

UNITED STATES AIR FORCE

AIR FORCE LEGAL OPERATIONS AGENCY CIVIL LAW AND LITIGATION DIRECTORATE LITIGATION SUPPORT CENTER

WEB-BASED E-DISCOVERY MANAGEMENT SOFTWARE STATEMENT OF WORK (SOW)

General

The Air Force Legal Operations Agency (AFLOA) delivers superior legal services to support and defend the Air Force and its Airmen by, among other things, providing highly effective technology and computer products to Air Force legal practitioners. To accomplish its mission, AFLOA's Litigation Support Center (LSC) is seeking to procure a secure web-based commercial off-the-shelf (COTS) discovery management software to serve as a document review platform to support AFLOA's world-wide practice installed.

Background

AFLOA's Civil Law and Litigation (JAC) and Acquisitions Law (JAQ) directorates defend Air Force legal interests in a variety of litigation before federal and state courts and administrative forums. The rules of these tribunals, typically modeled after Federal Rules of Civil Procedure (FRCPs), require the Air Force to preserve and disclose ESI, subject to hefty sanctions for failure to comply. The FRCPs define ESI expansively to include any type of information that is stored electronically including, but not limited to, e-mail messages and attachments, word processing documents, spreadsheets, tables, data, photographs, etc. For many cases, it is physically impossible to timely review the vast volume of ESI produced without the advanced search capabilities and data analytics that a document review platform provides.

Like other federal agencies and private sector legal departments, AFLOA conducts its e discovery processes through the conceptual multi-step framework of the Electronic Discovery Reference Model (EDRM). The EDRM tracks the life cycle of ESI through the various phases of the e discovery process: Information Management; Identification; Preservation; Collection; Processing; Review; Analysis; Production; and Presentation. This statement of work (SOW) seeks a commercial solution that provides support for the Processing, Review, Analysis and Production phases of the EDRM.

Scope

The primary purpose of this SOW is to set forth the requirements for an e-discovery review platform with a web-based interface that allows users and administrators to process, search, review, tag, annotate, redact, process and produce ESI in a manner that promotes the efficient use of staff time and effort. The LSC requires advanced search capabilities including Boolean, proximity and regular expression search, technology assisted review (TAR) and data analytics capabilities, as well as email threading, decryption and other specific requirements. The required software is to be installed on Air Force servers and operated by Air Force personnel on Air Force infrastructure.

The Government is procuring the Relativity software specified by the product numbers listed for an on-premises installation where both the software application and associated data will be hosted on internal Air Force servers. The Government is not procuring an external cloud service or a Software as a Service (SaaS) solution. The following capabilities and access are required to meet AFLOA software requirements:

- Relativity – 25 Concurrent Users, Initial Year
 - Part Number: 25C/1P/2DG
 - Relativity Software is the software capable of meeting the Government requirements. The initial year incorporates start up and annual help desk support for 25 Concurrent Users.
 - Period of Performance: 12 Months (05/01/2020-04/30/2021)

- Relativity – Training Onboarding
 - Part Number: TC_Onboarding
 - Initial product training offered through Relativity to aid in onboarding a new software.
 - Period of Performance: 12 Months (05/01/2020-04/30/2021)

- Relativity – 25 Concurrent Users Annual Maintenance, Option Year 1
 - Part Number: Maint_25C
 - Optional annual maintenance for software updates and support to maintain premium software capability of the initial 25 Concurrent User Licenses including help desk support.
 - Period of Performance: 12 Months (05/01/2021-04/30/2022)

- Relativity – 25 Concurrent Users Annual Maintenance, Option Year 2
 - Part Number: Maint_25C
 - Optional annual maintenance for software updates and support to maintain premium software capability of the initial 25 Concurrent User Licenses including help desk support.
 - Period of Performance: 12 Months (05/01/2022-04/30/2023)

- Relativity – 25 Concurrent Users Annual Maintenance, Option Year 3
 - Part Number: Maint_25C
 - Optional annual maintenance for software updates and support to maintain premium software capability of the initial 25 Concurrent User Licenses including help desk support.
 - Period of Performance: 12 Months (05/01/2023-04/30/2024)

- Relativity – 25 Concurrent Users Annual Maintenance, Option Year 4
 - Part Number: Maint_25C
 - Optional annual maintenance for software updates and support to maintain premium software capability of the initial 25 Concurrent User Licenses including help desk support.
 - Period of Performance: 12 Months (05/01/2024-04/30/2025)