-503	TL-Brainspace Professional Services	Day	\$1,523.34
51-503	TL-Brainspace Travel Support	Trip	Per JTR

**D. Needs Assessment Services (SIN 51-501)
Records Management Services (SIN 51-504)
Network Connectivity Services (SIN 51-509)**

**1. TechLaw Solutions Labor Services & Category Descriptions
(SIN 51-501)**

Contract GS-25F-0009P						
Price List as of October 2013						
Annual Escalation of 0%						
SIN#	Labor Category	10/29/13 to 10/28/14	10/29/14 to 10/28/15	10/29/15 to 10/28/16	10/29/16 to 10/28/17	10/29/17 to 10/28/18
51-504	Program Manager	\$204.53	\$204.53	\$204.53	\$204.53	\$204.53
51-504	Program Director	\$152.70	\$152.70	\$152.70	\$152.70	\$152.70
51-504	Project Manager	\$117.02	\$117.02	\$117.02	\$117.02	\$117.02
51-504	Coding Supervisor	\$68.26	\$68.26	\$68.26	\$68.26	\$68.26
51-504	Team Leader (Sr. Document Analyst)*	\$42.46	\$42.46	\$42.46	\$42.46	\$42.46
51-504	Document Analyst (Coder)*	\$28.16	\$28.16	\$28.16	\$28.16	\$28.16
51-504	Control Coordinator*	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50
51-504	Coding/Data Entry Database Designer	\$121.96	\$121.96	\$121.96	\$121.96	\$121.96
51-504	Scanning Technician*	\$24.91	\$24.91	\$24.91	\$24.91	\$24.91
51-504	Senior Systems Analyst	\$118.13	\$118.13	\$118.13	\$118.13	\$118.13
51-504	Systems Analyst	\$94.25	\$94.25	\$94.25	\$94.25	\$94.25
51-504	Senior Programmer	\$122.01	\$122.01	\$122.01	\$122.01	\$122.01
51-504	Programmer	\$95.72	\$95.72	\$95.72	\$95.72	\$95.72
51-504	Senior LAN Administrator	\$124.96	\$124.96	\$124.96	\$124.96	\$124.96
51-504	LAN Administrator	\$93.03	\$93.03	\$93.03	\$93.03	\$93.03
51-504	Application Integration Specialist	\$182.11	\$182.11	\$182.11	\$182.11	\$182.11
51-504	Application Integration Consultant	\$228.01	\$228.01	\$228.01	\$228.01	\$228.01
51-504	Application Trainer	\$167.40	\$167.40	\$167.40	\$167.40	\$167.40
51-504	Senior Staff Consultant	\$118.57	\$118.57	\$118.57	\$118.57	\$118.57
51-504	Staff Consultant	\$76.68	\$76.68	\$76.68	\$76.68	\$76.68
51-504	Associate Staff Consultant	\$55.89	\$55.89	\$55.89	\$55.89	\$55.89
51-504	Environmental Scientist	\$113.64	\$113.64	\$113.64	\$113.64	\$113.64
51-504	Web Developer	\$113.50	\$113.50	\$113.50	\$113.50	\$113.50
51-504	Web Designer	\$107.07	\$107.07	\$107.07	\$107.07	\$107.07
51-504	Database Administrator	\$97.32	\$97.32	\$97.32	\$97.32	\$97.32
51-504	Database Analyst	\$105.88	\$105.88	\$105.88	\$105.88	\$105.88
51-504	Database Designer	\$116.68	\$116.68	\$116.68	\$116.68	\$116.68

TechLaw Solutions Labor Category Descriptions SIN 51-501

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.

Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.

Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.

Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Senior Systems Analyst

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior LAN Administrator

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

LAN Administrator

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Conducts user requirements, system design and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) TechLaw supported applications software, and six or more years related experience.

Functional Responsibilities -- Conducts user training on CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Staff Consultant (Senior Researcher/Attorney)

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This person plans, conducts and supervises assignment. Assignments are varied and require some originality and ingenuity. This individual estimates budgets and schedules work to meet completion dates. This individual directs assistants, reviews progress and evaluates results. This individual makes changes in methods, if necessary. This individual operates with latitude for un-reviewed actions and decisions. This individual assists in the review and examination of work product and may be required to testify regarding their development. This individual, with client approval, coordinates information development and is the primary investigator, responsible for identifying information sources

and information acquisition. This person conducts interviews, record collection, legal research, prepares responses to interrogatories, and identifies regulatory requirements.

Minimum Education -- MS/MA or second highest level of certification in the field of expertise being required by the client or BS/BA (or equivalent technical training and experience) with one additional year of experience directly related to the required tasks.

Staff Consultant (Researcher)

Minimum/General Experience -- Four years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual translates technical guidance received from the Team or Project Leader (or equivalent) and applies the information in performance of assignments. For less complex tasks, this individual would work independently. This individual coordinates the activities of the junior personnel. Work assignments are varied and require some originality and ingenuity. This individual, with client approval, is a principal investigator, responsible for identifying information sources and information acquisition. This individual is capable of developing, updating, and maintaining new and/or existing databases related to the work being performed. This individual conducts interviews and record collection.

Minimum Education -- BS/BA or equivalent technical training and experience.

Associate Staff Consultant (Assistant Researcher)

Minimum/General Experience -- Two years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual works under the supervision of a Team Leader or Project Manager (or equivalent). This individual gathers information and performs routine tasks and analyses. This individual works on less complicated and complex assignments where minimum evaluation is required. For specific less complex tasks, this individual works independently. This individual is capable of maintaining existing databases as related to the work being performed. This individual assists with record collection activities.

Minimum Education -- BS/BA or equivalent technical training and experience.

Environmental Scientist

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This individual provides technical support regarding scientific issues pertaining to needs analysis, information acquisition, and database preparation (including GIS and modeling). Assignments are varied and require some originality and ingenuity.

Minimum Education -- Masters of Science degree, or equivalent additional experience.

Web Developer

Minimum/General Experience -- Two or more years of related experience.

Functional Responsibilities -- Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.

Minimum Education -- Bachelors degree or equivalent technical training and experience.

Web Designer

Minimum/General Experience -- Two or more years of related experience.

Functional Responsibilities -- Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.

Minimum Education -- Bachelors degree or equivalent technical training and experience.

Database Administrator

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Updates, and maintains databases, including adding database structures and writing stored procedures.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

Minimum/General Experience – Eight or more years of related experience.

Functional Responsibilities – Designs, implements, and administers mission-critical client/server databases.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

2. TechLaw Solutions Labor Services & Category Descriptions (SIN 51-504)

Contract GS-25F-0009P						
Price List as of October 2013						
Annual Escalation of 0%						
SIN#	Labor Category	10/29/13 to 10/28/14	10/29/14 to 10/28/15	10/29/15 to 10/28/16	10/29/16 to 10/28/17	10/29/17 to 10/28/18
51-504	Program Manager	\$204.53	\$204.53	\$204.53	\$204.53	\$204.53
51-504	Program Director	\$152.70	\$152.70	\$152.70	\$152.70	\$152.70
51-504	Project Manager	\$117.02	\$117.02	\$117.02	\$117.02	\$117.02
51-504	Coding Supervisor	\$68.26	\$68.26	\$68.26	\$68.26	\$68.26
51-504	Team Leader (Sr. Document Analyst)*	\$42.46	\$42.46	\$42.46	\$42.46	\$42.46
51-504	Document Analyst (Coder)*	\$28.16	\$28.16	\$28.16	\$28.16	\$28.16
51-504	Control Coordinator*	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50
51-504	Coding/Data Entry Database Designer	\$121.96	\$121.96	\$121.96	\$121.96	\$121.96
51-504	Scanning Technician*	\$24.91	\$24.91	\$24.91	\$24.91	\$24.91
51-504	Senior Systems Analyst	\$118.13	\$118.13	\$118.13	\$118.13	\$118.13
51-504	Systems Analyst	\$94.25	\$94.25	\$94.25	\$94.25	\$94.25
51-504	Senior Programmer	\$122.01	\$122.01	\$122.01	\$122.01	\$122.01
51-504	Programmer	\$95.72	\$95.72	\$95.72	\$95.72	\$95.72
51-504	Senior LAN Administrator	\$124.96	\$124.96	\$124.96	\$124.96	\$124.96
51-504	LAN Administrator	\$93.03	\$93.03	\$93.03	\$93.03	\$93.03
51-504	Application Integration Specialist	\$182.11	\$182.11	\$182.11	\$182.11	\$182.11
51-504	Application Integration Consultant	\$228.01	\$228.01	\$228.01	\$228.01	\$228.01
51-504	Application Trainer	\$167.40	\$167.40	\$167.40	\$167.40	\$167.40
51-504	Senior Staff Consultant	\$118.57	\$118.57	\$118.57	\$118.57	\$118.57
51-504	Staff Consultant	\$76.68	\$76.68	\$76.68	\$76.68	\$76.68
51-504	Associate Staff Consultant	\$55.89	\$55.89	\$55.89	\$55.89	\$55.89
51-504	Environmental Scientist	\$113.64	\$113.64	\$113.64	\$113.64	\$113.64
51-504	Web Developer	\$113.50	\$113.50	\$113.50	\$113.50	\$113.50
51-504	Web Designer	\$107.07	\$107.07	\$107.07	\$107.07	\$107.07
51-504	Database Administrator	\$97.32	\$97.32	\$97.32	\$97.32	\$97.32
51-504	Database Analyst	\$105.88	\$105.88	\$105.88	\$105.88	\$105.88
51-504	Database Designer	\$116.68	\$116.68	\$116.68	\$116.68	\$116.68

TechLaw Solutions Labor Category Descriptions SIN 51-504

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.

Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.

Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.

Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding/Data Entry Database Designer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Meets with Project Director and Project Manager to discuss data entry and deliverable formats as detailed in the *Document Processing Specifications*; creates data entry screens; designs edit and QC reports; performs ad hoc reports as needed; designs data deliverable format; creates data files for delivery.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Systems Analyst

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide

range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Conducts user requirements, system design and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) TechLaw supported applications software, and six or more years related experience.

Functional Responsibilities -- Conducts user training on CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Staff Consultant (Senior Researcher/Attorney)

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This person plans, conducts and supervises assignment. Assignments are varied and require some originality and ingenuity. This individual estimates budgets and schedules work to meet completion dates. This individual directs assistants, reviews progress and evaluates results. This individual makes changes in methods, if necessary. This individual operates with latitude for un-reviewed actions and decisions. This individual assists in the review and examination of work product and may be required to testify regarding their development. This individual, with client approval, coordinates information development and is the primary investigator, responsible for identifying information sources and information acquisition. This person conducts interviews, record collection, legal research, prepares responses to interrogatories, and identifies regulatory requirements.

Minimum Education -- MS/MA or second highest level of certification in the field of expertise being required by the client or BS/BA (or equivalent technical training and experience) with one additional year of experience directly related to the required tasks.

Staff Consultant (Researcher)

Minimum/General Experience -- Four years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual translates technical guidance received from the Team or Project Leader (or equivalent) and applies the information in performance of assignments. For less complex tasks, this individual would work independently. This individual coordinates the activities of the junior personnel. Work assignments are varied and require some originality and ingenuity. This individual, with client approval, is a principal investigator, responsible for identifying information sources and information acquisition. This individual is capable of developing, updating, and maintaining new

and/or existing databases related to the work being performed. This individual conducts interviews and record collection.

Minimum Education -- BS/BA or equivalent technical training and experience.

Associate Staff Consultant (Assistant Researcher)

Minimum/General Experience -- Two years of experience directly related to the required tasks.

Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual works under the supervision of a Team Leader or Project Manager (or equivalent). This individual gathers information and performs routine tasks and analyses. This individual works on less complicated and complex assignments where minimum evaluation is required. For specific less complex tasks, this individual works independently. This individual is capable of maintaining existing databases as related to the work being performed. This individual assists with record collection activities.

Minimum Education -- BS/BA or equivalent technical training and experience.

Environmental Scientist

Minimum/General Experience -- Eight years of experience directly related to the required tasks.

Functional Responsibilities -- This individual provides technical support regarding scientific issues pertaining to needs analysis, information acquisition, and database preparation (including GIS and modeling). Assignments are varied and require some originality and ingenuity.

Minimum Education -- Masters of Science degree, or equivalent additional experience.

Web Developer

Minimum/General Experience -- Two or more years of related experience.

Functional Responsibilities -- Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.

Minimum Education -- Bachelors degree or equivalent technical training and experience.

Web Designer

Minimum/General Experience -- Two or more years of related experience.

Functional Responsibilities -- Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.

Minimum Education -- Bachelors degree or equivalent technical training and experience.

Database Administrator

Minimum/General Experience -- Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities -- Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.

Minimum Education -- Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Updates, and maintains databases, including adding database structures and writing stored procedures.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

Minimum/General Experience – Eight or more years of related experience.

Functional Responsibilities – Designs, implements, and administers mission-critical client/server databases.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

3. TechLaw Solutions Labor Services & Category Descriptions (SIN 51-509)

Contract GS-25F-0009P						
Price List as of October 2013						
Annual Escalation of 0%						
SIN#	Labor Category	10/29/13 to 10/28/14	10/29/14 to 10/28/15	10/29/15 to 10/28/16	10/29/16 to 10/28/17	10/29/17 to 10/28/18
51-509	Program Manager	\$204.53	\$204.53	\$204.53	\$204.53	\$204.53
51-509	Program Director	\$152.70	\$152.70	\$152.70	\$152.70	\$152.70
51-509	Project Manager	\$117.02	\$117.02	\$117.02	\$117.02	\$117.02
51-509	Coding Supervisor	\$68.26	\$68.26	\$68.26	\$68.26	\$68.26
51-509	Team Leader (Sr. Document Analyst)*	\$42.46	\$42.46	\$42.46	\$42.46	\$42.46
51-509	Document Analyst (Coder)*	\$28.16	\$28.16	\$28.16	\$28.16	\$28.16
51-509	Control Coordinator*	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50
51-509	Coding/Data Entry Database Designer	\$121.96	\$121.96	\$121.96	\$121.96	\$121.96
51-509	Scanning Technician*	\$24.91	\$24.91	\$24.91	\$24.91	\$24.91
51-509	Senior Systems Analyst	\$118.13	\$118.13	\$118.13	\$118.13	\$118.13
51-509	Systems Analyst	\$94.25	\$94.25	\$94.25	\$94.25	\$94.25
51-509	Senior Programmer	\$122.01	\$122.01	\$122.01	\$122.01	\$122.01
51-509	Programmer	\$95.72	\$95.72	\$95.72	\$95.72	\$95.72
51-509	Senior LAN Administrator	\$124.96	\$124.96	\$124.96	\$124.96	\$124.96
51-509	LAN Administrator	\$93.03	\$93.03	\$93.03	\$93.03	\$93.03
51-509	Application Integration Specialist	\$182.11	\$182.11	\$182.11	\$182.11	\$182.11
51-509	Application Integration Consultant	\$228.01	\$228.01	\$228.01	\$228.01	\$228.01
51-509	Application Trainer	\$167.40	\$167.40	\$167.40	\$167.40	\$167.40
51-509	Senior Staff Consultant	\$118.57	\$118.57	\$118.57	\$118.57	\$118.57
51-509	Staff Consultant	\$76.68	\$76.68	\$76.68	\$76.68	\$76.68
51-509	Associate Staff Consultant	\$55.89	\$55.89	\$55.89	\$55.89	\$55.89
51-509	Environmental Scientist	\$113.64	\$113.64	\$113.64	\$113.64	\$113.64
51-509	Web Developer	\$113.50	\$113.50	\$113.50	\$113.50	\$113.50
51-509	Web Designer	\$107.07	\$107.07	\$107.07	\$107.07	\$107.07
51-509	Database Administrator	\$97.32	\$97.32	\$97.32	\$97.32	\$97.32
51-509	Database Analyst	\$105.88	\$105.88	\$105.88	\$105.88	\$105.88
51-509	Database Designer	\$116.68	\$116.68	\$116.68	\$116.68	\$116.68

TechLaw Solutions Labor Category Descriptions SIN 51-509

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.

Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.

Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.

Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.

Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Senior Systems Analyst

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior LAN Administrator

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

LAN Administrator

Minimum/General Experience -- Six or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported software.

Functional Responsibilities -- Conducts user requirements, system design and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) TechLaw supported applications software, and six or more years related experience.

Functional Responsibilities -- Conducts user training on CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) TechLaw supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Web Developer

Minimum/General Experience -- Two or more years of related experience.

Functional Responsibilities -- Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.

Minimum Education -- Bachelors degree or equivalent technical training and experience.

Web Designer

Minimum/General Experience – Two or more years of related experience.

Functional Responsibilities – Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.

Minimum Education – Bachelors degree or equivalent technical training and experience.

Database Administrator

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.

Functional Responsibilities – Updates, and maintains databases, including adding database structures and writing stored procedures.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

Minimum/General Experience – Eight or more years of related experience.

Functional Responsibilities – Designs, implements, and administers mission-critical client/server databases.

Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.