



**PROVIDING CYBER, RISK, AND COMPLIANCE-BASED TECHNOLOGY SOLUTIONS  
FOR THE DIGITAL REVOLUTION.**

LTS is dedicated to providing consulting solutions associated with the implementation, configuration, administration, and ongoing support of enterprise application systems within the following domains:

**Cyber Security | Digital Forensics | Electronic Discovery | Litigation Support  
Information Governance | Information Technology**

## **AUTHORIZED FEDERAL SUPPLY SCHEDULE & PRICE LIST**

### **GSA Schedule 70 Contract Holder**

**Contractor:** LTS – LegalTech Solutions

**GSA Contract Number:** GS-35F-0649Y

**Duns Number:** 824940121

**Contract Period:** September 26, 2012 – September 26, 2017

*A veteran-owned small business*

*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!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.*

## **BUSINESS AND PAYMENT ADDRESS:**

**Contractor:** LTS - LegalTech Solutions

**Address:** 220 S. Pacific Coast Highway, Suite 110, Redondo Beach, CA 90277

**Telephone:** 310-374-1100

**Fax:** 310-374-1101

**E-mail:** [info@lts-inc.com](mailto:info@lts-inc.com)

**Website:** [www.lts-inc.com](http://www.lts-inc.com)

### **Primary Contact:**

Cyrus Bolden  
[cyrus@lts-inc.com](mailto:cyrus@lts-inc.com)  
310-374-1100 x302

### **Secondary Contact:**

Evanna Shaffer  
[evanna@lts-inc.com](mailto:evanna@lts-inc.com)  
310-374-1100 x304

### **SIN Codes:**

132-34 Maintenance of Software  
132-51 Information Technology Professional Services

### **NAIC Codes:**

511210 - Software Publishers  
541511 - Custom Computer Programming Services  
541512 - Computer Systems Design Services  
541513 - Computer Facilities Management Services  
541519 - Other Computer Related Services  
611420 - Computer Training

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# INTRODUCTION:

LTS was formed immediately following the amendments of the Federal Rules of Civil Procedure regarding Electronically Stored Information (ESI), in late 2006 with a single mission: To service the information security and information governance needs of a rapidly-changing digital world.

A veteran-owned small business (VOSB), LTS was established by a team of professionals with hands-on experience working within the Legal Technology industry, and an exclusive network that spans all corners of the globe. We stay ahead of emerging trends; constantly gathering and sharing information and intelligence with both public and private sector partners worldwide.

As an Information Governance and Cyber Security consulting firm dedicated exclusively to the Top 250 AM Law Firms, Fortune 500 Corporate Legal Departments, Software Manufacturers, and E-Discovery Service providers, LTS is uniquely qualified to service government agencies as they seek to defend computer networks and forensically collect, process, and analyze electronic discovery data (EDD), in accordance with presidential directives from the United States White House.

LTS has been on the front lines of the digital revolution; servicing the world's top law firms and corporate legal departments while developing alliances with the nation's most prominent eDiscovery and Information Security software manufacturers.

Having catered to the legal technology and information security needs of some of the world's largest commercial businesses, LTS is uniquely qualified to deploy subject matter experts on demand and with a focus toward achieving mission-critical goals of the United States government.

- Special Item No. 132-34 Maintenance of Software as a Service
- Special Item No. 132-51 Information Technology Professional Services

# INFORMATION FOR ORDERING ACTIVITIES:

## 1. GEOGRAPHIC SCOPE OF CONTRACT:

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☐ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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## 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

**Address:** 220 S. Pacific Coast Highway, Suite 110, Redondo Beach, CA 90277

**Attn:** Cyrus Bolden

**Phone:** 310-374-1100 x301

**Fax:** 310-374-1101

**Email:** cyrus@lts-inc.com

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**Primary Contact Phone:** 310-374-1100 x301

**Alternate Contact Phone:** 310-374-1100 x304

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

## 3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

#### 4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: **824940121**

Block 30: Type of Contractor: **B. Veteran Owned Small Business, Woman-Owned Small Business**

A. Small Disadvantaged Business

**B. Other Small Business**

C. Large Business

G. Other Nonprofit Organization

L. Foreign Contractor

Block 31: Woman-Owned Small Business – **No**

Block 37: Contractor's Taxpayer Identification Number (TIN): **26-2203480**

Block 40: Veteran Owned Small Business (VOSB): **Yes**

*\*\*Copy the applicable letter and corresponding language from the following list\*\**

A: Service Disabled Veteran Owned Small Business

**B: Other Veteran Owned Small Business**

4a. CAGE Code: **6B5K3**

4b. Contractor **has** registered with the Central Contractor Registration Database.

#### 5. FOB DESTINATION

#### 6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

\_\_\_\_\_  
\_\_\_\_\_

DELIVERY TIME (Days ARO)

\_\_\_\_\_  
\_\_\_\_\_ Days  
\_\_\_\_\_ Days

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: *Prices shown include a discount for government clients.*
- b. Quantity - *Prices shown include a discount for government clients.*
- c. Dollar Volume - *Prices shown include a discount for government clients.*
- d. Other Special Discounts (i.e. Government Education Discounts, etc.) - *Prices shown include a discount for government clients.*

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

**10. Small Requirements:** The minimum dollar of orders to be issued is \$100.00 per SIN.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

a. The Maximum Order for the following Special Item Numbers (SINs) is \$100,000 per SIN.

Special Item Number 132-3 - Leasing of Product Special Item Number 132-4 – Daily / Short Term Rental

Special Item Number 132-8 - Purchase of Equipment

Special Item Number 132-9 - Purchase of Used or Refurbished Equipment

Special Item Number 132-12 - Equipment Maintenance Special Item Number 132-32 - Term Software

Licenses Special Item Number 132-33 - Perpetual Software Licenses Special Item Number 132-34 -

Maintenance of Software as a Service Special Item Number 132-51 - Information Technology Professional

Services Special Item Number 132-52 - Electronic Commerce (EC) Services Special Item Number 132-53 –

Wireless Services

Special Item Number 132-54 – Commercial Satellite Communications (COMSATCOM) Transponded Capacity

Special Item Number 132-55 – Commercial Satellite Communications (COMSATCOM) Subscription Services

- b. The Maximum Order for the following Special Item Numbers (SINs) is \$25,000:  
Special Item Number 132-50 - Training Courses
- c. The Maximum Order for the following Special Item Numbers (SINs) is \$1,000,000:  
Special Item Number 132-60A-F – Access Certificates for Electronic Services (ACES) Program  
Special Item Number 132-61 – Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program  
Special Item Number 132-62 – HSPD-12 Product and Service Components
- d. The Maximum Order for the following Special Item Numbers (SINs) is \$150,000:  
Special Item Number 132-100 - Ancillary Supplies and/or Services

## **12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

## **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail.



Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

#### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the

Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

**16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

**17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and

capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8 or 132-9.

### **23. SECTION 508 COMPLIANCE.**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

**Yes**

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): [www.lts-inc.com](http://www.lts-inc.com)

Additional details available at: [www.lts-inc.com](http://www.lts-inc.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

### **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

### **26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation

in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

# TERMS & CONDITIONS:

## **APPLICABLE TO TERM SOFTWARE LICENSES (SIN 132-32), PERPETUAL SOFTWARE LICENSES (SIN 132-33) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

### **1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

### **2. ENTERPRISE USER LICENSE AGREEMENTS REQUIREMENTS (EULA)**

The Contractor shall provide all Enterprise User License Agreements in an editable Microsoft Office (Word) format.

### **3. GUARANTEE/WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

### **4. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number (310) 374-1100 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 9AM to 6PM Pacific Time, Monday-Friday.

### **5. SOFTWARE MAINTENANCE**

- a. Software maintenance as it is defined: (select software maintenance type) :  
Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

## **6. PERIODS OF TERM LICENSES (SIN 132-32) AND MAINTENANCE (SIN 132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
  - e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

## **7. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE**

- a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.
- b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.
- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_\_% of all term license payments during the period that the software was under a term license within the ordering activity.

## **8. TERM LICENSE CESSATION**

- a. After a software product has been on a continuous term license for a period of \_\_\_\_\_ \* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

- b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

#### **9. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 132-34)**

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.



**10. SOFTWARE CONVERSIONS - (SIN 132-32 AND SIN 132-33)**

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system , or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

**11. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

**12. RIGHT-TO-COPY PRICING**

The Contractor shall insert the discounted pricing for right-to-copy licenses.

# TERMS & CONDITIONS:

## APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)

**\*\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

### 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### 2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### 3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

#### **6. INSPECTION OF SERVICES**

**In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.**

#### **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

#### **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

## 9. INDEPENDENT CONTRACTOR

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

**Minimum/General Experience:** Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

**Functional Responsibility:** Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

**Minimum Education:** Bachelor's Degree in Computer Science

# BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                              Date

BPA NUMBER\_\_\_\_\_

## **(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s)\_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

\*SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

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(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:  
OFFICE POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*

# **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.



# LTS SERVICE DESCRIPTIONS FOR SIN 132-34

| Autonomy IDOL Administration  |  |
|---|--|
| (SIN: 132-34) (NAICS: 541511)   |  |
| <b>SERVICE SUMMARY:</b>   |  |
| <ul style="list-style-type: none"> <li>• Design, configure and implement IDOL fetches to index data from different data sources (HTTP, ODBC, file system, proprietary databases).</li> <li>• Design and implement indexing schedules (daily, real-time etc.)</li> <li>• Implement the Autonomy Retrieval portlet in web applications to display IDOL indexed data.</li> </ul>   |  |
| <b>IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING AUTONOMY MODULES:</b>   |  |
| <ul style="list-style-type: none"> <li>• IDOL Server</li> <li>• IDOL Answer</li> <li>• IDOL Federator</li> <li>• IDOL Mobile Edition (IDOLme)</li> <li>• IDOL Universal Search</li> <li>• Autonomy Express Search</li> <li>• IDOL Connectors</li> <li>• KeyView IDOL</li> <li>• IDOL SPE</li> <li>• Process Automation</li> <li>• Teleform</li> <li>• LiquidOffice</li> <li>• ControlPoint</li> <li>• Supervisor</li> <li>• Interaction Control Element</li> <li>• Social Media Governance</li> <li>• Consolidated Archive</li> <li>• Digital Safe</li> <li>• EAS</li> <li>• Message Manager</li> <li>• Arcpliance</li> <li>• Records Manager (formerly CARM)</li> <li>• Meridio Records Manager</li> <li>• Scrittura</li> <li>• Document Generator &amp; Template Manager</li> <li>• eDiscovery</li> <li>• Investigator and Early Case Assessment</li> </ul> | <ul style="list-style-type: none"> <li>• Legal Hold</li> <li>• Introspect</li> <li>• Hosted eDiscovery</li> <li>• eDiscovery Appliance</li> <li>• Legal and Professional Services</li> <li>• WorkSite</li> <li>• iManage UniversalSearch</li> <li>• Autonomy Express Search</li> <li>• iManage Conflicts Manager</li> <li>• iManage Records Manager</li> <li>• Workflow Manager</li> <li>• Backup &amp; Recovery</li> <li>• Autonomy LiveVault</li> <li>• Autonomy Connected Backup</li> <li>• Security and Surveillance</li> <li>• Web Content Management</li> <li>• TeamSite</li> <li>• LiveSite</li> <li>• OpenDeploy</li> <li>• Optimost</li> <li>• Explore</li> <li>• Virage</li> <li>• Virage MediaBin</li> <li>• VS Archive</li> <li>• ACID</li> <li>• Qfiniti</li> </ul> |

## CaseLogistix Implementation and Administration

(SIN: 132-34) (NAICS: 541511)

### SERVICE SUMMARY:

- Consult with attorneys and legal personnel in the implementation, administration and support of CaseLogistix.
- Create custom search strings using Boolean techniques.
- Perform metadata processing, culling, filtering, de-duplication.
- Tune, index and optimize CaseLogistix databases.
- Perform technical data management such as: data loading into database applications, building production subsets, and database maintenance.
- Coordinate project set-ups, scanning, coding, and OCRing of documents.

### IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING ANACOMP MODULES:

- Anacomp CaseLogistix
- Anacomp hosted CaseLogistix
- Anacomp docHarbor
- Anacomp Enterprise Information Capture

## Certified Computer Examinations, CCE, EnCE

(SIN: 132-34) (NAICS: 541511)

### SERVICE SUMMARY:

- Provide assistance in the identification, collection, analysis and production of forensically-harvested data while maintaining and supporting legal hold orders, data preservation notices, and information risk governance.
- Prepare and present reports of examinations and findings. Extract business documents from forensic images, verify, analyze and transfer secure data sets from field investigations. Analyze and deploy best practices applicable to the handling and analysis of electronic evidence. Utilize off-the-shelf and proprietary data collection, analysis, and reporting tools.

### SERVICE EXPERTISE INCLUDES, BUT NOT LIMITED TO:

- Extensive knowledge of forensic software including EnCase, FTK, Helix, Paraben, Robocopy, etc.
- Experience with Windows-based systems including installing, troubleshooting and networking.
- Experience with Mac, UNIX, Linux operating systems.
- Awareness of protocols involving encrypted data, ability to undertake computer forensic investigations on multiple operating systems and devices.
- Knowledge of and experience with collecting data from all major email platforms.
- Understanding of electronic storage technology (hard disk, tape back-up, flash memory, etc.)

# Clearwell Engineering

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Design, implementation and administration of Clearwell appliances - i.e., creating new users, assigning permissions/privileges, creating new databases, ingesting, culling, filtering, de-duping, near-duping, creating productions, troubleshooting connectivity issues, creating custom search strings, etc.

## IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING CLEARWELL MODULES:

- Clearwell Legal Hold
- Clearwell Identification and Collection
- Clearwell Processing, Search and Analysis
- Clearwell Review & Production
- Clearwell Case Management & Reporting
- iClearwell for iPhone and iPad

## PROFICIENCIES INCLUDE:

- Hardware architecture build-out
- Redundancy/fail-safe planning and clustering
- Windows 2008 Server
- SQL Database Admin
- eVault, and MS Exchange
- Early Case Assessment (ECA)

# ComVault Simpana Information Governance

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Conduct electronic searches across different technology platforms based on a list of search terms, as well as start and end dates required by specific litigation.

## SERVICE EXPERTISE INCLUDES, BUT NOT LIMITED TO:

- Strong knowledge of email systems, network structures, database functions and database structures across all corporate locations.
- Ability to dynamically map network drives at many locations in order to access the data required.
- Simultaneously manage multiple projects while adhering to strict deadlines, and maintaining strict confidentiality and integrity in all phases of the process.
- Expert knowledge in the discovery / litigation process, approaches, and requirements imposed by the Federal Rules of Civil Procedure. Experience with ComVault Simpana, Notes Attender/Mail Attender, Microsoft Active Directory and MS Exchange.
- Perform electronic searches of mailboxes, mail archives, shared and personal network drives, documentation systems, and system databases utilized by defined custodians.
- Encrypt results, then copy results on to CD, DVD, or external hard drives.
- Coordinate and interface with outside counsel in response to document requests.
- Oversee documentation process; provide detailed information on corporate network hierarchy, shared folder structures and related information as they pertain to specific litigation.
- Manage electronic discovery projects; prioritize multiple projects in order to meet litigation discovery deadlines. Advise with regard to new technologies as needed, and recommend the deployment of new systems and processes.
- Conduct and assist in negotiations with various e-discovery service providers.
- Respond to opposing counsel's requests for production, managing relationships with vendors, acting as liaison between paralegals, attorneys and outside counsel. Provide support to the Patent and Intellectual Property departments. Extensive experience with chain of custody policies, collection practices/procedures, etc. Extensive knowledge of 30 b.6 rule. Experience testifying in depositions.

## EXPERTISE WITHIN THE FOLLOWING AREAS:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Backup &amp; Recovery</li> <li>• SnapProtect</li> <li>• Deduplication</li> <li>• Replication</li> <li>• Disaster Recovery</li> <li>• SRM</li> <li>• Cloud Storage Integration</li> <li>• Edge Data Protection</li> <li>• Data Reduction</li> <li>• Archiving</li> <li>• Deduplication</li> </ul> | <ul style="list-style-type: none"> <li>• Storage Optimization</li> <li>• Virtual Server Protection</li> <li>• Virtualization</li> <li>• Cloud Storage Integration</li> <li>• Information Governance</li> <li>• Retention Lifecycle Management</li> <li>• Enterprise Search</li> <li>• Privacy Violation Management</li> <li>• Records Declaration</li> <li>• Content Organization</li> <li>• eDiscovery &amp; Compliance Workflow</li> </ul> |
|---|--|

## SIMILAR TECHNOLOGIES INCLUDE:

- *EMC SourceOne, Symantic Enterprise Vault, NHS IG ToolKit, Collibra, OpenText, RSD Glass, IBM InfoSphere*

| <b>Concordance Implementation and Administration</b>  |  |
|---|--|
| (SIN: 132-34) (NAICS: 541511)   |  |
| <b>SERVICE SUMMARY:</b>   |  |
| <ul style="list-style-type: none"> <li>• Consult with attorneys and legal personnel in the implementation, administration and support of Concordance.</li> <li>• Create custom search strings using Boolean techniques</li> <li>• Perform metadata processing, culling, filtering, de-duplication</li> <li>• Tune, index and optimize Concordance databases</li> <li>• Perform technical data management such as: data loading into database applications, building production subsets, and database maintenance.</li> <li>• Coordinate project set-ups, scanning, coding, and OCRing of documents.</li> </ul>  |  |
| <b>IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING LEXISNEXIS MODULES:</b>   |  |
| <ul style="list-style-type: none"> <li>• Concordance</li> <li>• Concordance FYI</li> <li>• Concordance Image</li> <li>• LexisNexis Early Data Analyzer</li> <li>• Concordance Native Viewer</li> <li>• Concordance Evolution</li> <li>• LexisNexis Hosted FYI</li> <li>• LAW PreDiscovery</li> <li>• TimeMap Timeline Software for Case Analysis</li> <li>• TextMap Electronic Transcript Management Software</li> <li>• CourtLink</li> <li>• NoteMap Legal Outline Software</li> <li>• LexisNexis Total Litigator</li> <li>• LexisNexis File &amp; Serve Case-Based E-Service</li> <li>• LexisNexis File &amp; Serve Court-Based E-filing and Service</li> <li>• Best Authority</li> </ul> |  |
| <b>SIMILAR TECHNOLOGIES INCLUDE:</b>  |  |
| <ul style="list-style-type: none"> <li>• <i>Relativity, Summation, Ringtail, Catalyst, Recommind Axcelerate, Symantec Clearwell, Case Central, CaseLogistix, Kroll InView, KPMG Discovery Radar, Epiq Documatrix, Xerox Categorix, Guidance EnCase E-Discovery, HP Autonomy Stratify, iCONNECT NXT, UBIC Lit I view, etc.</i></li> </ul>  |  |

# E-Discovery Software Development

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Develop software applications for various practice areas and administrative departments.
- Responsible for application analysis, design, creation, testing, documentation, distribution, upgrade and support.

## SERVICE EXPERTISE INCLUDES, BUT NOT LIMITED TO:

- Meet with end-users to establish application requirements.
- Prepare analysis of processes and requirements.
- Consult regarding design and implementation of application.
- Create databases and application interfaces based on analysis of requirements within established guidelines.
- Implement security access on applications.
- Develop application testing plans and assist with the testing processes including contention with existing desktop applications.
- Document application processes and all elements required for installation.
- Monitor effectiveness and use of application and plans for modifications and upgrades.
- Provide support to users on distributed applications.
- Instruct Software Trainers in use and training of the application.
- Assist with integration strategies between applications.

## PROFICIENCIES INCLUDE:

- Experience in developing applications using C#, .Net 4.0, Java, J2EE, Perl, SQL, Oracle, Ruby, Python, Struts, Apache, Tomcat, VB, XML, HTML, CSS, Windows Forms, WPF and MVVM.
- Experience in designing SQL Databases for SQL Server 2008, writing stored procedures and user defined functions.
- Experience in designing Reports in RS 2005 or RS 2008.
- Experience in the development of Sharepoint 2007.

# E-Discovery Systems Engineering

(SIN: 132-34) (NAICS: 541511)

## ALSO KNOWN AS:

- Electronic Discovery, eDiscovery, e Discovery, E-Discovery, EDD, Electronic Data Discovery

## SERVICE SUMMARY:

- Perform Early Case Assessment using Clearwell and Forensic Collections using Discovery Attender.
- Provide support in the physical execution of Electronic Discovery (eDiscovery) to include, but not limited to, identification, preservation and collection of electronically stored information (ESI).
- Provide technical assistance to facilitate keyword searches, retrieval and return of information contained in databases with the necessary process and audit controls in place.
- Provide expertise in working with relational database applications including MS SQL server and MS Access, as well as software development platforms such Visual Basic, MS Access and Crystal Reports.

## SERVICE EXPERTISE INCLUDES, BUT NOT LIMITED TO:

- Identifying data repositories that should be searched, including database systems.
- Completing email search requests (i.e., user's mailbox and personal archived emails) for potentially relevant ESI using eDiscovery tools.
- Compiling text message search requests using eDiscovery tools
- Completing searches for potentially relevant unstructured data stored in personal and shared drives using eDiscovery tools
- Providing guidance and direction to Information Technology Services Division personnel
- Consulting on best practices for preservation and collection of structured data on Federal Government databases, while ensuring compliance.
- Collecting potentially relevant data for legal holds.
- Initiating other queries, as needed.
- Assisting in establishing standards and processes for data gathering and management of hold data.
- Consulting with IT personnel regarding the design and development of search tools.
- Liaising with IT experts required to fulfill legal hold needs or 30(b)(6) roles (steps taken to find and produce responsive documents, including email, to ensure discovery was diligently completed in good faith).
- Liaising with outside counsel's IT department along with Unit Chief.
- Apprising issues around embedded metadata, the implications in eDiscovery and make recommendations on solutions for metadata cleansing.

## PROFICIENCIES INCLUDE:

- Experience with eDiscovery identification, preservation and collection
- Experience using relational database applications - specifically MS SQL server and MS Access.
- Technical proficiency with one or more of the following tools: Discovery Attender , MS-DOS , Microsoft Access , Clearwell, SQL scripting/reporting/queries
- Experience with software development platforms such as Visual Basic, MS Access and Crystal Reports.

# EnCase Digital Forensic Examinations

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Preserve and analyze data from electronic data sources, including laptop and desktop computers, servers, and mobile devices
- Investigate network intrusions to determine the cause and extent of the breach
- Preserve, harvest, and process electronic data according to the firm's policies and practices
- Produce high quality oral and written work product, presenting complex technical matters clearly and concisely
- If required, provide expert testimony in depositions, trials, and other proceedings
- Consult with supervisors, engagement managers, and clients regarding case investigation and status
- Maintain proficiency with industry standard tools and practices
- Maintain a high level of professionalism in all areas of performance
- Develop and broaden forensic skill set through outside training and research

## IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING ENCASE MODULES:

- EnCase Enterprise Platform
- EnCase E-Discovery
- EnCase CyberSecurity
- EnCase Forensic
- EnCase Portable
- Tableau Forensic

## PROFICIENCIES INCLUDE:

- Proficiency with forensic techniques and the most commonly used forensic toolsets, such as dtSearch, EnCase, and FTK Suite
- Familiarity with Windows, Macintosh, and Linux operating systems
- Familiarity with computer system hardware and software installation and troubleshooting

## SIMILAR TECHNOLOGIES INCLUDE:

- *FTK, Paraben, Integreon Seek & Collect, Pinpoint*



# FTK ACE Certified Forensic Examinations

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Services include ESI acquisitions, incident response (IR), data mapping, custodial interviews, and implementation of chain of custody protocols, distribution of legal hold orders, and data preservation notices via, and information risk governance.

## IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING ACCESS DATA PRODUCTS:

- Forensic Toolkit (FTK)
- AD Enterprise
- AD eDiscovery
- Distributed Network Attack® (DNA)
- Mobile Phone Examiner Plus (MPE+)
- SilentRunner Sentinel
- AD ECA
- Password Recovery Toolkit® (PRTK)
- MPE+ Field Tablet
- CIRT
- AD Summation iBlaze
- Portable Office Rainbow Tables® (PORT)
- SilentRunner Mobile
- AD Lab
- AD Summation Enterprise
- Rainbow Tables
- AD Lab
- AD Summation CaseVantage
- Triage

## SERVICES INCLUDE, BUT NOT LIMITED TO:

- Extensive knowledge of forensic software including FTK, Helix, Paraben, Robocopy, Ghost, X-Ways, etc. Strong understanding of Windows-based systems including installing, troubleshooting and networking.
- Extraction of evidence from Mac, UNIX, and Linux operating systems.
- Awareness of protocols involving encrypted data, ability to undertake computer forensic investigations on multiple operating systems and devices.
- Knowledge of and experience with collecting data from all major email platforms.
- Understanding of electronic storage technology (hard disk, tape back-up, flash memory, etc.)
- Prepare and present reports of examinations and findings. Perform extraction of business documents from forensic images, verify, analyze and transfer secure data sets from field investigations.
- Analyze and deploy best practices applicable to the handling and analysis of electronic evidence.
- Utilization of off-the-shelf and proprietary data collection, analysis, and reporting tools.

## SIMILAR TECHNOLOGIES INCLUDE:

- *FTK, Paraben, Integreon Seek & Collect, Pinpoint*

# iCONNECT nXT eDiscovery Administration and Support

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Provide administration, support and technical assistance with designing, developing and maintaining databases in Concordance, iCONNECT nxt and other imaging and database retrieval systems.

## IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING iCONNECT MODULES:

- iCONNECT xXT
- iCONNECT eXT
- INCEPT
- XERA

## SUBJECT MATTER EXPERTISE INCLUDES:

- Experience with managing and maintaining Concordance, Summation, or similar enterprise level database system, preferably in a law firm environment.
- Experience with iCONNECT nxt+, Concordance, LAW 5.0, IPRO and Clearwell is highly preferred (knowledge of LiveNote also useful).
- Solid understanding of all Microsoft Office applications (especially Microsoft Excel and Access), basic networking, Windows 2000/XP, MS-DOS and flat files (CSV).
- Proficiency with data management services (loading images to the network, burning CDs/DVDs, loading data into database applications, conducting database inquiries and developing reports for legal teams).
- Knowledge of the processes underlying litigation cases (electronic discovery, document productions, large scale printing, document repositories and depositions).
- Creation, development and support of document databases, image bases, indexes, transcripts, and document productions in iCONNECT nxt+, Concordance, LAW, IPRO and Clearwell.
- Coordination of scanning, unitization and objective coding of documents with vendor.
- OCR and EDD processing and preparation of loading data into database.
- Quality control evaluations of each processing step from document collection to production.

# Incident Response

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Utilize strategy, standards, processes and technology to discover, resist and recover from security incidents and to limit the impact of any such occurrence or reoccurrence.
- Assist in the development and management of security for one or more IT functional areas across the enterprise.
- Implement and maintain security technology solutions, which may include technology for encryption, firewalls, authorization, authentication, intrusion detection, and gateway security controls.
- Develop, implement, and ensure documentation of security standards, procedures, processes, guideline and policies, such as user authentication rules, security breach resolution procedures, security auditing procedures, and use of firewalls and encryption routines.
- Ensure requirements and deliverables are clearly defined.
- Prepares status reports on security matters to analyze security risk and response procedures. Monitors and proactively recommends solutions for correcting issues related to security technology performance and capabilities. May track and monitor software viruses.
- Enforce security policies and procedures by monitoring security profiles.
- Review security violation reports and investigates possible security exception.
- Update, maintain, and document security controls.
- Provide direct support to the business and IT staff for security-related issues, which may include off hour support of security hardware and software solutions.
- Act as a subject matter expert on the implementation and capabilities of the existing security technology within the organization.
- Work collaboratively with areas of IT and IT security to ensure that all IT technology solutions are appropriately implemented and supported.

## SUBJECT MATTER EXPERTISE INCLUDES:

- Experience in information security designing and implementing enterprise security solutions.
- Experience with some networking and security technologies such as IPSEC (Internet Security Protocol), VPN (Virtual Private Network), routers, switches, firewalls, intrusion detection and prevention, data leakage, WAF (Web Application Firewall).
- Experience with some aspects of information security and compliance, such as PCI, SOX, and HIPAA requirements for information systems and industry best practices such as ISO17799/27011, NIST (National Institute of Standards and Technology).
- Experience with application development or assessment.
- Experience translating technical data into business impact information.
- Experience in information security designing, implementing or managing incident response technology such as Security Information & Event Management (SIEM), Intrusion Detection / Prevention Systems (IDS, IPS), Data Loss Prevention (DLP), Web Application Firewall (WAF), Malware analysis systems or conducting forensic investigations.
- Experience with host and network security technologies such as routers, switches, firewalls, Operating System administration (such as Unix/Linux, Microsoft Windows, mobile operating systems). Experience with management of multiple tasks/projects simultaneously and meeting established deadlines. Experience communicating and translating conceptual and technical data into business impact information (such as intruder techniques, new vulnerabilities, attack vectors, exploits). Experience with various protocols (SMTP, HTTPS, FTP, DNS, SSH, RDP, etc.) and programming/scripting or other methods of automation.

# IPRO Data Processing

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Capturing client data from multiple IT platforms, email systems and business software applications and, using eDiscovery industry leading technology tools, reduce the total volume of electronic information thereby minimizing the burden of e-discovery and saving review time and cost.
- Then produce the resulting information in an industry standard format best suited to the case: printed documents, imported into litigation support software, or imported into online electronic document repositories.

## SUBJECT MATTER EXPERTISE INCLUDES:

Implementation, Administration and Support of the following IPRO products:

|                |                   |
|----------------|-------------------|
| IConvert       | IPRO Allegro      |
| IPRO Build     | IPRO Code IT      |
| IPRO Copy+     | IPRO eCapture     |
| IPRO Eclipse   | IPRO eScan IT     |
| IPRO IConvert+ | IPRO iNet         |
| IPRO iPublish  | IPRO Label+       |
| IPRO OCR       | IPRO Premium Scan |
| IPRO Print     | IPRO SaaS         |
| IPRO V Code    | IPRO View         |
| IPRO V Secure  |                   |

The following steps are performed in processing data:

- Replicate customer electronic media (hard drives, tapes, DVDs, CDs, etc.) to the network using
- Extract data from a wide variety of compressed files including Ghost, Encase and Zip
- Process metadata using legal technology software tools such as IPRO eCapture
- Produce electronic data as per client specs in native format, TIFF format, etc.
- Track and handle electronic media according to chain-of-custody procedures
- Experience running IPRO suite, LAW 5.0, MS Access, SQL database systems, Concordance, Summation, Ringtail, Attenex, Word, Excel, etc.
- Experience with load files (Concordance, Summation, Ringtail, IPRO, Opticon)

## SIMILAR TECHNOLOGIES INCLUDE:

- LAW, NUIX, Equivio, Discovery Cracker, Recommind, CaseLogistix, Case Central, NeedleFinder, Autonomy Zantaz, Integreon EEE (Electronic Evidence Enterprise), Kroll OnTrack Verve, ZyLAB, etc.

## IPRO eCapture Data Processing

(SIN: 132-34) (NAICS: 541511)

### SERVICE SUMMARY:

- Handling raw media tracking and processing client data in a format requested by the client, while maintaining strong chain of custody form.

### SUBJECT MATTER EXPERTISE INCLUDES:

- Processing and pre-filtering client data with IPRO
- Running productions in either IPRO Build
- Exporting data into Concordance DAT and Opticon file formats
- Troubleshooting problems with raw client data
- Tracking incoming client media
- Maintaining media chain of custody
- Copying client data for processing or loading
- Extensive experience processing with IPRO
- Knowledge of UNIX, SQL and Access
- Knowledge of Concordance DAT files and Opticon files formats
- Experience with Office 2003 and 2007
- Extensive knowledge of document loading process
- Extensive experience with restoring evidence files in EnCase

### SIMILAR TECHNOLOGIES INCLUDE:

- *LAW, NUIX, Equivio, Discovery Cracker, Reconnind, CaseLogistix, Case Central, NeedleFinder, Autonomy Zantaz, Integreon EEE (Electronic Evidence Enterprise), Kroll OnTrack Verve, ZyLAB, etc.*

| <b>Kazeon Integration / Implementation</b>   |  |
|--|--|
| (SIN: 132-34) (NAICS: 541511)  |  |
| <b>SERVICE SUMMARY:</b>  |  |
| <ul style="list-style-type: none"> <li>Hands-on, technical integration and implementation of Kazeon"IS 1200 Appliance" including mounting, collecting, generating reports, and troubleshooting.</li> </ul>   |  |
| <b>SUBJECT MATTER EXPERTISE INCLUDES:</b>  |  |
| <ul style="list-style-type: none"> <li>Exception reports generation</li> <li>Ensuring proper chain of custody protocols are met while preserving data and avoiding spoliation matters.</li> <li>Deploying, integrating, troubleshooting, and operating the following Records Management/Collection/ECM tools: Kazeon, Recommind, PSS Atlas, etc.</li> </ul>  |  |
| <b>IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING KAZEON MODULES:</b>  |  |
| <ul style="list-style-type: none"> <li>Kazeon eDiscovery Data Center</li> <li>Kazeon eDiscovery Remote Office</li> <li>Kazeon eDiscovery Information Center</li> <li>Kazeon EMC SourceOne File Intelligence</li> <li>Kazeon Legal Hold Manager</li> <li>Kazeon eDiscovery Concept Manager</li> <li>Kazeon eDiscovery Laptop/Desktop Manager</li> <li>Kazeon eDiscovery Enterprise Vault™ Manager</li> <li>Kazeon eDiscovery Exchange™ Manager</li> <li>Kazeon eDiscovery SharePoint™ Manager</li> <li>Kazeon eDiscovery Lotus Domino™ Manager</li> </ul> |  |
| <b>SIMILAR TECHNOLOGIES INCLUDE:</b>   |  |
| <ul style="list-style-type: none"> <li><i>Exterro Fusion, IBM PSS Atlas</i></li> </ul>   |  |

# Litigation Support Database Development

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

Provide technical support in database development, design, and implementation including loading images, management of images and design for a suite of litigation/practice system tools such as:

- Concordance
- Summation
- iCONNECT
- Relativity
- Ringtail
- CaseLogistix
- Catalyst
- Equivio
- IPRO
- LAW 5.0
- Summation
- Clearwell
- NUIX
- Zylab

## SUBJECT MATTER EXPERTISE INCLUDES:

- Maintaining, supporting and troubleshooting existing Litigation Support applications and databases
- Assisting users on the design and set-up of new databases and trial presentation services
- Day-to-day management of all stages of electronic discovery
- Oversight of coding operations
- Oversight of all data acquisition, loading, formatting & delivery
- Preparation of status reports for both internal and external (client) distribution
- Development of in-house solutions for large productions
- Coding of documents to appropriate database within standard and case-specific coding procedures
- Assessment of attorney/client needs and recommendation of technical solutions
- Training attorneys and paralegals on database tools

# Litigation Support Project Management

(SIN: 132-34) (NAICS: 541511)

## ALSO REFERRED TO AS:

- *Litigation Technology Project Management, Legal Technology Project Management, Litigation Support Coordinator, Litigation Technology Coordinator, Legal Technology Coordinator, E-Discovery Project Manager, E-Discovery Coordinator, Electronic Discovery Project Manager, Electronic Discovery Coordinator, eDiscovery Project Manager, eDiscovery Coordinator, EDD Project Manager, EDD Coordinator, eDiscovery Project Manager, eDiscovery Coordinator, Discovery, eDiscovery, e Discovery, E-Discovery, EDD, Electronic Data Discovery*

## SERVICE SUMMARY:

- Consult with attorneys and legal personnel in the use of litigation support technology tools such as CaseLogistix, Summation iBlaze, Concordance, Relativity, iCONNECT, Ringtail, Attenex, and similar eDiscovery review databases.
- Assist legal personnel in developing technological strategies and plans for handling eDiscovery matters, and establishing eDiscovery best practices and procedures.
- Manage critical components of high revenue projects involving complicated document collections, complex review schemes, and multi-jurisdictional productions.
- Project Manage cross-functional technical teams, while ensuring client expectations are satisfied.
- Write RFPs (Requests for Proposals) to vendors, analyzing proposals, and making processing recommendations to case teams.
- Manage vendors to ensure that high-quality data deliverables and services are provided within negotiated schedules, budgets and specifications.
- Implement solutions base on requirements of the case.
- Perform technical data management such as: data loading into database applications, building production subsets, and database maintenance.
- Coordinate project set-ups, scanning, coding, and OCRing of documents.
- Set-up war rooms for trial, and manage hardware/software requirements.



## Management of E-Discovery Services

(SIN: 132-34) (NAICS: 541511)

### ALSO REFERRED TO AS:

- *Electronic Discovery, Discovery, eDiscovery, e Discovery, E-Discovery, EDD, Electronic Data Discovery*

### SERVICE SUMMARY:

- Liaising between the purchaser's internal software development team and external clients to provide management and oversight of the eDiscovery processing group (who utilize the proprietary tool as well as such common tools as Relativity, Concordance, LAW, Summation, CaseSoft, IPRO, etc).
- Task assignment, priority assessment, providing status updates to clients, consulting with clients on best practices, determining scope of work, responding to RFP's and conducting software demonstrations are among the services provided.

### SUBJECT MATTER EXPERTISE INCLUDES:

- Electronic Discovery De-Duplicating/Near-Duplicating and Metadata extraction methods
- Electronic Discovery best practices and the litigation lifecycle
- Implementation of Chain of Custody Protocols and evidence handling
- Creating and troubleshooting custom search strings

# NUIX Engineering

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Handling raw media tracking, processing and pre-filtering client data with NUIX while maintaining strong chain of custody form.

## IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING NUIX MODULES:

- NUIX 3.4
- NUIX E-Discovery Platform
- NUIX Enterprise Discovery
- NUIX Workstation
- NUIX Collector Suite
- NUIX E-Discovery Super Computer
- NUIX Fast Review

## SUBJECT MATTER EXPERTISE INCLUDES:

- Running productions in NUIX, IPRO or LAW
- Exporting data into Concordance DAT and Opticon file formats
- Troubleshooting problems with raw client data
- Tracking incoming client media
- Tracking media chain of custody
- Copying client data for processing or loading
- Extensive experience processing with NUIX, IPRO or LAW
- Knowledge of UNIX, SQL and Access
- Knowledge of Concordance DAT files and Opticon files formats
- Experience with Office 2003 and 2007
- Knowledge of document loading process
- Experience with restoring evidence files in EnCase

# Practice Support Systems Administration

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Implement, administer, update and manage Practice Support E-Discovery software, while ensuring that firm Disaster / Recovery Systems are tested and fully functional.

## SUBJECT MATTER EXPERTISE INCLUDES:

- Ensuring that all software licenses are current and up-to-date;
- Annually reviewing all software agreements and updating Software Administration Databases;
- Reviewing each software system agreement for usefulness and making recommendations for changes;
- Troubleshooting technical issues related to eDiscovery software tools such as: Relativity, iCONNECT, Concordance, Summation, and IPRO eCapture;
- Writing proprietary programs in SQL used for processing data;
- Work with software and hardware vendors to ensure that all work is successfully completed on time;
- Create and maintain VB.Net programs and Windows Scripts to streamline processing work flows and to solve data problems.
- Provide first line support for all Practice Support staff for resolving all data, hardware and software problems.
- Interpret new data file formats and providing data conversion as necessary to load data into eDiscovery processing systems.
- Working knowledge of MS SQL Server, Windows Server 2008 through XP, Adobe, and all Microsoft Office Products including Microsoft Access.
- Working knowledge of server hardware, operating systems, networking including WAN, LAN, internet and web site technologies.
- Strong understanding of load files (IPRO, iCONNECT, Concordance, Summation, etc.).
- In-depth working knowledge of Litigation Support and eDiscovery Software (iCONNECTnXT, Clearwell, LAW, IPRO, FYI, Relativity, CaseLogistix, Introspect, Wave, etc.).

## PSS Atlas Engineering

(SIN: 132-34) (NAICS: 541511)

### SERVICE SUMMARY:

- In an effort to ensure compliance with eDiscovery and Legal Holds, implementation of legal holds software is performed across enterprise network environments consisting of thousands of users.
- Services include the implementation of such tools as the “Atlas” system, manufactured by IBM PSS Inc., as well as Exterro, Kazeon, Mitrtech, eVault, Autonomy, Recommind, Stored IQ, and others.

### IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING PSS ATLAS MODULES:

- IBM PSS Atlas Discovery for Legal
- IBM PSS Atlas Discovery for IT
- IBM PSS Atlas Discovery for Employees
- IBM PSS Atlas Discovery Cost Forecasting
- IBM PSS Atlas Enterprise Retention Management
- IBM PSS Atlas Retention for Employees
- IBM PSS Atlas Information Governance for IT
- IBM PSS Atlas for Compliance Automation

## Recommind Implementation Consulting

(SIN: 132-34) (NAICS: 541511)

### SERVICE SUMMARY:

- Hands-on, technical integration and implementation of Recommind’s entire suite of products.

### IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING RECOMMIND MODULES:

- Recommind Axcelerate ECA & Collection
- Recommind Axcelerate Review & Analysis
- Recommind Axcelerate On-Demand
- Recommind Decisive Search
- Recommind Decisive Email
- Recommind Decisive Categorization
- Recommind InSite Legal Hold

| <b>Relativity Implementation and Administration</b>   |  |
|---|--|
| (SIN: 132-34) (NAICS: 541511)   |  |
| <b>SERVICE SUMMARY:</b>   |  |
| <ul style="list-style-type: none"> <li>Liaising between purchaser's IT Systems team and end users while managing eDiscovery projects and assisting clients in everyday use and processing within kCura's processing, analytics, hosting, and review tool - Relativity.</li> </ul>   |  |
| <b>SUBJECT MATTER EXPERTISE INCLUDES:</b>   |  |
| <ul style="list-style-type: none"> <li>Implementation, configuration, administration and support of Relativity databases.</li> <li>Integrate kCura Relativity with RSA for two factor authentication; design, implement, and test completed results for functionality.</li> <li>Cluster necessary MS SQL Servers with appropriate RAID configuration for failover support.</li> <li>Virtualize hosting environment with VMware to decrease hardware footprint and increase throughput efficiency.</li> <li>Consult with attorneys and legal personnel in the implementation, administration and support of Relativity.</li> <li>Create custom search strings using Boolean techniques</li> <li>Perform metadata processing, culling, filtering, de-duplication</li> <li>Tune, index and optimize Relativity databases</li> <li>Perform technical data management such as: data loading into database applications, building production subsets, and database maintenance.</li> <li>Coordinate project set-ups, scanning, coding, and OCRing of documents.</li> <li>Foldering, tagging and analyzing data for large scale eDiscovery review projects.</li> <li>Creating new databases, users and associated privileges, as necessary.</li> <li>Experience with installing UNIX Red Hat.</li> <li>Experience running command-line executables and navigating through various directories, installing drivers, and general troubleshooting within a non-gui operating system.</li> <li>Windows and Linux engineering.</li> </ul> |  |
| <b>SIMILAR TECHNOLOGIES INCLUDE:</b>  |  |
| <ul style="list-style-type: none"> <li><i>Ringtail, Concordance, Summation, Catalyst, Recommind Axcelerate, Clearwell, Case Central, CaseLogistix, Kroll InView, KPMG Discovery Radar, Epiq Documatrix, Xerox Categorix, Guidance EnCase E-Discovery, Autonomy Stratify, iCONNECT NXT, Integreon eView, etc.</i></li> </ul>   |  |

# Ringtail Implementation and Administration

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Implementation, configuration, administration and support of Ringtail databases.
- Consult with attorneys and legal personnel in the implementation, administration and support of Ringtail.
- Create custom search strings using Boolean techniques.
- Perform metadata processing, culling, filtering, de-duplication.
- Tune, index and optimize Ringtail databases.
- Perform technical data management such as: data loading into database applications, building production subsets, and database maintenance.
- Coordinate project set-ups, scanning, coding, and OCRing of documents.

## IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING FIT MODULES:

- FTI Ringtail
- FTI Attenex Patterns
- FTI Acuity
- FTI Harvester
- FTI Investigate
- FTI Ringtail on Demand
- FTI SITED (System Inventory Tool for E-Discovery)

## SIMILAR TECHNOLOGIES INCLUDE:

- *Relativity, Concordance, Summation, Catalyst, Recommind Axcelerate, Symantec Clearwell, Case Central, CaseLogistix, Kroll InView, KPMG Discovery Radar, Epiq Documatrix, Xerox CategoriX, Guidance EnCase E-Discovery, HP Autonomy Stratify, iCONNECT NXT, Integreon eView, UBIC Lit i View, etc.*

# SQL Development

(SIN: 132-34) (NAICS: 541511)

## SERVICE SUMMARY:

- Resolve application document review and data processing issues while collaborating with customers, data processing specialists, project managers and development personnel. Determine root cause analysis and remediation using software and database development tools and techniques by interacting with customers and/or their internal representatives to obtain the necessary symptom detail. Technically evaluating symptoms and performing root cause analysis, developing scripts to repair data abnormalities and facilitate data processing in a fast paced, high volume, mission critical environment, devise issue prevention strategies and identify areas for product improvement.
- Comprehensively track issue details and remediation efforts in support of an auditable resolution process, while proactively recommending and evaluating new eDiscovery technology tools and methodologies.
- Perform troubleshooting by writing and/or modifying SQL scripts, procedures, queries and triggers.
- Follow-through in a fast paced mission critical environment while working collaboratively with a wide range of technical and non-technical personnel, while self-directing in an environment where strong teamwork, individual initiative and accountability are highly valued and expected.

## SUBJECT MATTER EXPERTISE INCLUDES:

- Receive support requests through support ticketing system, e-mail and telephone.
- Manage, prioritize and resolve multiple concurrent requests.
- Troubleshoot and escalate or facilitate issue resolution.
- Experience providing software product technical, product or engineering support
- Progressive application development/support experience
- Windows experience including Windows XP, Server 2003
- PL SQL and SQL PLUS experience
- Linux experience
- C# .Net experience

## SIMILAR TECHNOLOGIES INCLUDE:

- *Ringtail, Concordance, Summation, Catalyst, Recommind Axcelerate, Symantec Clearwell, Case Central, CaseLogistix, Kroll InView, KPMG Discovery Radar, Epiq Documatrix, Xerox Categorix, Guidance EnCase E-Discovery, HP Autonomy Stratify, iCONNECT NXT, Integreon eView, UBIC Lit i View, etc.*

| <b>Summation Implementation and Administration</b>   |  |
|--|--|
| (SIN: 132-34) (NAICS: 541511)  |  |
| <b>SERVICE SUMMARY:</b>  |  |
| <ul style="list-style-type: none"> <li>• Consult with attorneys and legal personnel in the implementation, administration and support of Summation.</li> <li>• Create custom search strings using Boolean techniques</li> <li>• Perform metadata processing, culling, filtering, de-duplication</li> <li>• Tune, index and optimize Summation databases</li> <li>• Perform technical data management such as: data loading into database applications, building production subsets, and database maintenance.</li> <li>• Coordinate project set-ups, scanning, coding, and OCRing of documents.</li> </ul> |  |
| <b>IMPLEMENTATION, CONFIGURATION, ADMINISTRATION AND SUPPORT OF THE FOLLOWING ACCESSDATA MODULES:</b>  |  |
| <ul style="list-style-type: none"> <li>• Access Data eDiscovery</li> <li>• Access Data Early Case Assessment</li> <li>• Access Data Summation iBlaze</li> <li>• Access Data Summation Enterprise</li> <li>• Access Data Summation CaseVantage</li> </ul>   |  |
| <b>SIMILAR TECHNOLOGIES INCLUDE:</b>   |  |
| <ul style="list-style-type: none"> <li>• <i>Relativity, Concordance, Ringtail, Catalyst, Recommind Axcelerate, Symantec Clearwell, Case Central, CaseLogistix, Kroll InView, KPMG Discovery Radar, Epiq Documatrix, Xerox CategoriX, Guidance EnCase E-Discovery, HP Autonomy Stratify, iCONNECT NXT, Integreon eView, UBIC Lit i View, etc.</i></li> </ul>  |  |



## **Trial Consulting – Trial Director / Sanction**

(SIN: 132-34) (NAICS: 541511)

### **SERVICE SUMMARY:**

- Provide expert consulting services to litigation teams on the effective application of trial communication methods and multimedia presentations.

### **SUBJECT MATTER EXPERTISE INCLUDES:**

- Assisting in the identification, development, and presentation of trial themes while preparing and presenting evidence for trial, arbitrations, mediations, hearings, jury research and client meetings.
- Coordinating the development of demonstrative graphics that enhance persuasion opportunities.
- Participating in trial preparation activities, including the collection and organization of evidence.
- Facilitating legal presentation software such as Sanction, Trial Director, TrialMax, etc.
- Designing graphic applications using PowerPoint, Adobe Photoshop, Adobe Illustrator, Visio, etc.
- Administering legal imaging and transcript management databases such as Concordance, LiveNote, etc.
- Linear digital video editing using Premiere, Final Cut Pro, etc.
- Ability to fulfill conflicting priorities in a high-stakes, high-stress environment.
- Effective leadership, team building and problem solving.
- Influential presentation techniques with the ability to offer solutions to attorney issues and resolve problems regarding technology and presentation of evidence.
- Produce compelling visual presentations and to take that presentation from concept to courtroom.
- Create visual strategies that get to the core of the message by simplifying facts and organizing themes.

# LTS LABOR DESCRIPTIONS FOR SIN 132-51

| AccessData FTK E-Discovery Collection Specialist  |   |  |
|---|---|--|
| (SIN: 132-51) (NAICS: 541519)   | <ul style="list-style-type: none"> <li>• 3-5 years</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Computer Forensics or Management Information Systems.</li> </ul> |
| RESPONSIBILITIES / DUTIES   |   |  |
| <ul style="list-style-type: none"> <li>• Assist in the identification, collection, analysis and production of forensically-harvested data.</li> <li>• Responsibilities will involve maintaining and supporting legal hold orders, data preservation notices, and information risk governance.</li> <li>• Conduct and oversee forensic discovery of computer systems and collecting digital evidence</li> <li>• Conduct or assist with common or advanced data collections and forensic analysis.</li> <li>• Provide proactive documentation for the analysis, rebuilding, recovery and presentation of relevant electronically stored information.</li> <li>• Be able to fully explain the recovery of data from storage media using computer forensic analysis methods to access and analyze data, determine relevancy, and/or provide an output to meet customer objectives.</li> <li>• Work with management to determine best practices used to conduct Computer Forensics work.</li> <li>• Work with, mentor, and help lead team members down a path of established best practices.</li> <li>• Help test certain tools to maximize the effectiveness of services provided to customers.</li> <li>• Set collection strategies, participate in collections, conduct forensic analysis, testify, perform field work and contribute to business development efforts.</li> <li>• Provide an expected professional level of customer service and technical support as needed or required.</li> <li>• Compile reports and metrics on the practice's performance as necessary.</li> <li>• Additional responsibilities may include documentation and training of learned knowledge to consultants and/or sales teams, or temporary departmental work as needed.</li> <li>• Assist prospective clients in the identification, collection, analysis and production of forensically-harvested data under the auspices of such credentials as: CCE and/or EnCE.</li> <li>• Maintaining and supporting legal hold orders, data preservation notices, and information risk governance.</li> <li>• Prepare and present reports of examinations and findings. Extract business documents from forensic images, verify, analyze and transfer secure data sets from field investigations. Analyze and deploy best practices applicable to the handling and analysis of electronic evidence. Utilize off-the-shelf and proprietary data collection, analysis, and reporting tools.</li> </ul> |   |  |
| QUALIFICATIONS  |   |  |
| <ul style="list-style-type: none"> <li>• CCE Certification required. EnCE Certification preferred, but not required.</li> <li>• Extensive knowledge of forensic software including EnCase, FTK, Helix, Paraben, Robocopy, etc...</li> <li>• Strong understanding of Windows-based systems including installing, troubleshooting and networking.</li> <li>• Mac, UNIX, Linux experience a plus.</li> <li>• Strong understanding and comfort with computer hardware.</li> <li>• Awareness of protocols involving encrypted data, ability to undertake computer forensic investigations on multiple operating systems and devices.</li> <li>• Knowledge of and experience with collecting data from all major email platforms.</li> </ul>  |   |  |

## Agile Program Manager

(SIN: 132-51) (NAICS: 541513)

• 3 years

• Bachelor's degree in a technical or business related field

### RESPONSIBILITIES / DUTIES

- Support existing Agile projects, remove blocking issues, and help teams be successful.
- Responsible for aligning multiple value streams across select product verticals, managing dependencies, risk, and ensuring overall business objectives are met.
- Provide hands-on guidance and training to individuals and teams on technical practices and all aspects of Agile/Lean, including planning and estimation, daily meetings, team collaboration, tracking progress, and retrospectives.

### QUALIFICATIONS

- 2 years minimum prior experience with Agile/Lean coaching preferred
- 3+ years of advanced software development management and/or project management experience

## Application Developer

(SIN: 132-51) (NAICS: 541512)

• 4 years

• Bachelor's degree (Computer Science preferred)

### RESPONSIBILITIES / DUTIES

- Monitor, troubleshoot and repair application software issues. Escalate to Senior Support/Application Development technician as necessary.
- Participate as a member of an Applications Services and Support team.
- Use fact finding techniques and analytic tools to identify problems.
- Recognize the need to escalate problems to a higher level.
- Operate effectively in a customer service oriented environment.
- Communicate resolution and or findings with supporting data or documentation.
- Perform application upgrades for supported software applications (internal or third party vendor developed).
- Addresses and resolves routine issues (contact/escalate to vendor through Helpdesk or agreed upon problem resolution methodology).
- Coordinates activities with vendor personnel (vendor presentations, site visits, prepare for installations, etc.).
- Document and follow software configuration management procedures.
- Adhere to problem management practices that focus on root cause analysis and prevention of future problems.
- Adhere to strict Change Management policy to ensure timely notification, testing and approval for ALL system and application related changes that impact the environment.
- Participate and resolve IT risk, regulatory, and compliance work and issues.
- Work with other Application Support teams to resolve issues that may impact optimal performance of an application.

### QUALIFICATIONS

- Knowledge in distributed application support and ASP, .NET, HTML, IIS, Java, multi-tier RDBMS technologies, Windows operating systems, TCP/IP, DNS, routing, firewall.

| <b>Application Programmer</b>   |           |   |
|---|-----------|---|
| (SIN: 132-51) (NAICS: 511210)   | • 8 years | • Bachelor's degree in Computer Science, Business or a related discipline |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |   |
| <ul style="list-style-type: none"> <li>• Converts symbolic statements of work processes to detailed design, and coding into program language.</li> <li>• Assists in and/or develops detailed programs and design and produces diagrams indicating mathematical computations, sequence data, and solutions.</li> <li>• Additionally, is involved with test and system integration (unit and/or software integration) of programs and consequent debugging of errors.</li> <li>• Demonstrated familiarity and experience in completing software tasks using C++, Object Oriented software analysis, design and programming (C++ on UNIX/Solaris 2.5 or above) including make files, CM, UNIX shell scripting.</li> <li>• Software analysis, architecture and design using the Object Modeling Technique (OMT/Rumbaugh) and CASE Tools (Rational Rose) Information Management using Object-to-Relational concepts; SQL and Informix.</li> <li>• Prototyping. Experience with Object Class Libraries and Object Frameworks (Rogue Wave- tools, h++, dbtools) GUI development (X Windows/Motif; builder tools – UIM/X, McCabe, Test tools).</li> </ul> |           |   |
| <b>QUALIFICATIONS</b>   |           |   |
| <ul style="list-style-type: none"> <li>• Relative experience in development and implementation of applications</li> <li>• 4 years of specialized experience</li> </ul>  |           |   |

| <b>Atlas Email Archive Engineer<br/>– Legal Holds Consultant</b>   |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541611)  | • 5 years | • Bachelor's degree, Paralegal certificate |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |  |
| <ul style="list-style-type: none"> <li>• Using the IBM PSS Atlas Legal Hold platform, this position will be responsible for tracking custodians and their sources.</li> <li>• Automating the hold publication</li> <li>• Offering interview questions</li> <li>• Managing custodian interview responses.</li> <li>• Publishing reports that show entire preservation and discovery records.</li> <li>• Creating chain of custody reports</li> <li>• Ensuring that all notices are sent out properly</li> <li>• Liaising with collection teams, paralegals, and outside vendors.</li> </ul> |           |  |

## Business Analyst - Junior

(SIN: 132-51) (NAICS: 541611)

• 2 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Assists Senior Management and Business Analysts with day-to-day project activities.
- May perform a variety of administrative and/or technical activities.
- Assists with requirements analysis and documentation of system specifications.
- Gathers and documents system and process information.
- Performs system testing under guidance of Senior Analyst.

## Business Analyst - Senior

(SIN: 132-51) (NAICS: 541611)

• 5 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Analyzes business and management processes for small systems and projects.
- Reviews customer documentation, defines problems, and develops detailed system requirements and program specifications.
- Analyzes requirements, evaluates workflow, recommends solutions, and develops implementation plans.
- Designs, develops and implements small-scale systems and processes.
- Acts as team lead for small groups of analysts.

## Business Objects Developer

(SIN: 132-51) (NAICS: 541611)

• 1 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Lead all aspects of the delivery of Industrial Sector Business Intelligence (BI) solution and related components: interfaces, conversions, HW/SW oversight.
- Understands business challenges & translates them into requirements and solutions.
- Provides Solution Performance (analysis/tuning) and works across business/technology teams to ensure alignment between business solution definition & systems architecture for the organization.
- Demonstrated experience designing, developing and implementing complex Business Objects solutions.

### QUALIFICATIONS

- Experience in Business Objects hands on, full lifecycle implementations.
- Experience in Integration of Business Objects with SAP data

## Business Process Analyst

(SIN: 132-51) (NAICS: 541611)

|                                    |            |                     |
|------------------------------------|------------|---------------------|
| Business Process Analyst/Basic     | • 2 years  | • Bachelor's degree |
| Business Process Analyst/Principle | • 4 years  | • Bachelor's degree |
| Business Process Analyst/SME       | • 6+ years | • Bachelor's degree |

### RESPONSIBILITIES / DUTIES

- Work as a part of a Strategic Planning Unit to assist with, facilitate or manage business process engineering efforts.
- Assist the client in mapping functions to organizations, analyzing existing processes for potential improvements, and developing written process analysis documents and workflows
- Interact regularly with the various levels of customer management for the purpose of supporting the development of process improvement efforts
- Conducting and preparing written research to support and explain business process recommendations
- Perform and document data and process analysis
- Facilitate planning sessions with senior government personnel
- Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.
- Demonstrated ability to independently prioritize, plan, and execute work tasks in a rapidly changing environment.

| CaseLogistix Litigation Support Project Manager   |             |                     |
|---|-------------|---------------------|
| (SIN: 132-51) (NAICS: 541511)   | • 3-5 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>  |             |                     |
| <ul style="list-style-type: none"> <li>• To provide technical support in database loading, image management and database design for a suite of litigation/practice system tools. Work directly with attorneys, paralegals, and other practice support team members to maximize the usage of litigation support tools and applications.</li> <li>• Maintain, support and troubleshoot existing Litigation Support applications and databases</li> <li>• Assist users on the design and set-up of new databases and trial presentation services</li> <li>• Day-to-day management of all stages of electronic discovery</li> <li>• Oversee coding operations; Oversee all data acquisition, loading, formatting &amp; delivery</li> <li>• Prepare status reports for both internal and external (client) distribution</li> <li>• Develop in-house solutions for large productions</li> <li>• Code documents to appropriate database within standard and case-specific coding procedures</li> <li>• Assess attorney/client needs and recommend technical solutions</li> <li>• Conduct the training of attorneys and paralegals on software</li> </ul> |             |                     |
| <b>QUALIFICATIONS</b>   |             |                     |
| <ul style="list-style-type: none"> <li>• Experience in a litigation environment; trial support experience; experience in setting up and running an off-site trial War Room.</li> <li>• A thorough working knowledge of the litigation process; advanced knowledge of CaseLogistix required; IPRO, Concordance, Relativity, PowerPoint/Sanction/Trial Director, MS Office and CaseSoft products; SQL knowledge.</li> <li>• Polished interpersonal and verbal communication skills; project management and organizational abilities; strong attention to detail and analytical skills.</li> </ul>   |             |                     |



## Certified Computer Examiner, CCE, EnCE

(SIN: 132-51) (NAICS: 541519)

• 3-5 years

• Bachelor's degree in Computer Science, Computer Forensics or Management Information Systems.

### RESPONSIBILITIES / DUTIES

- Assist prospective clients in the identification, collection, analysis and production of forensically-harvested data under the auspices of such credentials as: CCE and/or EnCE.
- Maintaining and supporting legal hold orders, data preservation notices, and information risk governance.
- Prepare and present reports of examinations and findings. Extract business documents from forensic images, verify, analyze and transfer secure data sets from field investigations. Analyze and deploy best practices applicable to the handling and analysis of electronic evidence. Utilize off-the-shelf and proprietary data collection, analysis, and reporting tools.

### QUALIFICATIONS

- CCE Certification
- EnCE Certification
- Extensive knowledge of forensic software including EnCase, FTK, Helix, Paraben, Robocopy, etc.
- Strong understanding of Windows-based systems including installing, troubleshooting and networking.
- Extensive Mac and UNIX, Linux collection experience.
- Strong understanding and comfort with computer hardware.
- Awareness of protocols involving encrypted data, ability to undertake computer forensic investigations on multiple operating systems and devices.
- Knowledge of and experience with collecting data from all major email platforms.
- Understanding of electronic storage technology (hard disk, tape back-up, flash memory, etc.)

| Clearwell Engineer   |             |                     |
|--|-------------|---------------------|
| (SIN: 13234) (NAICS: 541519)   | • 3-5 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>   |             |                     |
| <ul style="list-style-type: none"> <li>• Clearwell/Symantec design and connector configuration of over 35 CMS systems including: Documentum, FileNet P8 Interwoven TeamSite, Alfresco and Symantec's Enterprise Vault link.</li> <li>• Implement, configure and administer Clearwell i.e., clustering appliances, creating new users, assigning permissions and privileges, creating new databases, ingesting, culling, filtering, de-duping, near-duping, creating productions, troubleshooting connectivity issues, creating custom search strings, etc.</li> <li>• Relocate Clearwell infrastructure to off-site data-hosting facilities as needed. Hardware architecture, redundancy/fail-safe planning, Windows 2008 Server configuration, SQL Database Administration., eVault, and MS Exchange support</li> </ul> |             |                     |
| <b>QUALIFICATIONS</b>  |             |                     |
| <ul style="list-style-type: none"> <li>• Relativity Administrator Certification ( RCA)</li> <li>• Experience in a litigation environment; trial support experience; experience in setting up and running an off-site trial War Room.</li> <li>• A thorough working knowledge of the litigation process; advanced knowledge of Summation required; IPRO, Concordance, Relativity, PowerPoint/Sanction/Trial Director, MS Office and CaseSoft products; SQL knowledge.</li> <li>• Polished interpersonal and verbal communication skills; project management and organizational abilities; strong attention to detail and analytical skills.</li> </ul>  |             |                     |

## ColdFusion Developer

(SIN: 132-51) (NAICS: 541511)

• 3 years

• Bachelor's degree in Computer Science, Information Systems, or a related scientific or technical degree

### RESPONSIBILITIES / DUTIES

- Responsible for development and maintenance of both current and future web applications written using ColdFusion.
- Develop/maintain both current and future web applications written using ColdFusion.
- Work closely with the Client User Representatives to troubleshoot and design solutions that meet requirements.
- Accurately and effectively communicate with the Project Manager and/or Team Lead the level of effort to implement proposed solutions, the current status of on-going work, and any potential issues.
- Work well in both a team environment as well as a sole contributor with little or no supervision.
- Possess excellent time management skills in handling multiple priorities with individual deadlines.

### QUALIFICATIONS

- The ideal candidate is an enthusiastic, creative, highly motivated and goal-oriented team player.
- Minimum 3 years of experience in design, development and support of ColdFusion applications running in JRun and Tomcat application servers.
- 2-3 years experience in complete life-cycle of design, development, deployment and support of a web application.
- Strong knowledge of MySQL and Oracle databases
- Familiarity with Unix (Linux)
- Experience writing and deciphering complex SQL queries
- Knowledge of Relational Database Concepts
- Solid HTML, JavaScript, DHTML, CSS knowledge and experience
- Understanding of XML, XSLT, Java and/or J2EE
- .NET Development experience

## Computer Programmer - Junior

(SIN: 132-51) (NAICS: 541511)

• 1-2 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Under direct supervision, assists in preparing specifications and user requirements.
- Encodes, tests, debugs, and documents programs for relatively straightforward or small projects.
- Requires knowledge or experience in one of the following areas: logic and flow diagrams; testing and debugging; or an applications programming language.
- May assist programmer/analysts on more complex projects.

## Computer Programmer - Intermediate

(SIN: 132-51) (NAICS: 541511)

• 2-4 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Prepares specifications and programs of a highly technical or complex nature.
- Assists Systems Analysts/Programmers with application or technical problems.
- Senior level position requiring advanced technical knowledge in all areas of applications programming, system design, and update, storage, and retrieval methods.

## Computer Programmer - Senior

(SIN: 132-51) (NAICS: 541511)

• 6-8 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Performs, at the highest levels of technical complexity, analysis, design, development, testing, and debugging of computer programs in support of distinct product hardware of technical service lines of business.
- Senior level position requiring advanced technical knowledge in all areas of applications programming, system design, and update, storage, and retrieval methods.

## Computer Technician

(SIN: 132-51) (NAICS: 541512)

• 8 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Applies computer techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems for military support equipment and/or facilities.
- Maintains, repairs, inspects, troubleshoots or programs systems equipment or components.
- Reviews, analyzes, develops prepares or applies specifications, policies, standards, or procedures. Plans and performs tests and evaluations of systems equipment or components.
- Responsible for developing project plans, justifications, guidelines, and controls.
- As a result of the above functions, a Secret Clearance may be required for the above position.

### QUALIFICATIONS

- A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university.
- Eight (8) recent years of experience performing the foregoing functions, or a High School diploma and twelve (12) recent years of experience performing the foregoing functions.

## ComVault Simpana E-Discovery Specialist

(SIN: 132-34) (NAICS: 541519)

• 3-5 years

• Associate's degree

### RESPONSIBILITIES / DUTIES

- Conduct electronic searches across different technology platforms based on a list of search terms, as well as start and end dates required by specific litigation.
- Strong knowledge of email systems, network structures, database functions and database structures across all corporate locations.
- Ability to dynamically map network drives at many locations in order to access the data required.
- Simultaneously manage multiple projects while adhering to strict deadlines, and maintaining strict confidentiality and integrity in all phases of the process.
- Expert knowledge in the discovery / litigation process, approaches, and requirements imposed by the Federal Rules of Civil Procedure.
- Experience with ComVault Simpana, Notes Attender/Mail Attender, Microsoft Active Directory and MS Exchange.
- Perform electronic searches of mailboxes, mail archives, shared and personal network drives, documentation systems, and system databases utilized by defined custodians.
- Encrypt results, then copy results on to CD, DVD, or external hard drives.
- Coordinate and interface with outside counsel in response to document requests.
- Oversee documentation process; provide detailed information on corporate network hierarchy, shared folder structures and related information as they pertain to specific litigation.
- Manage electronic discovery projects; prioritize multiple projects in order to meet litigation discovery deadlines.
- Advise with regard to new technologies as needed, and recommend the deployment of new systems and processes.
- Conduct and assist in negotiations with various e-discovery service providers.
- Respond to opposing counsel's requests for production, managing relationships with vendors, acting as liaison between paralegals, attorneys and outside counsel.
- Provide support to the Patent and Intellectual Property departments.
- Extensive experience with chain of custody policies, collection practices/procedures, etc.
- Extensive knowledge of 30 b.6 rule; and experience testifying in depositions.

### QUALIFICATIONS

- Relativity Administrator Certification ( RCA)
- Experience in a litigation environment; trial support experience; experience in setting up and running an off-site trial War Room.
- A thorough working knowledge of the litigation process; advanced knowledge of Summation required; IPRO, Concordance, Relativity, PowerPoint/Sanction/Trial Director, MS Office and CaseSoft products; SQL knowledge.
- Polished interpersonal and verbal communication skills; project management and organizational abilities; strong attention to detail and analytical skills.

## Configuration Management Specialist

(SIN: 13234) (NAICS: 541519)

• 4 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Experience establishing overall requirements, developing plans, implementing directives, and establishing and maintaining disciplined environment to ensure configuration control.

## Cyber Security Engineer

(SIN: 13234) (NAICS: 541519)

• 2 years

• Bachelor's degree in Engineering, Science, or Mathematics

### RESPONSIBILITIES / DUTIES

- Frequent use and application of technical standards, principles, theories, concepts and techniques spanning a variety of security domains whether it be physical, cyber, information or system.
- Provides solutions to a variety of technical problems of moderate scope and complexity.
- Works under general supervision.
- Follows established procedures.
- Contributes to the completion of milestones associated with specific projects.

## Cyber Security Engineer - Senior

(SIN: 132-51) (NAICS: 541519)

• 6 years

• Bachelor's degree in Engineering, Science, or Mathematics

### RESPONSIBILITIES / DUTIES

- Applies extensive technical expertise, and has full knowledge of other related disciplines across a variety of security domains whether it be physical, cyber, information or system.
- Develops technical solutions to complex problems that require the regular use of ingenuity and creativity. Work is performed without appreciable direction.
- Exercises considerable latitude in determining technical objectives of assignment.
- Interacts with senior external personnel on significant technical matters often requiring coordination between organizations.

## Cyber Security Engineer - SME

|  |           |   |
|--|-----------|---|
| (SIN: 132-51) (NAICS: 541519)  | • 8 years | • Bachelor's degree in Engineering, Science, or Mathematics |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |   |
| <ul style="list-style-type: none"> <li>• Applies advanced technical principles, theories, and concepts.</li> <li>• Contributes to the development of new principles and concepts across a variety of security domains whether it be physical, cyber, information or system.</li> <li>• Works on unusually complex technical problems and provides solutions which are highly innovative and ingenious. Assignments are often self-initiated.</li> <li>• Determines and pursues courses of action necessary to obtain desired results.</li> <li>• Develops advanced technological ideas and guides their development into a final product.</li> <li>• Serves as organization spokesperson on advanced projects and/or programs.</li> <li>• Acts as advisor to management and customers on advanced technical issues.</li> </ul> |           |   |

## Data Analyst - Junior

|  |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541519)  | • 3 years | • Associate's degree, Bachelor's degree in Computer Science or Management of Information Systems |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |  |
| <ul style="list-style-type: none"> <li>• Work with user to understand data needs; support DBA's with data extraction and data manipulation; perform data extraction and transformation (data conversion) as needed to support peers (Database Analysts, System Analysts, and developers) as required. Participate and develop data models as required to document data structures. Two or more years of SQL experience using SQL Server, UDB/DB2, Oracle, or Sybase.</li> </ul>                |           |  |
| <b>QUALIFICATIONS</b>  |           |  |
| <ul style="list-style-type: none"> <li>• Information Technology experience, including full understanding and experience using data mapping, data Extract Transfer Language (ETL).</li> <li>• Demonstrated experience with database design and data modeling as well as two or more years of SQL experience using Microsoft SQL Server, UDB/DB2, Oracle, or Sybase.</li> <li>• Two or more years of direct responsibility for database design including the levels of Normalization.</li> </ul> |           |  |

## Data Analyst - Intermediate

|  |           |   |
|--|-----------|---|
| (SIN: 132-51) (NAICS: 541519)  | • 3 years | • Bachelor's degree; preferably in Computer Science or Management Information Systems |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |   |
| <ul style="list-style-type: none"> <li>• Manages the development of database(s) in support of System Development Projects.</li> <li>• Provide expert level consultation and perform data modeling in support of RDBMS Development.</li> <li>• Evaluates and recommends available DBMS products to support systems functional design.</li> <li>• Develop and maintain database platforms like SQL Server, Oracle, UDB/DB2, or Sybase.</li> <li>• Defines and implements database organization (physical models), indexing, and tuning methods in support of highly functional and efficient RDBMS.</li> </ul> |           |   |
| <b>QUALIFICATIONS</b>  |           |   |
| <ul style="list-style-type: none"> <li>• Information Technology experience, including demonstrated experience with database design and data modeling and data base design and database administration.</li> <li>• Three or more years of SQL experience using Microsoft SQL Server, UDB/DB2, Oracle, or Sybase.</li> <li>• Two or more years of direct responsibility for database design including the levels of Normalization.</li> <li>• Microsoft MCSDBA certification or similar Oracle, Sybase or UDB certification preferred.</li> </ul>  |           |   |

## Data Analyst - Senior

|   |           |   |
|---|-----------|---|
| (SIN: 132-51) (NAICS: 541519)   | • 6 years | • Bachelor's degree; preferably in Computer Science or Management Information Systems |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |   |
| <ul style="list-style-type: none"> <li>• Provide expert advice and review of relational database management systems (RDBMS) in support of System Development Projects.</li> <li>• Provide expert level consultation and perform data modeling in support of RDBMS Development.</li> <li>• Evaluates and recommends available DBMS products to support systems functional design.</li> <li>• Develop and maintain database platforms like SQL Server, Oracle, UDB/DB2, or Sybase.</li> <li>• Defines and implements database organization (physical models), indexing, and tuning methods in support of highly functional and efficient RDBMS.</li> </ul>                          |           |   |
| <b>QUALIFICATIONS</b>   |           |   |
| <ul style="list-style-type: none"> <li>• Information Technology experience, including demonstrated experience with database design and data modeling and data base design and database administration.</li> <li>• Four or more years of SQL experience using Microsoft SQL Server, UDB/DB2, Oracle, or Sybase.</li> <li>• Three or more years of direct responsibility for database design including the levels of Normalization.</li> <li>• Leadership and/or Management experience leading or mentoring Junior Data Base Analysts in the development of systems.</li> <li>• Microsoft MCSDBA certification or similar Oracle, Sybase or UDB certification preferred.</li> </ul> |           |   |



## Data Analytics Engineer

(SIN: 132-51) (NAICS: 541511)

• 2-4 years

• Bachelor's degree in a field such as Computer Science or Data Architecture

### RESPONSIBILITIES / DUTIES

- Work with users to understand their business functions and processes in order to help them define analytic and reporting requirements, including data requirements for their research and analysis that are complete and unambiguous.
- Analyze generational data-sets and develop cumulative sum control charts and related control statistics to test quality and consistency of data deliveries overtime, flag out-of-control situations, investigate the source of out-of-control issues and take corrective action.
- Function as subject matter expert (SME) for marketing data used for analysis and research.

### QUALIFICATIONS

- Strong technical skills in a statistical analysis software package, business intelligence applications, decision support systems, SQL, UNIX, Oracle, TOAD, MS Office Suite.
- Experience working with an array of data sources, all in different forms using an array of tools or methods to create a solution.

## Database Architect - Junior

(SIN: 132-51) (NAICS: 541512)

• 3 years

• Bachelor's degree or equivalent

### RESPONSIBILITIES / DUTIES

- Designs and builds relational databases.
- Develops strategies for data acquisitions, archive recovery, and implementation of a database.
- Works in a data warehouse environment, which includes data design, database architecture, and metadata and repository creation.
- Translates business needs into long-term architecture solutions.
- Defines, designs, and builds dimensional databases.
- Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems.
- Evaluates reusability of current data for additional analyses.
- Reviews object and data models and the metadata repository to structure the data for better.

| Database Architect - Senior  |            |              |
|--|------------|--------------|
| (SIN: 132-51) (NAICS: 541512)  | • 10 years | • MBA degree |
| RESPONSIBILITIES / DUTIES  |            |              |
| <ul style="list-style-type: none"> <li>• Extensive experience on large computer system databases.</li> <li>• Provides guidance in design and development of relational databases for large systems.</li> <li>• Develops strategies for data acquisitions, archive recovery, and implementation of a database.</li> <li>• Assures that data is normalized and current.</li> <li>• Makes recommendations for upgrading database system designs.</li> <li>• Demonstrates expertise in a variety of the field's concepts, practices, and procedures.</li> <li>• Relies on extensive experience and judgment to plan and accomplish goals.</li> <li>• Oversees a variety of tasks.</li> <li>• Provides consultation on complex projects and is considered to be the top level contributor/specialist.</li> <li>• A wide degree of creativity and latitude is expected.</li> </ul> |            |              |

| Data Administrator  |           |                     |
|---|-----------|---------------------|
| (SIN: 132-51) (NAICS: 541512)   | • 2 years | • Bachelor's degree |
| RESPONSIBILITIES / DUTIES   |           |                     |
| <ul style="list-style-type: none"> <li>• Provide access controls for the design and use of databases.</li> <li>• Maintain and manage the global view of databases; ensure database security from accidental or intentional damage or loss; monitor database use; and develop standards, procedures, and conventions for use.</li> </ul> |           |                     |

| Database Administrator - Senior  |           |                     |
|--|-----------|---------------------|
| (SIN: 132-51) (NAICS: 541512)  | • 8 years | • Bachelor's degree |
| RESPONSIBILITIES / DUTIES  |           |                     |
| <ul style="list-style-type: none"> <li>• Five years experience in development and administration of various database management systems DBMSs. This includes the use of data manipulation languages and implementation of a data resource/data management strategy in a large, computer-based organization.</li> <li>• Provides technical expertise in the analysis, design, development, implementation, and maintenance of DBMSs for software applications systems. This includes the standardization of data definitions and usage for data resource management.</li> </ul> |           |                     |

| <b>Data Entry</b>  |           |                                     |
|--|-----------|-------------------------------------|
| (SIN: 132-51) (NAICS: 541519)  | • 2 years | • High school diploma or equivalent |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |                                     |
| <ul style="list-style-type: none"> <li>Performs data entry via on-line or other media and verification of data entry.</li> </ul> |           |                                     |

| <b>Data Manager</b>  |           |                     |
|--|-----------|---------------------|
| (SIN: 132-51) (NAICS: 541519)  | • 4 years | • Bachelor's Degree |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |                     |
| <ul style="list-style-type: none"> <li>Experience managing data management functions.</li> <li>Duties include but are not limited to activities involved in the receipt, development, storage, control, and distribution of all project related data.</li> </ul> |           |                     |

| <b>Data Network Engineer - Junior</b>   |           |   |
|---|-----------|---|
| (SIN: 132-51) (NAICS: 541512)   | • 1 years | • Associate's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |   |
| <ul style="list-style-type: none"> <li>Maintains computing areas involving networks, server hardware, operating systems, communication software and hardware, local and wide area networking equipment (such as LAN, WAN, Ethernet, TCP/IP, ISDN, T1, routers, bridges, Internet, 10BaseT.</li> </ul> |           |   |
| <b>QUALIFICATIONS</b>   |           |   |
| <ul style="list-style-type: none"> <li>Working experience with Microsoft, Novell or Unix based systems.</li> </ul>  |           |   |

## Data Security Engineer - Junior

|  |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541512)  | • 2 years | • Bachelor's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |  |
| <ul style="list-style-type: none"> <li>• Installation, configuration and maintenance of security products.</li> <li>• Responsible for responding to emergencies and outages on an on-call basis.</li> <li>• Work with firewalls, routers and proxies to set-up and augment security design.</li> <li>• Deploy Intrusion Detection Products. Perform system security monitoring.</li> <li>• Work on providing E-mail Security, URL Blocking, Token Technology Work, Antivirus Management</li> </ul> |           |  |
| <b>QUALIFICATIONS</b>  |           |  |
| <ul style="list-style-type: none"> <li>• Working knowledge in Unix, NT and Novell systems administration. Knowledge of Network Security, which includes traditional attack methods, proxy gateways and secure multi-layer inspections.</li> <li>• Experience with one of the following firewalls: CheckPoint Firewall-1, IPChains, IPFilter.</li> </ul>  |           |  |

## Data Security Engineer - Senior

|  |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541512)  | • 5 years | • Bachelor's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |  |
| <ul style="list-style-type: none"> <li>• Installation, configuration and maintenance of security products in an environment using C++, Perl and systems administration skills.</li> <li>• Consult with clients regarding security policies and procedures.</li> <li>• Work with firewalls, routers and proxies to set-up and augment security design.</li> <li>• Develop and deploy Intrusion Detection Products, perform system security monitoring and project management.</li> <li>• Perform Security Assessments, E-mail Security, URL Blocking, Anti-virus Management, and Risk Assessment and Management.</li> </ul> |           |  |
| <b>QUALIFICATIONS</b>  |           |  |
| <ul style="list-style-type: none"> <li>• Working knowledge of Unix, NT and Novell systems administration. Experience in Network Security, which includes traditional attack methods, proxy gateways and secure multi-layer inspections.</li> <li>• Experience with two or more of the following firewalls: CheckPoint Firewall-1, Trusted Information Systems, Eagle Raptor, Cisco PIX, IPChains, and IPFilter.</li> <li>• One of the following certifications: Cisco CCNP/CCNA, Microsoft MCSE, CheckPoint Technologies Firewall-1 CCSE, CheckPoint Technologies Firewall-1 CCSA or equivalent experience.</li> </ul>     |           |  |

## Data Warehouse Specialist- Junior

(SIN: 132-51) (NAICS: 541519)

• 1 years

• Bachelor's degree or equivalent

### RESPONSIBILITIES / DUTIES

- Performs as a Data Warehouse Developer on large-scale database management systems.
- Knowledge of computer equipment and ability to develop complex software to satisfy design objectives.
- Analyzes functional business applications and design specifications for functional activities.
- Develops block diagrams and logic flow charts.
- Translates detailed design into computer software.
- Prepares required documentation, including both program-level and user-level documentation.
- Demonstrated ability to work independently with minimal supervision.

## Data Warehouse Specialist - Intermediate

(SIN: 132-51) (NAICS: 541519)

• 4 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Utilizes multidimensional database(s) on large-scale database management systems, uses OnLine Analytical Processing (OLAP) Access Tool, and ability to develop complex software to satisfy design objectives.
- Analyzes and develops computer software processing a wide range of capabilities, including data warehouse technologies, business data model, Executive Information Management, and Decision Support System.
- Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze proposed system modifications, upgrades and new COTS.

## Data Warehouse Specialist -Senior

(SIN: 132-51) (NAICS: 541519)

• 5-9 years

• Bachelor's degree, Masters, or PhD

### RESPONSIBILITIES / DUTIES

- Applies an enterprise-wide set of data warehouse disciplines for the planning, analysis, data refinement, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise.
- Develops analytical and computational techniques and methodology for problem solutions.
- Performs enterprise-wide strategic systems planning, business information planning, and analysis.
- Provides daily supervision and direction to organization.

### QUALIFICATIONS

- Performs as a Data Warehouse Developer/Administrator on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.
- Possesses ability to assume increasing responsibilities in data mart information system design and management.

## Deployment Manager

(SIN: 132-51) (NAICS: 511210)

Deployment Manager / Basic

• 3 years

• Bachelor's degree

Deployment Manager / Intermediate

• 6 years

• Bachelor's degree

Deployment Manager / Principal

• 10 years

• Bachelor's degree

Deployment Manager / SME

• 16 years

• SME – MS-MBA; Certifications

### RESPONSIBILITIES / DUTIES

- Support a Program Management Office (PMO) to assist in managing and coordinating the transition of a major IT system to all client personnel
- Work as a part of a project transition organization to conduct requirement assessments and conduct all planning and execution associated with system deployment to all designated client locations.
- Work closely with internal PMOs in developing deployment schedules, and conduct necessary coordination activities with client field representatives.
- Assess technical and functional requirements and manage deployment schedules
- Serve as the principal interface between the PMO and the prime contractor on system deployment matters
- Experience in the management, planning or control of Information Technology programs. Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.
- Experience in applying IT Lifecycle methodologies.
- Experience in IT program/deputy program manager or project management in a structured environment is desired.
- Background/knowledge of standards based management

## Digital Forensic Examiner

(SIN: 132-51) (NAICS: 541519)

• 7 years

• Bachelor's degree in Computer Science or related field is required.

### RESPONSIBILITIES / DUTIES

- Provide confident, clear, effective communication exhibiting extensive experience obtained in Computer Forensics with all customers through all forms of communication including direct contact, conference calls, voice, e-mail, fax, etc.
- Conduct or assist with common or advanced data collections and forensic analysis.
- Provide proactive documentation for the analysis, rebuilding, recovery and presentation of relevant electronically stored information.
- Be able to fully explain the recovery of data from storage media using computer forensic analysis methods to access and analyze data, determine relevancy, and/or provide an output to meet customer objectives.
- Work with management to determine best practices used to conduct Computer Forensics work.
- Work with, mentor, and help lead team members down a path of established best practices.
- Help test certain tools to maximize the effectiveness of services provided to customers.
- Set collection strategies, participate in collections, conduct forensic analysis, testify, perform field work and contribute to business development efforts.
- Provide an expected professional level of customer service and technical support as needed or required.
- Compile reports and metrics on the practice's performance as necessary.
- Additional responsibilities may include documentation and training of learned knowledge to consultants and/or sales teams, or temporary departmental work as needed.
- Assist prospective clients in the identification, collection, analysis and production of forensically-harvested data under the auspices of such credentials as: CCE and/or EnCE.
- Maintaining and supporting legal hold orders, data preservation notices, and information risk governance.
- Prepare and present reports of examinations and findings. Extract business documents from forensic images, verify, analyze and transfer secure data sets from field investigations. Analyze and deploy best practices applicable to the handling and analysis of electronic evidence. Utilize off-the-shelf and proprietary data collection, analysis, and reporting tools.

### QUALIFICATIONS

- Professional forensics and collections experience.
- Industry certifications (e.g., ACE, CCE, CFE, DFCP, EnCE) are strongly preferred.
- Strong communication, negotiation and problem solving skills.
- Excellent interpersonal abilities, including tact, maturity and flexibility.
- Ability to work independently and successfully meet deadlines.
- Domestic and international travel is required (approximately 25 - 50%).
- Extensive hands-on experience with laptops, desktops and forensic analysis of systems.
- Good understanding of Network Architectures.
- Substantial experience with 3rd party forensic tools/software.
- Significant experience with e-mail based systems, both online and corporate.
- Civil or Criminal investigations background, or substantial forensic analysis or eDiscovery work as a substitute.
- Excellent Report/Affidavit drafting skills.
- Some testifying experience.

| <b>E-Discovery Services Director</b>  |            |  |
|---|------------|--|
| (SIN: 132-51) (NAICS: 541611)   | • 10 years | • Bachelor's degree or equivalent experience |
| <b>RESPONSIBILITIES / DUTIES</b>  |            |  |
| <ul style="list-style-type: none"> <li>• The Director is responsible for supervising and managing the workflow and activities of the E-Discovery Team and assisting with discovery for complex litigation, regulatory investigations, and other dispute situations.</li> <li>• Also responsible for overseeing the needs of Client Services / E-Discovery Review department.</li> <li>• The Director is responsible for supervising and mentoring the Electronic Discovery Associate Directors, Project Managers, and Specialists.</li> <li>• The Director will lead the development of policies and procedures, training requirements, and strategic vision for the E-Discovery program and platform.</li> <li>• S/he coordinates E-Discovery initiatives with management to ensure an integrated response to business needs and goals and works with engagement managers to staff engagements, monitor their progress, and maintain a high quality work product.</li> </ul> |            |  |
| <b>QUALIFICATIONS</b>   |            |  |
| <ul style="list-style-type: none"> <li>• A minimum of 10-12 years of litigation support, electronic discovery, project management and legal database experience is a must.</li> <li>• A minimum of 5-7 years experience in managing a team of E-discovery professionals.</li> <li>• Must exhibit strong technical writing skills, maintain client confidentiality, ability to analyze information and communicate processes, and excellent follow-up skills.</li> <li>• Ability to work under pressure and able to multi-task and prioritize work assignments in order to meet deadlines.</li> <li>• Have a successful tracking record of managing engagements of all sizes and durations.</li> <li>• Demonstrate ability to develop business with new and existing clients.</li> <li>• Must exhibit superior negotiating and presentation skills.</li> </ul>   |            |  |



## E-Discovery Systems Engineer

(SIN: 132-51) (NAICS: 541512)

• 3 years

• Microsoft Certification, MCSE  
2003/2008, Network+. Security+, A+

### RESPONSIBILITIES / DUTIES

- This position requires the effective installation, evaluation, maintenance, performance monitoring, reporting on and support of the following systems:

#### Windows 2003/2008 servers and peripherals:

- 2003/2008 operating systems
- 2003/2008 Windows Clustering
- SQL database administration
- Windows based DNS/DHCP
- Windows 2003/2008 IIS

#### Hardware:

- HP Proliant Hardware
- Equallogic/Dell Disk Arrays
- HP Maintenance Procedures
- Dell Server Hardware
- Cisco Switches
- Cisco Firewall

#### Applications:

- iPro eCapture
- kCura Relativity
- Clearwell
- FTP / SFTP
- RSA

- Provide support for various projects such as new installations, server upgrades, server modifications, hardware modifications, and application upgrades. Order and coordinate service when required. Provide timely support to user requests and trouble calls. Provide the Director of Technology with written documentation on system design and current capabilities. Provide documentation. Provide emergency support on major systems or problems when necessary. Maintain an inventory of all equipment. After hours and on call support

## E-Discovery Manager

(SIN: 132-51) (NAICS: 541519)

• 3 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Responsible for consultation, project management, and webinar application training to legal professionals on proprietary on-line database management tool to review and produce documents to opposing counsel or government regulatory agencies and throughout the life-cycle of litigation.
- Assist lead attorneys and law firm litigation support staff and serve as liaison to corporate legal, IT, HR departments and 3rd party vendors.
- Supervise directors and staff across internal company corporate functions to complete project requests. Lead meetings to manage project specifications, complex workflows, and to resolve technical items.
- Direct and coordinate teams within Project Management Department.

### QUALIFICATIONS

- Understanding of the litigation lifecycle, EDRM (Electronic Discovery Reference Model), FRCP (Federal Rules of Civil Procedure) and eDiscovery Best Practices.
- Experience with on-line review platforms (i.e. Catalyst, Relativity, CaseLogistix, etc.) and database management tools including required load files (i.e. Summation, Concordance, Ringtail, Introspect, etc).
- Creative problem-solving skills and technical aptitude is desired to adapt to the numerous customized client requests during data processing, on-line attorney review, and production.
- Strong communication skills with the ability to comprehend and delegate client technical requests to internal support staff.
- Ability to multi-task and simultaneously manage multiple requests from different clients. Ability to provide training for use of on-line review tool to clients, as well as mentoring and training junior project managers and litigation support analysts in the Project Management Department.
- Experience in managing a team of 10 or more people where responsibilities included delegating tasks, solving problems, handling challenging clients and effectively communicating progress/issues
- Experience in working under high pressure situations with attorneys on matters involving E-discovery

## EnCase Digital Forensic Examiner

(SIN: 132-51) (NAICS: 541519)

• 3 years

• Bachelor's Degree

### RESPONSIBILITIES / DUTIES

- Responsible for the forensic extraction and analysis of data and electronic evidence from digital media, and ensuring that the data is collected in compliance with computer forensic standards and in compliance with chain of custody guidelines. May be required to serve as a subject matter expert regarding forensic procedures utilized to acquire evidence and the description of any evidence obtained.
- Preserve and analyze data from electronic data sources, including laptop and desktop computers, servers, and mobile devices
- Investigate network intrusions to determine the cause and extent of the breach
- Preserve, harvest, and process electronic data according to the firm's policies and practices
- Produce high quality oral and written work product, presenting complex technical matters clearly and concisely
- Form and articulate expert opinions based on analysis
- Provide expert testimony in depositions, trials, and other proceedings
- Consult with and take direction from supervisors, engagement managers, and clients regarding case investigation and status
- Maintain proficiency with industry standard tools and practices
- Maintain a high level of professionalism in all areas of performance
- Develop and broaden forensic skill set through outside training and research

### QUALIFICATIONS

- Experience in the computer forensic or related field
- Proficiency with forensic techniques and the most commonly used forensic toolsets, such as dtSearch, EnCase, and FTK Suite
- Familiarity with Windows, Macintosh, and Linux operating systems
- Familiarity with computer system hardware and software installation and troubleshooting
- Creative problem solving abilities
- Ability to anticipate and respond to changing priorities
- Strong writing and oral communication skills

## FTK ACE Computer Forensic Examiner

(SIN: 132-51) (NAICS: 541519)

• 10-15 years

• Bachelor's Degree

### RESPONSIBILITIES / DUTIES

- Provide consulting and technical services as a digital forensic consultant on-site at client locations.
- Perform 30b(6) Expert Witness Testimony in declarations, depositions, and/or in the courtroom.
- Testify to matters relating to preservation, collection, spoliation, repeatable and defensible processes, chain of custody protocols, etc.
- Perform daily tasks associated with forensic and electronic discovery client engagements. Responsible for augmenting and strengthening personal forensic skill set, as well as enhancing the company's forensic program.
- Travel to client locations to collect digital evidence, and consult with clients regarding collection matters.
- Preserve and analyze data from electronic data sources, including laptop and desktop computers, servers, and mobile devices
- Investigate network intrusions to determine the cause and extent of the breach
- Preserve, harvest, and process electronic data according to the firm's policies and practices
- Produce high quality oral and written work product, presenting complex technical matters clearly and concisely
- Form and articulate expert opinions based on analysis
- Consult with and take direction from supervisors, engagement managers, and clients regarding case investigation and status
- Maintain proficiency with industry standard tools and practices
- Maintain a high level of professionalism in all areas of performance
- Develop and broaden forensic skill set through outside training and research
- Attend and present in-house trainings

### QUALIFICATIONS

- Proficiency with forensic techniques and the most commonly used forensic toolsets, such as dtSearch, EnCase, and FTK Suite
- Familiarity with Windows, Macintosh, and Linux operating systems
- Familiarity with computer system hardware and software installation and troubleshooting
- Creative problem solving abilities
- Ability to anticipate and respond to changing priorities
- Strong writing and oral communication skills
- Well-developed analytic, qualitative, and quantitative reasoning skills

| Graphics Designer   |           |                     |
|---|-----------|---------------------|
| (SIN: 132-51) (NAICS: 541519)   | • 3 years | • Bachelor's Degree |
| RESPONSIBILITIES / DUTIES   |           |                     |
| <ul style="list-style-type: none"> <li>• Participates in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials</li> <li>• May work from rough sketches, engineering drawings or other documentation; may exercise creative judgment by translating needs into graphics capabilities</li> <li>• Uses various computer graphics software programs</li> <li>• Provides guidance of all levels in developing and planning publication graphics design and printing layouts including selection of type styles, size, type of paper and size, arrangement of tables and illustrative material, type of cover, binding methods with materials, and the appropriate colors to enhance the overall look of the project</li> <li>• Conducts quality reviews of graphics design layouts for publications to ensure that page layouts are ready for production</li> <li>• Demonstrated knowledge of copyright procedures and laws</li> <li>• Knowledge of current graphics platforms and tools such as; Adobe Creative Suite, QuarkXPress, or Macintosh</li> <li>• Thorough understanding of production/rendering methods such as; drawing, offset printing, photography, time-based media, as well as interactive media</li> </ul> |           |                     |

| Help Desk Technician  |           |   |
|---|-----------|---|
| (SIN: 132-51) (NAICS: 541611)   | • 1 years | • Associate's degree or Bachelor's degree |
| RESPONSIBILITIES / DUTIES   |           |   |
| <ul style="list-style-type: none"> <li>• Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems.</li> <li>• Responds to telephone calls, email and personnel requests for technical support.</li> <li>• Documents, tracks and monitors the problem to ensure a timely resolution.</li> </ul> |           |   |

## Help Desk Manager

(SIN: 132-51) (NAICS: 541611)

• 5 years

• Bachelor's Degree

### RESPONSIBILITIES / DUTIES

- Manages a team of support personnel who troubleshoot IT issues.
- Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.
- Ensures maximum issue resolutions in minimum time.
- Evaluates new information systems products or services and suggests changes to existing products or services to better aide the end user.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Performs a variety of tasks.
- Leads and directs the work of others.
- A wide degree of creativity and latitude is expected.
- Typically reports to a manager or head of a unit/department.

## iCONNECT nXT eDiscovery Administrator

(SIN: 132-51) (NAICS: 541611)

• 3 years

• Two year degree in computer/technical field or equivalent combination of education and/or experience required.

### RESPONSIBILITIES / DUTIES

- Responsible for handling requests from legal teams, managing vendors, promoting the effective use of litigation support applications by providing support and technical assistance with designing, developing and maintaining databases in Concordance, iCONNECT nxt and other imaging and database retrieval systems.
- Creates, develops and supports document databases, image bases, indexes, transcripts, and document productions in iCONNECT nxt+.
- Coordinates scanning, unitization and objective coding of documents with vendor.
- Performs OCR and EDD processing and prepare for loading into database.
- Conducts quality control evaluations of each processing step from document collection to production.
- Works closely with lawyers and paralegals regarding database setup to meet needs of trial team.
- Serves as the point person to resolve software/hardware issues relating to the supported litigation support tools.
- Provides one-on-one and small group training for trial teams in the use of litigation support tools.
- Assists with the resolution of software/hardware issues relating to litigation support applications.

### QUALIFICATIONS

- Experience managing and maintaining Concordance, Summation, or similar enterprise level database system, preferably in a law firm environment.
- Experience with iCONNECT nxt+, Concordance, LAW 5.0, IPRO and Clearwell , LiveNote.
- Solid understanding of all Microsoft Office applications (especially Microsoft Excel and Access), basic networking, Windows 2000/XP, MS-DOS and flat files (CSV).
- Proficiency with data management services (loading images to the network, burning CDs/DVDs, loading data into database applications, conducting database inquiries and developing reports for legal teams).
- Undergraduate degree in computer science or related fields of study preferred.
- Knowledge of the processes underlying litigation cases (electronic discovery, document productions, large scale printing, document repositories and depositions).
- Good communication skills with the ability to communicate technical concepts to non-technical personnel in a clear manner.
- Able to manage multiple projects and work under stressful conditions and time deadlines.
- Strong analytical and problem solving skills and demonstrate ability to work independently and in a team environment, follow detailed instructions and meet established deadlines.

# Incident Response Analyst

(SIN: 132-51) (NAICS: 541519)

• 7 years

• Bachelor's Degree

## RESPONSIBILITIES / DUTIES

- Utilizes strategy, standards, processes and technology to discover, resist and recover from security incidents and to limit the impact of any such occurrence or reoccurrence.
- Assists in the development and management of security for one or more IT functional areas across the enterprise. Implements and maintains security technology solutions, which may include technology for encryption, firewalls, authorization, authentication, intrusion detection, and gateway security controls.
- Develops, implements, and ensures documentation of security standards, procedures, processes, guideline and policies, such as user authentication rules, security breach resolution procedures, security auditing procedures, and use of firewalls and encryption routines. Ensures requirements and deliverables are clearly defined.
- Prepares status reports on security matters to analyze security risk and response procedures. Monitors and proactively recommends solutions for correcting issues related to security technology performance and capabilities. May track and monitor software viruses.
- Enforces security policies and procedures by monitoring security profiles. Reviews security violation reports and investigates possible security exception. Updates, maintains and documents security controls. Provides direct support to the business and IT staff for security-related issues, which may include off hour support of security hardware and software solutions.
- Acts as a subject matter expert on the implementation and capabilities of the security technology.
- Works collaboratively with areas of IT and IT security to ensure that all IT technology solutions are appropriately implemented and supported.

## QUALIFICATIONS

- 7-10 years of experience in information security designing and implementing enterprise security solutions.
- Experience with some networking and security technologies such as IPSEC (Internet Security Protocol), VPN (Virtual Private Network), routers, switches, firewalls, intrusion detection and prevention, data leakage, WAF (Web Application Firewall).
- Experience with some aspects of information security and compliance, such as PCI, SOX, and HIPAA requirements for information systems and industry best practices such as ISO17799/27011, NIST (National Institute of Standards and Technology).
- Experience with application development or assessment.
- Experience translating technical data into business impact information.
- Experience communicating and translating conceptual and technical data into business impact information (such as intruder techniques, new vulnerabilities, attack vectors, exploits).
- Experience with various protocols (SMTP, HTTPS, FTP, DNS, SSH, RDP, etc.) and programming/scripting or other methods of automation.
- Experience with some networking and security technologies such as IPSEC (Internet Security Protocol), VPN (Virtual Private Network), routers, switches, firewalls, intrusion detection and prevention, data leakage, WAF (Web Application Firewall).
- Experience with some aspects of information security and compliance, such as PCI, SOX, and HIPAA requirements for information systems and industry best practices such as ISO17799/27011, NIST (National Institute of Standards and Technology).
- Experience with application development or assessment.
- Experience translating technical data into business/government impact information.



| Information Architect - Junior  |           |  |
|---|-----------|--|
| (SIN: 132-51) (NAICS: 541513)   | • 4 years | • Bachelor's degree in Computer Science, or related field or MS. |
| RESPONSIBILITIES / DUTIES   |           |  |
| <ul style="list-style-type: none"> <li>• Supports the program manager in managing the contractor's efforts.</li> <li>• Expertise in object-oriented analysis and design, and core development platforms such as Java/J2EE, ColdFusion, and PDA/Mobile development.</li> <li>• Experience with Oracle Application Server (OC4J) preferred.</li> <li>• Experience in application development using Oracle RDBMS and EA required.</li> <li>• Experience in the Rational Unified Process and developing applications using IBM's Rational toolset and End User interface and business process analysis (BPA), or equivalent.</li> </ul> |           |  |

| Information Architect - Senior   |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541513)  | • 8 years | • Bachelor's degree in Computer Science, or related field or MS. |
| RESPONSIBILITIES / DUTIES  |           |  |
| <ul style="list-style-type: none"> <li>• Supports the program manager in managing the contractor's efforts. Deep expertise in object-oriented analysis and design, and core development platforms such as Java/J2EE, ColdFusion, and PDA/Mobile development.</li> <li>• Project lead for individual development efforts responsible for managing the project to completion on time and on budget.</li> <li>• Responsible for software Quality Assurance (QA).</li> <li>• Experience in managing software development and experience managing within the context of the RUP methodology.</li> <li>• Lead requirements analysis efforts and relevant experience in leading requirements efforts and use case development.</li> <li>• Experience with Oracle Application Server (OC4J) preferred.</li> <li>• Experience in application development using Oracle RDBMS and EA required.</li> <li>• Experience in the Rational Unified Process and developing applications using IBM's Rational toolset and extensive in End User interface and business process analysis (BPA) or equivalent.</li> </ul> |           |  |

| <b>Information Engineer - Junior</b>   |           |                     |
|--|-----------|---------------------|
| (SIN: 132-51) (NAICS: 541512)  | • 2 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |                     |
| <ul style="list-style-type: none"> <li>• Apply function-wide disciplines for the planning, analysis, design, and construction of automated information systems across a major sector of the business.</li> <li>• Perform business strategic systems planning, information planning, business analysis, and design.</li> <li>• Perform process and data modeling using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools.</li> <li>• Apply reverse engineering and reengineering disciplines to develop migration, strategic, and tactical automated information system planning documents.</li> </ul> |           |                     |
| <b>QUALIFICATIONS</b>  |           |                     |
| <ul style="list-style-type: none"> <li>• Experience in planning, analysis, design, and construction of automated information systems.</li> </ul>   |           |                     |

| <b>Information Engineer - Intermediate</b>   |           |   |
|--|-----------|---|
| (SIN: 132-51) (NAICS: 541512)  | • 4 years | • Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |   |
| <ul style="list-style-type: none"> <li>• Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects.</li> <li>• Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques.</li> <li>• Assists in establishing standards for information systems procedures.</li> <li>• Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.</li> <li>• Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings and open system architecture objectives.</li> <li>• Provides daily supervision and direction to staff.</li> </ul> |           |   |
| <b>QUALIFICATIONS</b>  |           |   |
| <ul style="list-style-type: none"> <li>• This position requires a minimum of four years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation.</li> <li>• The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis; design and programming; systems planning; business information planning and business analysis.</li> <li>• Must demonstrate the ability to work independently or under only general direction.</li> </ul>  |           |   |

## Information Engineer - Senior

(SIN: 132-51) (NAICS: 541512)

- 6 years

- Master's degree in computer science, information systems, engineering, or other related scientific or technical discipline, with six years related experience

### RESPONSIBILITIES / DUTIES

- Applies an enterprise wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise wide basis or across a major sector of the enterprise.
- Develops analytical and computational techniques, and methodology for problem solutions.
- Performs enterprise wide strategic systems planning, business information planning, business and analysis.
- Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools.
- Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents.
- Has experience with such methodologies as IDEF 0 process modeling and IDEF 1x data modeling.
- Provides technical guidance in software engineering techniques and automated support tools.

### QUALIFICATIONS

- Experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation.
- Individual must have experience in managing the implementation of information engineering projects, and systems analysis, design and programming.
- In addition, individual must demonstrate experience in the client/server environment, have proven managerial and supervisory skills as well as exceptional written and oral communications skills, including giving formal presentations to different audiences.
- Must demonstrate the ability to work independently or under only general direction.

## Information Technology Specialist - Senior

(SIN: 132-51) (NAICS: 541519)

• 4 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Progressive experience in the field of Information Technology, including six years of specialized experience in numerous, highly specialized Information Technology disciplines involving a wide range of hardware/software solutions.
- 4 years of general experience is concentrated, hands-on experience in all aspects of the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Needs.
- Provides highly technical and specialized guidance, and solutions to complex Information Technology problems.
- Performs elaborate analyses and studies.
- Prepares reports and gives presentations.
- Works independently or as a member of a team.
- May serve as Contractor Task Order Manager.
- Examples (not all inclusive): Senior Telecommunications Engineer, Senior Systems Analyst, Senior Independent Evaluator, Software Customization Specialist, Senior Telecommunications Specialist, Senior Information Technology Engineer, Senior Communications Specialist, Senior Programmer-Analyst, Senior Organizational Specialist, Senior Network Engineer, Senior Organizational Change Specialist, Senior Internet/Intranet Specialist, Senior Work Systems Design Specialist, Senior Data Base Management Specialist, Senior Business Process Re-Engineering Specialist, Senior Integration and Integration Testing Specialist.

## Infrastructure Architect

(SIN: 132-51) (NAICS: 541512)

- 10 years

- Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline such as Computer Graphics

### RESPONSIBILITIES / DUTIES

- Deploys enterprise-wide system management tools.
- Performs ongoing operation issues and has the capability to manage systems. Has a good understanding of complex, multi-platform information technology (IT) infrastructure operations, processes, and tools.
- Deploys architect solutions and has ability to solve unanticipated complications during the course of a job. Deploys and documents enterprise management solutions for complex heterogeneous IT environments.
- Integrates systems, network, and help desk tools into an integrated IT solution.
- Provides hardware and software tool selection analysis and recommendations.
- Leads technical teams with diverse areas of specialization to implement multiple software management tools either sequentially or in parallel.

### QUALIFICATIONS

- General experience defining network architectures, four years of which must be specialized enterprise business solution experience.
- Specialized experience may include: enterprise-wide requirements analysis, development of COTS evaluation criteria, preparation of COTS acquisition materials, evaluation of COTS vendor proposals and presentations, implementation of COTS solutions, COTS training, legacy system data mapping, and legacy system data conversion/integration.

## IPRO Data Processing Engineer

(SIN: 132-51) (NAICS: 541519)

• 10-15 years

• Bachelor's Degree

### RESPONSIBILITIES / DUTIES

- Prepare source ESI for processing, including data transfer, inventory, and extraction from forensic container files.
- Process ESI data to native and tiff formats using industry standard applications.
- Load data to databases from standard and non-standard load file sources.
- Produce documents to industry standards, including exporting and load file creation.
- Generate reports to support work performed at each step of ESI processing workflow.
- Troubleshoot and resolve issues related to ESI processing and assists team members with the same.
- Assist in the evaluation of ESI processing SOPs and protocols and ensures team adherence to best practices for processing ESI.
- Provide customer support services including installation, configuration, troubleshooting, customer assistance, and training in response to user requirements;
- Perform testing, quality assurance, configuration, installation, implementation, and maintenance of litigation support resources; Provide technical and analytical assistance involving litigation support.
- Perform essential litigation support tasks associated with day-to-day operation of litigation support systems.
- Replicate customer electronic media (hard drives, tapes, DVDs, CDs, etc.) to the network using Extract data from a wide variety of compressed files including Ghost, Encase and Zip
- Process electronic data using legal technology software tools
- Produce electronic data as per client specs in native format, TIFF format, etc.
- Track and handle electronic media according to chain-of-custody procedures
- Perform daily tasks associated with forensic and electronic discovery client engagements.
- Responsible for augmenting and strengthening personal forensic skill set, as well as enhancing the company's forensic program.
- Travel to client locations to collect digital evidence, and consult with clients regarding collection matters.
- Preserve and analyze data from electronic data sources, including laptop and desktop computers, servers, and mobile devices
- Investigate network intrusions to determine the cause and extent of the breach
- Preserve, harvest, and process electronic data according to the firm's policies and practices
- Produce high quality oral and written work product, presenting complex technical matters clearly and concisely. Form and articulate expert opinions based on analysis
- Consult with and take direction from supervisors, engagement managers, and clients regarding case investigation and status
- Maintain proficiency with industry standard tools and practices
- Maintain a high level of professionalism in all areas of performance
- Develop and broaden forensic skill set through outside training and research
- Attend and present in-house trainings

### QUALIFICATIONS

- Proficiency with forensic techniques and the most commonly used forensic toolsets, such as dtSearch, EnCase, and FTK Suite. Familiarity with Windows, Macintosh, and Linux operating systems
- Familiarity with computer system hardware and software installation and troubleshooting
- Creative problem solving abilities. Ability to anticipate and respond to changing priorities

- Strong writing and oral communication skills
- Well-developed analytic, qualitative, and quantitative reasoning skills

## IPRO eCapture Data Specialist

(SIN: 132-51) (NAICS: 541519)

- 1 years

- Bachelor's or equivalent technology degree

### RESPONSIBILITIES / DUTIES

- Handle raw media tracking and processing of client content. This includes quality control of processed data in all formats requested.
- Troubleshooting and responding to service inquiries.
- Handling raw media and maintaining strong chain of custody form.
- Processing and pre-filtering client data with either iPro or LAW
- Ability to run productions in either iPro Build or LAW
- Exporting data into Concordance DAT and Opticon file formats
- Troubleshooting problems with raw client data
- Tracking incoming client media
- Keeping track of media chain of custody
- Copying client data for processing or loading

### QUALIFICATIONS

- Extensive experience processing with IPRO or LAW
- Knowledge of UNIX, SQL and Access
- Knowledge of Concordance DAT files and Opticon files formats
- Experience with Office 2003 and 2007
- Basic knowledge of document loading process
- Basic experience with restoring evidence files in EnCase

| JAVA/J2EE Software Developer  |   |  |
|---|---|--|
| (SIN: 132-51) (NAICS: 541511)   | <ul style="list-style-type: none"> <li>• 4 years</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience</li> </ul> |
| <b>RESPONSIBILITIES / DUTIES</b>  |   |  |
| <ul style="list-style-type: none"> <li>• Develop software applications for various practice areas and administrative departments within established guidelines. Responsible for application analysis, design, creation, testing, documentation, distribution, upgrade and support.</li> <li>• Development of large scale, high performance, enterprise web applications that can serve international and domestic users alike.</li> <li>• Develop cloud based technologies</li> <li>• Design and develop components for large scale J2EE web applications</li> <li>• Work closely with business analysis team and understand requirements to develop web application layers</li> <li>• Provide sound feedback to customers/business analysts and make appropriate technical recommendations</li> <li>• Write detailed design and other technical documents for the assigned deliverables</li> <li>• Develop highly reliable code</li> </ul> |   |  |
| <b>QUALIFICATIONS</b>   |   |  |
| <ul style="list-style-type: none"> <li>• Development experience in J2EE based applications</li> <li>• Expert knowledge of the latest Web technologies and standards.</li> <li>• Heavy experience in developing scalable and secure web applications on top of relational databases.</li> <li>• RESTful Web Services / JSON</li> <li>• Spring framework</li> <li>• SQL query development and execution</li> <li>• JPA, Hibernate</li> <li>• JSP and Servlet, JavaScript, JSTL or other tag libraries, JQuery / Dojo / YUI</li> <li>• i18n Internationalization and Localization</li> <li>• Strong experience of developing client side UI controls that support major browsers using JQuery and Javascript</li> </ul>  |   |  |



| <b>Kazeon Integration / Implementation Engineer</b>   |             |                     |
|---|-------------|---------------------|
| (SIN: 132-51) (NAICS: 541511)   | • 3-5 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>  |             |                     |
| <ul style="list-style-type: none"> <li>• Experience mounting, collecting, generating reports, and troubleshooting the "IS 1200 Appliance"</li> </ul>  |             |                     |
| <b>QUALIFICATIONS</b>   |             |                     |
| <ul style="list-style-type: none"> <li>• Relativity Administrator Certification ( RCA)</li> <li>• Experience in a litigation environment; trial support experience; experience in setting up and running an off-site trial War Room.</li> <li>• A thorough working knowledge of the litigation process; advanced knowledge of Summation required; IPRO, Concordance, Relativity, PowerPoint/Sanction/Trial Director, MS Office and CaseSoft products; SQL knowledge.</li> <li>• Polished interpersonal and verbal communication skills; project management and organizational abilities; strong attention to detail and analytical skills.</li> </ul> |             |                     |

| <b>LAW Certified eDiscovery Technical Specialist</b>   |          |   |
|--|----------|---|
| (SIN: 132-51) (NAICS: 541519)  | • 1 year | • Bachelor's degree or equivalent technology degree |
| <b>RESPONSIBILITIES / DUTIES</b>   |          |   |
| <ul style="list-style-type: none"> <li>• Responsible for performing tasks associated with creating and modifying databases and imagebases encompassing database administration, data manipulation and software utility creation.</li> <li>• Quality check data received for loading and report statistics on quality of data and images.</li> <li>• Convert and manipulate data using LAW PreDiscovery for loading into database systems.</li> <li>• Load data and images from CDs, DVDs and other media sources to the firm's database systems.</li> <li>• Ensure quality of loaded data and images.</li> <li>• Inform Technical Specialist Manager, Assistant Technical Specialist Supervisor and Project Coordinator(s) regarding project progress and issues.</li> <li>• Assist in creation of imagebases and set up user accounts.</li> <li>• Assist with trouble-shooting and resolving database issues.</li> <li>• Perform database searches and generate reports.</li> </ul> |          |   |
| <b>QUALIFICATIONS</b>  |          |   |
| <ul style="list-style-type: none"> <li>• Extensive experience processing with LAW</li> <li>• Production/processing experience within the eDiscovery industry.</li> <li>• Thorough working knowledge or job related computer software, i.e. imaging, database and Web technology.</li> <li>• Knowledge of programming principles.</li> <li>• Knowledge of SQL databases and queries.</li> <li>• Knowledge of project management methodology.</li> <li>• Knowledge of Citrix or Terminal Server a plus.</li> </ul>   |          |   |

## Legal Technology Software Engineer

(SIN: 132-51) (NAICS: 541511)

• 5 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Develop and enhance a predictive coding/technology assisted (TAR) document review tool using Python, Turbo Gears, AJAX, MySQL, Mongo, Lucene, and HTML 5. This product is used in high stakes litigation where “smoking gun” digital evidence is the culprit. This tool has the capability of culling, filtering, de-duping, and near-duping all types of digital data. This product also performs highly-sophisticated concept and cluster-based searching using algorithms and patented technology.
- Assist in creation of imagebases and set up user accounts.
- Assist with trouble-shooting and resolving database issues.
- Perform database searches and generate reports.

### QUALIFICATIONS

- Hands-on experience in enterprise or search software development
- Agile development with Python and Turbo Gears
- Proficiency in object-oriented programming, .net framework, and C# or Java
- High level proficiency in SQL and relational databases

## Litigation Support Database Analyst

(SIN: 132-51) (NAICS: 541519)

• 4 years

• Bachelor's degree preferred

### RESPONSIBILITIES / DUTIES

- Work with data obtained through the discovery process.
- Ensure data is tracked and handled per firm policy, is available in a timely manner to those who need it, and is manipulated according to instructions.
- Inventory data, manage media, help ensure vendor processing was performed correctly, load data into review tools, index and maintain review databases, prepare production sets, and organize data on firm servers across offices.
- Provides both group and one-on-one training sessions to attorneys, legal assistants and support staff.
- Provides "Just In Time" (JIT) training to end users as referred by the Help Desk.
- Provides case-specific training, focusing on using the applications to address the specific needs of the case team.
- Develops and maintains training materials including user guides and reference cards.
- Develops and maintains standard course outlines for training sessions.
- Develops and maintains computer-based training programs (CBT).
- Schedules training sessions and maintains training attendance records.
- Provides training to regional offices (both domestic and international) through remote access technology and in person.
- Provides on-going user support.
- Conducts training needs analysis.
- Assists with testing new applications and versions.

### QUALIFICATIONS

- Technical, project, or data management expertise, preferably in a law firm, vendor, IT, or consulting environment.
- Data management and database expertise required.
- Experience with Concordance and LAW 5.0
- Experience in customer support/service and demonstrated ability as a technical liaison to lay teams.

## Network Engineer - Intermediate

|  |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541512)  | • 3 years | • Associate's degree in Information Systems, Computer Science, or other related technical discipline |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |  |
| <ul style="list-style-type: none"> <li>• Troubleshoots and maintains computing areas involving networks, server hardware, operating systems, communication software and hardware, local and wide area networking equipment (such as LAN, WAN, Ethernet, TCP/IP, ISDN, T1, routers, bridges, Internet, 10BaseT).</li> </ul>   |           |  |
| <b>QUALIFICATIONS</b>  |           |  |
| <ul style="list-style-type: none"> <li>• Progressive experience in the following: WAN with connectivity, troubleshooting, design evaluation and documentation.</li> <li>• Experience with IP sub-netting, switching, routing VLANs, Interior and exterior routing protocols.</li> <li>• Experience with major network vendor hardware such as Cisco, Nortel, 3Com or Bay Networks, and network management software.</li> </ul> |           |  |

## Network Engineer - Senior

|   |           |   |
|---|-----------|---|
| (SIN: 132-51) (NAICS: 541512)   | • 8 years | • Bachelor's degree in, Computer Science, Engineering or other related technical discipline |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |   |
| <ul style="list-style-type: none"> <li>• Under minimum supervision designs and coordinates the installation and acceptance testing of the system network.</li> <li>• Monitors network hardware operations to ensure properly set configuration options.</li> <li>• Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.</li> <li>• May provide daily supervision and direction to support staff.</li> </ul> |           |   |
| <b>QUALIFICATIONS</b>   |           |   |
| <ul style="list-style-type: none"> <li>• Experience analyzing, identifying and resolving complex network hardware, circuit, and transmission logic problems.</li> <li>• Experience in the design, installation and acceptance testing of complex high-speed networks.</li> <li>• Applies the principles of assessing and analyzing network transmission application to resolve reported malfunctions.</li> <li>• Certification in Cisco CCNA, Microsoft MCP/MCSE or Novell CNA/CNE is required.</li> </ul>  |           |   |

| Network Operations Manager  |           |                     |
|---|-----------|---------------------|
| (SIN: 132-51) (NAICS: 5415611)  | • 5 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |                     |
| <ul style="list-style-type: none"> <li>Provides first level guidance/direction (either as a full-time supervisory position or on a project management basis) to network operation and maintenance analysts, technicians, and/or engineers. Performs technical analysis of complex software, hardware, and transmission facility using various diagnostic tools in support of efficient network operations. Provides guidance/direction for engineering efforts and test and evaluation programs. Performs on-site engineering when required. Frequently reports to a Regional Manager or Operations Manager.</li> </ul> |           |                     |
| <b>QUALIFICATIONS</b>   |           |                     |
| <ul style="list-style-type: none"> <li>Experience in operations, maintenance, and sustained engineering of LAN to WAN internetworking.</li> </ul>   |           |                     |

| NUIX Engineer  |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541511)  | • 5 years | • Bachelor's degree or equivalent experience |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |  |
| <ul style="list-style-type: none"> <li>Write SQL scripts, queries and reports for the purpose of massaging eDiscovery data NUIX.</li> <li>Handle raw media while maintaining strong chain of custody protocol.</li> <li>Writing SQL scripts, queries and reports</li> <li>Processing and pre-filtering client data with either IPRO or LAW</li> <li>Ability to run productions in either IPRO Build or LAW</li> <li>Exporting data into Concordance DAT and Opticon file formats</li> <li>Troubleshooting problems with raw client data</li> <li>Tracking incoming client media</li> <li>Keeping track of media chain of custody</li> <li>Copying client data for processing or loading</li> </ul>   |           |  |
| <b>QUALIFICATIONS</b>  |           |  |
| <ul style="list-style-type: none"> <li>Processing and pre-filtering client data with either IPRO or LAW</li> <li>Ability to run productions in either IPRO Build or LAW</li> <li>Exporting data into Concordance DAT and Opticon file formats</li> <li>Troubleshooting problems with raw client data</li> <li>Tracking incoming client media</li> <li>Copying client data for processing or loading</li> <li>Extensive experience processing with IPRO or LAW</li> <li>Knowledge of UNIX, SQL and Access</li> <li>Knowledge of Concordance DAT files and Opticon files formats</li> <li>Experience with Office 2003 and 2007</li> <li>Basic knowledge of document loading process</li> <li>Basic experience with restoring evidence files in EnCase</li> </ul> |           |  |

# Practice Support Systems Administrator

(SIN: 132-51) (NAICS: 541611)

• 4 years

• Bachelor's degree

## RESPONSIBILITIES / DUTIES

- Hands on, day to day experience implementing and managing large scale computing environments including:
  - Enterprise class storage systems,
  - virtualized servers and
  - desktops in a Microsoft, Outlook/Exchange architecture
- Responsible for keeping the systems and services up and running
- Monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance
- Performing scheduled system backups
- Assigning user IDs and passwords
- Allocating and tracking disk space; providing consulting support and advice to, Coordinating with IT users responsible for specific applications/databases on the servers;
- Identifying and ordering needed supplies, hardware, software and accessories
- Performing hardware and software upgrades.
- Implementing and enforcing system, facility, and data security measures, including resources and procedures for patch management, security reporting, and disaster recovery.
- Administer database and other applications software.
- Configure and maintain SQL Server for optimum performance with Relativity.
- Install and maintain Microsoft SQL Server Service Pack installed on all Relativity SQL Servers
- Configure the Windows Server for optimum performance with Relativity and update as required.
- Monitor processor and memory utilization across all servers
- Employ kCura scripts to eliminate index fragmentation in Relativity workspaces
- Web load balancing
- Troubleshoot DOJ Reverse Proxy Hosting Environment
- Monitor MS-SQL event logs, job logs, and backup/restore jobs as required
- Integration with RSA server for two-factor authentication
- Troubleshoot VMware ESXi host networking errors
- Maintain and optimize the infrastructure supporting Relativity installation by being accomplished in the following areas:
  - Relativity MSI Installer, Relativity Agents, Web Load Balancing, Distributed Document Architecture, SQL Failover Clustering, Distributed SQL Servers, Terminal Services, Mixed Authentication

## QUALIFICATIONS

- Thorough working knowledge of litigation support document review applications such as Concordance, Relativity, Ringtail, Summation, Catalyst, Recommind Axcelerate, Symantec Clearwell, Case Central, CaseLogistix, Kroll InView, KPMG Discovery Radar, Epiq Documatrix, Xerox Categorix, Guidance EnCase E-Discovery, HP Autonomy Stratify, iCONNECT NXT, Integreon eView, UBIC Lit i View, etc. and/or LiveNote.
- Thorough working knowledge of DOCS Open, Outlook, Microsoft Word and Microsoft Excel.
- Ability to write and speak effectively. Ability to assimilate new product specifications and capabilities rapidly and relate them to user requirements.
- Ability to work individually or in groups with users on problems.
- Flexibility to adjust hours to meet operating needs and to travel.

## Principal Information Systems Scientist

(SIN: 132-51) (NAICS: 541511)

• 12 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Experience in analyzing user/program needs in determining functional requirements.
- Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

## Principal Systems Analyst

(SIN: 132-51) (NAICS: 541519)

• 12 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Experience performing enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise.
- Ensures systems are compatible and in compliance with standards. Provides technical guidance in software engineering techniques and automated task support.

## Program Manager / Intermediate & Senior

(SIN: 132-51) (NAICS: 541519)

|                     |            |   |
|---------------------|------------|---|
| Program Manager     | • 8 years  | • Bachelor's degree in Computer Science, Engineering, Science, or Mathematics |
| Sr. Program Manager | • 12 years | • Bachelor's degree in Computer Science, Engineering, Science, or Mathematics |

### RESPONSIBILITIES / DUTIES

- Must be able to exercise independent judgment and solve technical, administrative, and managerial problems.
- Has ultimate responsibility for planning and coordinating staff, and managing costs, quality, and schedule. Point of contact for all task-wide interaction, issues, and will represent the organization at all post-award status meetings.
- Responsible for all issue resolution, program management, and other Task Order and management support that include providing comprehensive accountability for all requirements. Responsible for overseeing Task Order performance.
- Experience as a manager for an IT organization including experience managing both business & technical resources
- Vendor interface experience; proven experience managing client expectations & relationships
- Experience in performing detailed analysis and evaluation of information and to make informed to the Government.
- Proven knowledge of IT infrastructure operations management, finance and governmental procurement.
- Ability to represent management across all levels of the organization: peers, cross-functional and senior management.
- Proven track record to identify potential project and process risks and formulate/implement effective mitigation plans.
- Excellent written and oral communication and meeting facilitation skills required
- Prior experience managing large, integrated teams including client and third-party vendors
- Ability to manage in a dynamic work environment and ability to coordinate and perform multiple assignments
- Experience delivering full lifecycle development initiatives with cross-functional development teams.
- Responsible for the results and effectiveness and operating results of an operating program.
- Plans, directs and controls all program operations.
- Serves as a principal spokesperson for the program on highly significant matters.
- Makes final decisions on administrative or operational issues affecting a function.
- Experience participating in design and development activities.



| <b>Programmer / Analyst</b>   |           |                     |
|---|-----------|---------------------|
| (SIN: 132-51) (NAICS: 541519)   | • 4 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |                     |
| <ul style="list-style-type: none"> <li>Performs routine design, coding, and documentation of application programs for computers in related equipment used for information management projects.</li> </ul> |           |                     |

| <b>Project Manager</b>  |           |                     |
|---|-----------|---------------------|
| (SIN: 132-51) (NAICS: 541519)   | • 4 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |                     |
| <ul style="list-style-type: none"> <li>At least four (4) years of experience in managing programs.</li> <li>Must be able to exercise independent judgment and solve technical, administrative, and managerial problems.</li> <li>Has responsibility for planning and coordinating staff, and managing costs, quality, and schedule.</li> <li>Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning.</li> <li>Simultaneously plans and manages the transition of several highly technical projects involving all aspects of transition management.</li> <li>Directs completion of tasks within estimated time frames and budget constraints.</li> <li>Schedules and assigns duties to subordinates.</li> <li>Interfaces with Government management personnel including the Contracting Officer (CO) and Contracting Officer's Technical Representative (COTR).</li> <li>Reports in writing and orally to Contractor management and Government representatives.</li> <li>Must be capable of negotiating and making binding decisions for the company.</li> </ul> |           |                     |

| <b>Quality Assurance Analyst - Junior</b>  |           |  |
|--|-----------|--|
| (SIN: 132-51) (NAICS: 541519)  | • 1 years | • Bachelor's degree in a related field |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |  |
| <ul style="list-style-type: none"> <li>Executes the QA/QC process by reviewing work products for correctness, and adherence to the design concept and standards, and reviewing program documentation to ensure adherence to standards and requirements.</li> <li>Coordinates with the project manager and/or QA manager to ensure problem resolution and user satisfaction.</li> </ul> |           |  |

## Quality Assurance Specialist / Coordinator

(SIN: 132-51) (NAICS: 541519)

|   |           |                     |
|---|-----------|---------------------|
| Quality Assurance Specialist - Intermediate | • 2 years | • Bachelor's degree |
| Quality Assurance Specialist                | • 4 years | • Bachelor's degree |
| Quality Assurance Specialist - Senior       | • 8 years | • Bachelor's degree |

### RESPONSIBILITIES / DUTIES

- Experience in establishing and maintaining policies /procedures for evaluating information management systems and associated documentation.
- Develop and maintain automated test scripts and programs
- Plan, coordinate and conduct performance/benchmarking exercises for software application releases on Linux and Windows
- Regression, system and user acceptance testing manually and through automated testing tools  
Black Box, Gray Box and/or White Box Testing
- Performance load and performance testing
- Set up test environments
- Design, develop and improve test plans, test cases, execution reports, and other department documentation
- Prepare time estimates and schedule for test activities
- Identify, isolate, and document defects clearly and concisely in the defect tracking system
- Execute manual and automated test scripts for existing and future projects

## Quality Assurance Manager - Senior

(SIN: 132-51) (NAICS: 541519)

- 5 years

- Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline

### RESPONSIBILITIES / DUTIES

- Establishes and maintains a process for evaluating software and associated documentation.
- Determines the resources required for quality control.
- Maintains the level of quality throughout the software life cycle.
- Conducts formal and informal reviews at pre-determined points throughout the development life cycle.
- Provides daily supervision and direction to support staff.
- Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules.
- Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction.
- Make recommendations, if needed, for approval of major systems installations.
- Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives

### QUALIFICATIONS

- This position requires a minimum of five years experience, of which at least two years specialized experience in QA areas such as the following: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment.
- Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

| Relativity Certified Litigation Support Specialist   |             |                     |
|--|-------------|---------------------|
| (SIN: 132-51) (NAICS: 541519)  | • 3-5 years | • Bachelor's degree |
| <b>RESPONSIBILITIES / DUTIES</b>   |             |                     |
| <ul style="list-style-type: none"> <li>• To provide technical support in database loading, image management and database design for a suite of litigation/practice system tools. Work directly with attorneys, paralegals, and other practice support team members to maximize the usage of litigation support tools and applications.</li> <li>• Maintain, support and troubleshoot existing Litigation Support applications and databases</li> <li>• Assist firm users on the design and set-up of new databases and trial presentation services</li> <li>• Day-to-day management of all stages of electronic discovery</li> <li>• Oversee coding operations; Oversee all data acquisition, loading, formatting &amp; delivery</li> <li>• Prepare status reports for both internal and external (client) distribution</li> <li>• Develop in-house solutions for large productions</li> <li>• Code documents to appropriate database within standard and case-specific coding procedures</li> <li>• Assess attorney/client needs and recommend technical solutions</li> <li>• Conduct the training of attorneys and paralegals on software</li> </ul> |             |                     |
| <b>QUALIFICATIONS</b>  |             |                     |
| <ul style="list-style-type: none"> <li>• Relativity Administrator Certification ( RCA)</li> <li>• Experience in a litigation environment; trial support experience; experience in setting up and running an off-site trial War Room.</li> <li>• A thorough working knowledge of the litigation process; advanced knowledge of Summation required; IPRO, Concordance, Relativity, PowerPoint/Sanction/Trial Director, MS Office and CaseSoft products; SQL knowledge.</li> <li>• Polished interpersonal and verbal communication skills; project management and organizational abilities; strong attention to detail and analytical skills.</li> </ul>  |             |                     |

## Senior Autonomy IDOL Consultant

(SIN: 132-51) (NAICS: 541511)

• 4 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Develop software applications for various practice areas and administrative departments within established guidelines. Responsible for application analysis, design, creation, testing, documentation, distribution, upgrade and support.
- Development of large scale, high performance, enterprise web applications that can serve international and domestic users alike.
- Develop cloud based technologies
- Design and develop components for large scale J2EE web applications
- Work closely with business analysis team and understand requirements to develop web application layers
- Provide sound feedback to customers/business analysts and make appropriate technical recommendations
- Write detailed design and other technical documents for the assigned deliverables
- Develop highly reliable code

### QUALIFICATIONS

- Development experience in J2EE based applications
- Expert knowledge of the latest Web technologies and standards.
- Heavy experience in developing scalable and secure web applications on top of relational databases.
- RESTFul Web Services / JSON
- Spring framework
- SQL query development and execution
- JPA, Hibernate
- JSP and Servlet, JavaScript, JSTL or other tag libraries, JQuery / Dojo / YUI
- i18n Internationalization and Localization
- Strong experience of developing client side UI controls that support major browsers using JQuery and Javascript

## Senior Manager E-Discovery Services

(SIN: 132-51) (NAICS: 541519)

• 4 years

• Bachelor's degree or equivalent experience

### RESPONSIBILITIES / DUTIES

- Develop software applications for various practice areas and administrative departments within established guidelines. Responsible for application analysis, design, creation, testing, documentation, distribution, upgrade and support.
- Development of large scale, high performance, enterprise web applications that can serve international and domestic users alike.
- Develop cloud based technologies
- Design and develop components for large scale J2EE web applications
- Work closely with business analysis team and understand requirements to develop web application layers
- Provide sound feedback to customers/business analysts and make appropriate technical recommendations
- Write detailed design and other technical documents for the assigned deliverables
- Develop highly reliable code

### QUALIFICATIONS

- Development experience in J2EE based applications
- Expert knowledge of the latest Web technologies and standards.
- Heavy experience in developing scalable and secure web applications on top of relational databases.
- RESTFul Web Services / JSON
- Spring framework
- SQL query development and execution
- JPA, Hibernate
- JSP and Servlet, JavaScript, JSTL or other tag libraries, JQuery / Dojo / YUI
- i18n Internationalization and Localization
- Strong experience of developing client side UI controls that support major browsers using JQuery and Javascript

## Software Architect – Junior / Senior

(SIN: 132-51) (NAICS: 541512)

|                             |               |  |
|-----------------------------|---------------|--|
| Software Architect - Junior | • 3-5 years   | • Bachelor's degree                                      |
| Software Architect - Senior | • 10-15 years | • Master's degree or equivalent in IT related discipline |

### RESPONSIBILITIES / DUTIES

- Leads the analysis, assessment and formulation large-scale software system requirements.
- Provides leadership and guidance in software architecture, system designs, implementation planning, and software lifecycle strategies.
- Provide guidance in leveraging the best available technology to derive software systems.
- Manages complex software development programs by utilizing the latest technology in configuration management, software reusability, data flow control, CASE tools, and resource management.
- Oversees and validates systems testing in order to insure intended software functionality, performance and operations requirements are met.
- Estimates software development costs and schedule.
- Provide supervision and direction to staff.
- Manage all levels of software engineers.

### QUALIFICATIONS

- At least eight (8) years specialized software experience.

## Software Engineer - Junior

|                               |           |  |
|-------------------------------|-----------|--|
| (SIN: 132-51) (NAICS: 541511) | • 3 years | • Bachelor's degree or equivalent in IT related discipline |
|-------------------------------|-----------|--|

### RESPONSIBILITIES / DUTIES

- Performs relatively routine analysis, design, development, testing and debugging of computer software.
- Assists in implementation and testing of software components according to software specifications and test plans.
- Assists in configuration management, software version control, test environment implementation, documentation and requirements tracking.
- Tests software subsystems, documents test results, troubleshoots minor software deficiencies and ensures code consistency.
- Require direct supervision

## Software Engineer - Intermediate

(SIN: 132-51) (NAICS: 541511)

• 3-6 years

• Bachelor's degree or equivalent in IT related discipline

### RESPONSIBILITIES / DUTIES

- Performs moderately complex analysis, design, development, testing and debugging of computer software.
- Independently design, implement and test simple software components using common programming languages.
- Evaluates and interprets software requirements, and develops software component implementation plan and pseudo-codes.
- Prepares and reviews software component test plans, user documents, software specifications, installation manuals and training guides.
- Require minimal supervision.

### QUALIFICATIONS

- At least two (2) years specialized software experience.

## Software Engineer - Senior

(SIN: 132-51) (NAICS: 541511)

• 6-10 years

• Bachelor's degree or equivalent in IT related discipline

### RESPONSIBILITIES / DUTIES

- Investigates, interprets and evaluates system software requirements.
- Analyzes and compares existing software systems and subsystems, and makes recommendations to increase their scope and performance to meet specific client requirements.
- Formulates and develops software systems and subsystems architecture, requirements and design documents.
- Develops software algorithms and designs, codes, and documents systems to ensure compliance with software engineering standards.
- Conducts design and code reviews on software systems and subsystems.
- Provide technical direction and guidance for software developers and engineers involved modifications or development of software components.
- Task lead or supervisor of intermediate, junior and/or entry level software engineers.

### QUALIFICATIONS

- At least four (4) years specialized software experience.



## Solutions Architect

(SIN: 132-51) (NAICS: 541512)

• 5 years

• Bachelor's degree in Computer Science, Engineering, or a related Engineering or scientific degree

### RESPONSIBILITIES / DUTIES

- Lead and manage the design, implementation and delivery of system and software architecture designs, strategies and quality assurance plans.
- Design, prototype, develop and implement to achieve business results for the client.
- Experienced expert able to lead and deliver solutions using object-oriented, service-oriented architecture, and n-tier architectures.
- Adopt, develop, and execute a robust software development lifecycle, using industry best practices.
- Follows both the Customer and industry best practices for software engineering.
- Leads in the development of long term technology strategy and planning for the entire organization leveraging existing and acquiring new resources.
- Leads and actively participates on project teams, clarifying business needs and requirements, performing analysis, design, development, integration, and maintenance of systems across the enterprise.
- Willing and able to engage with other internal organizations to maximize delivery capabilities and provide value to clients. Participates and leads the development of delivery approach, and labor and cost estimates.
- Manage projects or tasks using the Customer and industry project delivery

| SQL Developer   |           |  |
|---|-----------|--|
| (SIN: 132-51) (NAICS: 541511)   | • 7 years | • Bachelor's degree or equivalent experience |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |  |
| <ul style="list-style-type: none"> <li>Resolve application document review and data processing issues. Collaboration with customers, data processing specialists, project managers and development personnel to resolve issues in a timely manner. Perform root cause analysis and remediation using software and database development tools and techniques.</li> <li>SQL Server 2005, 2008, 2012 administration, SQL Server Analysis Services (SSAS), SQL Server Reporting Services (SSRS), SQL Server Business Intelligence Development Studio, SQL Server Integration Services (SSIS)</li> <li>Query design, TSQL, performance troubleshooting and optimization</li> <li>Develop reports using T-SQL and publish in SSRS</li> <li>Troubleshoot issues with data on current reports and data exports</li> <li>Optimize existing stored procedures</li> <li>Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of SQL server database systems.</li> <li>Optimize and fine-tune database performance through use of SQL DMVs and SQL Profiler.</li> <li>Interact with customers and/or their internal representatives to obtain the necessary symptom details</li> <li>Technically evaluate symptoms and perform root cause analysis</li> <li>Develop scripts to repair data abnormalities and facilitate data processing in a fast paced, high volume, mission critical environment</li> <li>Devise issue prevention strategies and identify areas for product improvement</li> <li>Recommend and evaluate new tools and methodologies</li> <li>Comprehensively track issue details and remediation efforts in support of an auditable resolution process</li> <li>Receive support requests through support ticketing system, e-mail and telephone.</li> <li>Manage, prioritize and resolve multiple concurrent requests.</li> <li>Troubleshoot and escalate or facilitate issue resolution.</li> </ul> |           |  |
| <b>QUALIFICATIONS</b>   |           |  |
| <ul style="list-style-type: none"> <li>Experience in progressively advanced roles such as Technical Support, Quality Assurance or Software Development.</li> <li>Strong technical and troubleshooting skills including SQL script development as well as excellent written and verbal communications skills. Experienced in ownership and follow-through in fast paced mission critical environments while working collaboratively with a wide range of technical and non-technical personnel</li> <li>Experience in self-directed environments where strong teamwork, individual initiative and accountability are highly valued and expected. Personal flexibility and ability to work within a global footprint</li> <li>7+ years experience providing software product technical, product or engineering support</li> <li>4+ years PL SQL and SQL PLUS experience</li> <li>4+ years Linux experience</li> <li>C# .Net experience</li> <li>JIRA experience</li> </ul>  |           |  |

| <b>Support Administrator</b>   |           |                                     |
|--|-----------|-------------------------------------|
| (SIN: 132-51) (NAICS: 541519)  | • 4 years | • High school diploma or equivalent |
| <b>RESPONSIBILITIES / DUTIES</b>   |           |                                     |
| <ul style="list-style-type: none"> <li>• Experience providing administrative and secretarial support.</li> <li>• Duties include but are not limited to word processing, scheduling, clerical support, completing company forms, documentation, maintaining records and files.</li> </ul> |           |                                     |

| <b>Systems Analyst - Junior</b>   |             |  |
|---|-------------|--|
| (SIN: 132-51) (NAICS: 541519)   | • 4-8 years | • Bachelor's degree or equivalent experience |
| <b>RESPONSIBILITIES / DUTIES</b>  |             |  |
| <ul style="list-style-type: none"> <li>• The Junior Systems Analyst requires experience and the ability to perform calculations plus knowledge of practices/principles necessary to assess systems concepts, assess specifications and perform system integration.</li> </ul> |             |  |

| <b>Systems Analyst -Intermediate</b>   |              |  |
|--|--------------|--|
| (SIN: 132-51) (NAICS: 541519)  | • 6-10 years | • Bachelor's degree or equivalent experience |
| <b>RESPONSIBILITIES / DUTIES</b>   |              |  |
| <ul style="list-style-type: none"> <li>• The Systems Analyst requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications and perform system integration.</li> </ul> |              |  |

| <b>Systems Analyst - Senior</b>   |              |  |
|---|--------------|--|
| (SIN: 132-51) (NAICS: 541519)   | • 8-12 years | • Bachelor's degree or equivalent experience |
| <b>RESPONSIBILITIES / DUTIES</b>  |              |  |
| <ul style="list-style-type: none"> <li>• The Senior Systems Analyst requires experience and the ability to independently perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications and perform system integration.</li> </ul> |              |  |

## Systems Architect - Junior

(SIN: 132-51) (NAICS: 541519)

• 7 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- The Expert will have primary responsibilities for the configuration, selection, acquisition, installation, and integration of hardware, system software, communications components, middleware, and development tools to support both the future business processes and the systems development environment. Candidate will also coordinate the activities of both technology product and service vendors and lead technical infrastructure design activities. Candidates will also be responsible for coordinating activities of other architects and the Configuration Manager.
- Capable of evaluating technologies in order to help establish use in the architecture solution set and marshal the resources of cross-functional technical teams to design and implement effective architecture solutions. Capable of providing support, guidance, and training to less senior personnel/other groups as to the capabilities and usage of equipment and technology evaluated.
- General understanding of methodology in use, a thorough understanding of the application framework in use, and a thorough understanding of the technologies in use, to include:
  - Enterprise Application Integration Engines
  - Web servers and browsers
  - Application servers
  - Network protocols
  - Repository and database management systems
  - Transaction monitors
  - Reliable messaging systems
  - Object request brokers
  - Related middleware
  - Operating systems

### QUALIFICATIONS

- The individual shall clearly demonstrate awareness of and sensitivity toward the trends, technologies, constraints, and priorities regarding current and projected strategies.
- Experience in leadership positions, such as direction of significant research and development efforts, or managing programs requiring comprehensive and innovative technical solutions; and a proven record of having successfully effected applicable technology transfer is imperative.

## Systems Architect - Intermediate

(SIN: 132-51) (NAICS: 541519)

• 10-12 years

• Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline

### RESPONSIBILITIES / DUTIES

- Directs establishment of system requirements (software, hardware, communications) in the development of enterprise-wide or large-scale information systems.
- Designs architecture to meet requirements and provide for future expansion.
- Ensures system compatibility and compliance with standards for open systems architectures.
- Applies systems analysis disciplines to work flows, organization, and planning problems and develops appropriate corrective action for customers.
- Recognized for business and/or architectural expertise with regard to effectively adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets.
- Work with senior managers and executives to provide vision and strategic direction for those functional areas that support the defined business disciplines within the enterprise, and to provide insight into selecting the enterprise applications (such as ERP products) that set the direction and establish an approach for a technical solution.
- Analyzes ERP gap analysis and architecture for full-scale implementation.
- Designs ERP application interfaces and the solution infrastructure baseline across the functional areas of interest.
- Manages ERP development, implementation, integration, testing and follow on support.
- While considering the needs of specific business areas, as well as those of the enterprise, provide expertise on technology and industry trends that will affect enterprise solution sets, including technical platforms and network architectures.
- Lead technical design reviews, validate enterprise approaches, define application systems that support redesigned or improved business processes, recommend technical architectures that lead to comprehensive business solutions, and assess work products.
- Updates and debugs system problems to ensure functionality.
- Also responsible for developing and educating others with regard to the solution set for business and/or architecture-specific best practices.
- Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

### QUALIFICATIONS

- Experience will include supervision of system architects, use of structured analysis, design methodologies, and design tools (such as IDEF 1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.
- A Bachelor's Degree with 12 years experience or a Master's Degree with 10 years experience.

## Systems Architect - Senior

(SIN: 132-51) (NAICS: 541519)

• 15 years

• Master's degree or equivalent in IT related discipline

### RESPONSIBILITIES / DUTIES

- Provides leadership and guidance in architectural design and engineering of large-scale enterprise systems, heterogeneous systems integration and legacy system migrations.
- Gathers, formalizes and assesses business processes in order to develop and reengineer more efficient and effective systems engineering solution.
- Analyzes and evaluates complex system requirements and formulates strategic and implementations plans leveraging latest software and hardware technologies.
- Based on reviews and assessments wide range of technological options, develops a comprehensive and optimal architecture and design to meet complex system requirements.
- Establishes guidelines and direction in large- scale systems development projects.
- Develops system architecture and design of complex systems comprising of diverse hardware, software, communication and security components.
- Oversees system testing, and validates system functionality, operations and performance in accordance to system specifications.
- Forecasts and estimates systems engineering and implementation costs and schedule.
- Provides supervision and direction to staff.
- Manage all levels of systems engineers.

### QUALIFICATIONS

- Twenty years experience will include supervision of system architects, use of structured analysis, design methodologies, and design tools (such as IDEF 1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

## Systems Engineer - Junior

(SIN: 132-51) (NAICS: 541519)

• 3 years

• Bachelor's degree or equivalent in IT related discipline

### RESPONSIBILITIES / DUTIES

- Assists in implementation large-scale enterprise systems, integration of heterogeneous systems, and migration of legacy system. Assists system/subsystem tests, and preparation of test results documents. Assists in troubleshooting and analysis of systems anomalies.
- Contributes to preparation and reviews of user manuals, maintenance guides, training materials, and installation guides. Require direct supervision.

### QUALIFICATIONS

- Two (2) years specialized system experience.

## Systems Engineer - Intermediate

(SIN: 132-51) (NAICS: 541519)

• 6 years

• Bachelor's degree or equivalent in IT related discipline

### RESPONSIBILITIES / DUTIES

- Implements large-scale enterprise systems, integrates heterogeneous systems, and migrates legacy system. Conducts system/subsystem tests, and prepares test results documents.
- Troubleshoots and analyzes systems anomalies, and recommends corrective actions.
- Ensures that implementation is in compliance with requirements and design specifications.
- Prepares and reviews user manuals, maintenance guides, training materials, and installation guides.
- Require minimal supervision.

### QUALIFICATIONS

- At least four (4) years specialized system experience.

## Systems Engineer - Senior

(SIN: 132-51) (NAICS: 541519)

• 10-15 years

• Bachelor's degree or equivalent in IT related discipline

### RESPONSIBILITIES / DUTIES

- Provides system engineering support in architectural design and engineering of large-scale enterprise systems, heterogeneous systems integration and legacy system migrations.
- Develops implementation plan for developing complex systems comprising of diverse hardware, software, communication and security components.
- Defines and develops goals and milestones for subsystem implementation and testing.
- Analyzes and develops interface specifications for integrating dissimilar systems.
- Develops system/subsystem test plans, and evaluates test results.
- Advises on the selection of technologies with regards to programming languages, data storage, and data access, inter-process communications and hardware/software platform.
- Provide technical direction and guidance for system engineers involved modifications, development or migration of computer systems.
- Task lead or supervisor of intermediate, junior and/or entry level systems engineers.

### QUALIFICATIONS

- At least six (6) years specialized systems experience.

## Technical Analyst

|   |             |   |
|---|-------------|---|
| (SIN: 132-51) (NAICS: 541519)   | • 3-5 years | • Bachelor's degree in Management Information Systems, Operations Management, or equivalent work experience |
| <b>RESPONSIBILITIES / DUTIES</b>  |             |   |
| <ul style="list-style-type: none"> <li>• The Technical Analyst is responsible for the design and development of information technology systems.</li> <li>• The position must have the skills to understand requirements in order to develop design and functional specifications, produces deliverables, support full application development, testing, training, implementation and maintenance/support activities.</li> <li>• The position will possess knowledge: of appropriate development methodologies, tools and utilities to effectively build a system; current and emerging technology architecture and trends; have experience in a wide variety of minicomputer, client/server and web-based environments.</li> <li>• The Technical Analyst assists in the analysis of the requirements for the enterprise and applying emerging technologies to support the project business objectives.</li> <li>• The position is: responsible for researching, collecting, and disseminating information on emerging technologies and key learnings throughout the project and organization (as appropriate); researching changes to foundation architecture; and supporting research to identify and evaluate emerging technologies.</li> <li>• The Technical Analyst may interface with users and staff to evaluate possible implementation of the new technology, consistent with the goal of the project.</li> </ul> |             |   |
| <b>QUALIFICATIONS</b>   |             |   |
| <ul style="list-style-type: none"> <li>• Experience in architecture design, systems analysis and development.</li> </ul>  |             |   |

## Technical Writer / Editor

|   |           |                 |
|---|-----------|-----------------|
| (SIN: 132-51) (NAICS: 541519)   | • 2 years | • 2 year degree |
| <b>RESPONSIBILITIES / DUTIES</b>  |           |                 |
| <ul style="list-style-type: none"> <li>• Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, style guides, proposals, and reports</li> <li>• Plans, coordinates, and manages documentation of all aspects of system development lifecycle for projects and organizations</li> <li>• Writes, edits, and reviews material of a technical nature as well as programmatic</li> <li>• Possesses excellent writing skills</li> <li>• Prepares standard templates and layouts for organization or project adoption including but not limited to; documents, presentations, process flows, publishing, and web content</li> <li>• Demonstrated knowledge of system development lifecycle process and artifacts</li> <li>• Demonstrated experience working in the Information Technology field</li> <li>• Demonstrated knowledge of relevant tools</li> </ul> |           |                 |



## Telecommunications Analyst/Technician - Junior

(SIN: 132-51) (NAICS: 541519)

• 2 years

• Associate's or Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Provides maintenance of the switching equipment.
- Performs more complex activities for routine maintenance on switch.
- Reads and interprets circuit diagrams and electrical schematics.

## Telecommunications Engineer/Analyst - Senior

(SIN: 132-51) (NAICS: 541519)

• 6-8 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Under general direction, responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function such as, but not limited to, network design, engineering, implementation, or operations/user support.

## Training Consultant

(SIN: 132-51) (NAICS: 611420)

• 7 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Recognized as an industry expert, the training consultant designs and/or directs the development of training materials and training courses.
- Develops all student and instructor materials to include course outline(s), training aids, workbooks, handouts and accompanying material, as necessary.
- Expertise includes the ability to provide training in a number of different forums, including workshop and seminar environments, formal classroom settings, and Computer-based training (CBT).

## Trial Director / Sanction Consultant

(SIN: 132-51) (NAICS: 611420)

• 2 years

• Bachelor's degree

### RESPONSIBILITIES / DUTIES

- Responsible for the preparation and presentation of evidence for trial, arbitrations, mediations, hearings, jury research and client meetings.
- Provide expert consulting services to litigation teams on the effective application of trial communication methods and multimedia presentations.
- Assist in the identification, development, and presentation of trial themes.
- Coordinate the development of demonstrative graphics that enhance persuasion opportunities.
- Participate in trial preparation activities, including the collection and organization of evidence.
- Design and implement custom database, imaging & trial presentation systems to support complex cases.
- Develop mobile data support systems for full offsite war room capability.
- Design courtroom display schematics and install presentation equipment

### QUALIFICATIONS

- Completion of an ABA-accredited paralegal certification program, or other advanced degree such as a J.D. from an accredited law school, legal course work or significant work experience such that statutory requirements are satisfied
- Trial Tech experience and must have legal industry related experience
- Expertise in graphic design apps - PowerPoint, Adobe, etc.
- Experience with Sanction and/or Trial Director

## Web Content Manager

(SIN: 132-51) (NAICS: 541519)

• 5 years

• Bachelor's Degree

### RESPONSIBILITIES / DUTIES

- Support a Program Management Office (PMO) to assist in managing a major IT investment
- Work as a part of the Communications Team to communicate program developments and ensure information is readily available to support a PMO environment.
- Develops and maintains all internal and external web sites and internal file shares.
- Assists in the development and implementation of content on web sites. Determines size and arrangement of illustrative material and arranges layout.
- Exercises configuration management principles in making necessary content changes based on program developments.
- Maintains close liaison with Communications staff to ensure a consistent message is conveyed across all mediums
- Monitors web site traffic and administers receipt, assignment, tracking and response to visitor submitted questions

## Pricing

### Professional Services

| SIN    | Service Proposed                                     | Prices offered to GSA (including IFF) |
|--------|--|---------------------------------------|
| 132 51 | AccessData FTK E-Discovery Collection Specialist     | \$108.44                              |
| 132 51 | Agile Program Manager                                | \$126.32                              |
| 132 51 | Application Developer                                | \$136.13                              |
| 132 51 | Application Programmer                               | \$139.67                              |
| 132 51 | Atlas Email Archive Engineer -Legal Holds Consultant | \$174.55                              |
| 132 51 | Business Analyst - Junior                            | \$82.84                               |
| 132 51 | Business Analyst - Senior                            | \$87.47                               |
| 132 51 | Business Objects Developer                           | \$94.11                               |
| 132 51 | Business Process Analyst - Basic                     | \$100.54                              |
| 132 51 | Business Process Analyst - Principal                 | \$134.39                              |
| 132 51 | Business Process Analyst - SME                       | \$184.16                              |
| 132 51 | CaseLogistix Litigation Support Project Manager      | \$140.07                              |
| 132 51 | Certified Computer Examiner, CCE, EnCE               | \$107.73                              |
| 132 51 | Clearwell Engineer                                   | \$148.64                              |
| 132 51 | ColdFusion Developer                                 | \$80.05                               |
| 132 51 | Computer Programmer - Junior                         | \$94.61                               |
| 132 51 | Computer Programmer - Intermediate                   | \$104.85                              |
| 132 51 | Computer Programmer - Senior                         | \$116.47                              |
| 132 51 | Computer Technician                                  | \$65.33                               |
| 132 51 | ComVault Simpana E-Discovery Specialist              | \$138.29                              |
| 132 51 | Configuration Management Specialist                  | \$105.23                              |
| 132 51 | Cyber Security Engineer                              | \$149.54                              |
| 132 51 | Cyber Security Engineer - Senior                     | \$165.12                              |
| 132 51 | Cyber Security Engineer - SME                        | \$184.64                              |
| 132 51 | Data Analyst - Junior                                | \$74.78                               |
| 132 51 | Data Analyst - Intermediate                          | \$85.45                               |
| 132 51 | Data Analyst - Senior                                | \$95.31                               |
| 132 51 | Data Analytics Engineer                              | \$83.68                               |
| 132 51 | Database Architect                                   | \$189.29                              |
| 132 51 | Database Administrator                               | \$135.03                              |
| 132 51 | Data Entry   | \$35.28                               |
| 132 51 | Data Manager   | \$100.05                              |
| 132 51 | Data Network Engineer                                | \$169.70                              |
| 132 51 | Data Security Engineer - Junior                      | \$126.96                              |

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|--------|---|----------|
| 132 51 | Data Security Engineer - Senior               | \$141.43 |
| 132 51 | Data Warehouse Specialist - Junior            | \$111.82 |
| 132 51 | Data Warehouse Specialist - Intermediate      | \$120.31 |
| 132 51 | Data Warehouse Specialist - Senior            | \$129.51 |
| 132 51 | Deployment Manager - Basic                    | \$127.80 |
| 132 51 | Deployment Manager - Intermediate             | \$165.00 |
| 132 51 | Deployment Manager - Principal                | \$177.46 |
| 132 51 | Deployment Manager - SME                      | \$224.03 |
| 132 51 | Digital Forensic Examiner                     | \$107.63 |
| 132 51 | E-Discovery Services Director                 | \$174.85 |
| 132 51 | E-Discovery Systems Engineer                  | \$149.64 |
| 132 51 | Electronic Discovery Manager                  | \$152.06 |
| 132 51 | EnCase Digital Forensic Examiner              | \$114.71 |
| 132 51 | FTK ACE Computer Forensic Examiner            | \$121.10 |
| 132 51 | Graphic Designer                              | \$107.51 |
| 132 51 | Help Desk Technician                          | \$86.20  |
| 132 51 | Help Desk Manager                             | \$101.78 |
| 132 51 | iCONNECT nXT eDiscovery Administrator         | \$81.79  |
| 132 51 | Incident Response Analyst                     | \$92.83  |
| 132 51 | Information Architect - Junior                | \$136.38 |
| 132 51 | Information Architect - Senior                | \$152.41 |
| 132 51 | Information Engineer - Junior                 | \$134.99 |
| 132 51 | Information Engineer - Intermediate           | \$147.48 |
| 132 51 | Information Engineer - Senior                 | \$155.99 |
| 132 51 | Information Technology Specialist - Senior    | \$134.56 |
| 132 51 | Infrastructure Architect                      | \$141.77 |
| 132 51 | IPRO Data Processing Engineer                 | \$77.49  |
| 132 51 | IPRO eCapture Data Specialist                 | \$94.02  |
| 132 51 | JAVA-J2EE Software Developer                  | \$105.27 |
| 132 51 | Kazeon Integration Engineer                   | \$130.23 |
| 132 51 | LAW Certified eDiscovery Technical Specialist | \$72.00  |
| 132 51 | Legal Technology Software Engineer            | \$92.01  |
| 132 51 | Litigation Support Database Analyst           | \$65.50  |
| 132 51 | Network Engineer - Intermediate               | \$92.02  |
| 132 51 | Network Engineer - Senior                     | \$108.08 |
| 132 51 | Network Operations Manager                    | \$134.19 |
| 132 51 | NUIX Engineer                                 | \$109.64 |
| 132 51 | Practice Support Systems Administrator        | \$65.49  |
| 132 51 | Principal Information Systems Scientist       | \$209.05 |

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|--------|---|----------|
| 132 51 | Principal Systems Analyst                                 | \$163.77 |
| 132 51 | Program Manager - Intermediate                            | \$189.67 |
| 132 51 | Program Manager - Senior                                  | \$209.98 |
| 132 51 | Programmer / Analyst                                      | \$95.04  |
| 132 51 | Project Manager   | \$159.64 |
| 132 51 | Quality Assurance Analyst - Junior                        | \$77.82  |
| 132 51 | Quality Assurance Specialist / Coordinator - Intermediate | \$90.00  |
| 132 51 | Quality Assurance Manager - Senior                        | \$0.00   |
| 132 51 | Relativity Certified eDiscovery Technical Specialist      | \$123.96 |
| 132 51 | Senior Autonomy IDOL Consultant                           | \$144.98 |
| 132 51 | Senior Manager of E-Discovery Services                    | \$112.25 |
| 132 51 | Software Architect - Junior                               | \$113.20 |
| 132 51 | Software Architect - Senior                               | \$150.94 |
| 132 51 | Software Engineer - Junior                                | \$143.09 |
| 132 51 | Software Engineer - Intermediate                          | \$167.04 |
| 132 51 | Software Engineer - Senior                                | \$184.16 |
| 132 51 | Solutions Architect                                       | \$117.32 |
| 132 51 | SQL Developer   | \$84.77  |
| 132 51 | Support Administrator                                     | \$40.71  |
| 132 51 | Systems Analyst - Junior                                  | \$72.67  |
| 132 51 | Systems Analyst - Intermediate                            | \$87.07  |
| 132 51 | Systems Analyst - Senior                                  | \$93.94  |
| 132 51 | Systems Architect - Junior                                | \$147.77 |
| 132 51 | Systems Architect - Intermediate                          | \$176.18 |
| 132 51 | Systems Architect - Senior                                | \$204.15 |
| 132 51 | Systems Engineer - Junior                                 | \$138.79 |
| 132 51 | Systems Engineer - Intermediate                           | \$159.68 |
| 132 51 | Systems Engineer - Senior                                 | \$184.26 |
| 132 51 | Technical Analyst   | \$64.21  |
| 132 51 | Technical Writer / Editor                                 | \$78.23  |
| 132 51 | Telecommunications Analyst / Technician - Junior          | \$74.98  |
| 132 51 | Telecommunications Engineer - Senior                      | \$94.71  |
| 132 51 | Training Consultant                                       | \$224.62 |
| 132 51 | Trial Director/Sanction Consultant                        | \$58.68  |
| 132 51 | Web Content Manager                                       | \$134.57 |

## Pricing

### Maintenance of Software as a Service

| SIN    | Service Proposed                                   | Prices offered to GSA (including IFF) |
|--------|--|---------------------------------------|
| 132 34 | Autonomy IDOL Administration                       | \$144.98                              |
| 132 34 | CaseLogistix Implementation and Administration     | \$140.07                              |
| 132 34 | Certified Computer Examinations, CCE, EnCE         | \$107.73                              |
| 132 34 | Clearwell Engineering                              | \$148.64                              |
| 132 34 | ComVault Simpana Information Governance            | \$138.29                              |
| 132 34 | Concordance Implementation and Administration      | \$140.07                              |
| 132 34 | E-Discovery Software Development                   | \$135.13                              |
| 132 34 | E-Discovery Systems Engineering                    | \$149.64                              |
| 132 34 | EnCase Digital Forensic Examinations               | \$114.71                              |
| 132 34 | FTK ACE Computer Forensic Examinations             | \$121.10                              |
| 132 34 | iCONNECT nXT eDiscovery Administration and Support | \$81.79                               |
| 132 34 | Incident Response                                  | \$92.83                               |
| 132 34 | IPRO Data Processing                               | \$77.49                               |
| 132 34 | IPRO eCapture Data Processing                      | \$94.02                               |
| 132 34 | Kazeon Integration and Implementation              | \$130.23                              |
| 132 34 | Litigation Support Database Development            | \$94.91                               |
| 132 34 | Litigation Support Project Management              | \$140.07                              |
| 132 34 | Management of E-Discovery Services                 | \$152.06                              |
| 132 34 | NUIX Engineering                                   | \$109.64                              |
| 132 34 | Practice Support Systems Administration            | \$65.49                               |
| 132 34 | PSS Atlas Engineering                              | \$174.55                              |
| 132 34 | Recommind Implementation Consulting                | \$147.19                              |
| 132 34 | Relativity Implementation and Administration       | \$147.19                              |
| 132 34 | Ringtail Implementation and Administration         | \$147.19                              |
| 132 34 | SQL Development                                    | \$84.77                               |
| 132 34 | Summation Implementation and Administration        | \$147.19                              |
| 132 34 | Trial Consulting - Trial Director/Sanction         | \$110.45                              |