



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE  
BUREAU OF BUDGET AND FINANCE  
PO Box 7857,  
17 West Main St., 8<sup>th</sup> Floor  
Madison, WI 53703

## REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

RFQ Number:	DOJ-Q17-03
For:	eDiscovery Document Processing and Production
Date Issued:	April 17, 2017
Buyer Contact:	Monette McGuire
Telephone:	608-266-2609
Email:	mcguiresa@doj.state.wi.us
Due Date:	Submit quotes by email or mail by: <b>April 19, 2017, 2:00 pm CT</b>

### REQUEST FOR QUOTATION (RFQ) INSTRUCTIONS AND CONDITIONS

- Submittal Instructions.** Bidders may submit responses by email or mail no later than the due date and time specified in this RFQ.
- Bid Submittals:** Bidder must complete and submit only the items marked X below as your response to this RFQ: *Please do not include a copy of the entire RFQ with your response.*

X	Quotation Response Sheet
X	Signature Page
n/a	Supplier Information
n/a	Supplier Reference Form

- Applicable Terms and Conditions.** All quotations for products and/or services must be submitted in accordance with specifications, special conditions, if any, terms and conditions and all applicable documents as marked in this section. Bidders must review these documents prior to submitting a bid. The terms of these documents shall serve as the basis of the contract and/or purchase order resulting from this RFQ and shall become contractual obligations following award of the RFQ. By submitting a bid, bidders affirm their willingness to enter into a contract containing these terms. Sections identified and/or marked with an X are made part of this RFQ:

<b>Exhibit A</b>	<a href="#">Standard Terms and Conditions (RFB/RFP) DOA-3054</a> (10/05) indicate the minimum requirements for submitting a bid.
<b>Exhibit B</b>	<a href="#">Supplemental Standard Terms and Conditions for Procurements for Services DOA-3681</a> (01/01) – For services only.
<b>Exhibit C</b>	Sample Contract for Services
<b>Exhibit D</b>	Non-Disclosure Agreement

- Contract Term.** It is the intent of DOJ to establish a one year contract for services under this RFQ. The Contract shall commence upon execution by both parties, unless another "Effective Date" is specified elsewhere in the Contract.
- Firm Prices.** Quoted prices shall be firm for the contract term
- FOB Destination, Delivered Prices Only.** Prices quoted must include shipping charges, FOB Destination.
- Terms for Acceptance.** Price quoted must be firm for acceptance sixty (60) days from the due date of the RFQ.
- Estimated Quantities.** Quantities are estimates based on past use. The State does not guarantee a minimum purchase and reserves the right to increase or decrease quantities based on actual needs.
- Delivery.** Time is of the essence in this contract and failure to deliver items or services within the time period specified shall be considered a default. In case of default, the State may procure the required articles or services from other sources and hold the contractor responsible and liable for any excess costs occasioned thereby. The contractor shall also be responsible and liable for all costs incurred by the State as a result of late or non-delivery of items or services.
- Reserved Rights.** The State of Wisconsin reserves the right to accept or reject any or all quotations, to waive any technicality in any quotation submitted, and to accept any part of a quotation as deemed to be in the best interests of the State of Wisconsin.
- Award.** Award will be made to the lowest responsive and responsible bidder.

## QUOTATION RESPONSE SHEET

### A. Price Quote

For the price(s) listed below, our firm hereby offers to provide service and deliverable products in accordance with the terms and conditions of this RFQ:

#	DESCRIPTION	UNIT	PRICE PER UNIT
	Ingest data – Items 1 – 3 below		
1.	– Pricing per GB up to 25 GB	Per 1 GB	\$
2.	– Pricing per GB for 25 GB – 50 GB	Per 1 GB	\$
3.	– Pricing per GB for 51 GB and up	Per 1 GB	\$
4.	eDiscovery Project Management and Culling Includes advanced searching, generate metadata, generate subset and production	Per Hour	\$
5.	Conversion to pdf	Per Record	\$
6.	Conversion to paper copy	Per page (B/W)	\$
7.	Conversion to paper copy	Per page (Color)	\$
8.	Endorsing or Bates Numbering	Per page	\$
Annual quantities provided here are estimates only based on past use. The State will not guarantee a minimum purchase and reserves the right to increase or decrease quantities based on actual needs. Ingest Data = 250 GB eDiscovery Project Management and Culling = 100 hours			

### B. Compliance with Scope of Services

	The Department of Justice-Division of Legal Services (DOJ-DLS) is soliciting quotes from qualified vendors with capability and software tools to ingest large amount of electronic data received from clients and assist clients in the discovery process for cases in the litigation process. The successful Contractor shall have e-Discovery software that will allow them to accomplish the following activities and comply with the following minimum scope of work requirements:	<b>COMPLY Yes or No</b>
1.	Ingest data. The Contractor shall import all the electronic data into e-Discovery software.	
2.	De-duplicate & De-nist. The Contractor's e-Discovery software has the ability to cull the duplicates and non-useful/essential files that accompany electronic data.	
3.	Additional Culling (advanced searching). Contractor shall run certain search terms to segregate potentially attorney-client communication and other privileged information.	
4.	Produce sets of native documents to DOJ for future review. Contractor shall pull the results and produce metadata spreadsheets to use in the review process	
5.	Production: <ul style="list-style-type: none"> <li>• Contractor shall produce data in "Load Files". E-Discovery software can produce these so that the party receiving the load files can easily import the data to their eDiscovery software.</li> <li>• Files may need to be produced in PDF form and bates numbered.</li> </ul>	

6.	Delivery. Standard turnaround time shall be one (1) week. Contractor shall make every effort to accommodate urgent/emergency situations and a shorter turnaround time, as needed.	
7.	Contractor shall return to DOJ in an encrypted format through a DOJ Citrix ShareFile shared folder with the vendor.	
8.	Additional Items. List any additional information or activities related to the scope of services for consideration by DOJ.  _____  _____  _____  _____  _____	

Bidder Name and Initials: \_\_\_\_\_

## SIGNATURE PAGE

*Note: Return this form with your bid response.*

<input type="checkbox"/> We claim minority bidder preference [Wis. Stats. s. 16.75(3m)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Minority Business Enterprises. Bidder shall be certified by the Wisconsin Department of Administration. If you have questions concerning the certification process, contact the Wisconsin Department of Administration, 101 E. Wilson St., 6th Floor, Madison, WI 53703, (608) 261-2510. Does Not Apply to Printing Bids.
<input type="checkbox"/> We claim Wisconsin certified disabled veteran-owned business preference. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED disabled veteran-owned business. Bidder shall be certified by the Wisconsin Department of Administration. If you have questions concerning the certification process, contact the Wisconsin Department of Administration, 101 E. Wilson St., 6th Floor, Madison, WI 53703, (608) 261-2510. Does Not Apply to Printing Bids.
<input type="checkbox"/> We are a work center certified under Wis. Stats. s. 16.752 employing persons with severe disabilities. Questions concerning the certification process shall be addressed to the Work Center Program, State Bureau of Procurement, 6th Floor, 101 E. Wilson St., Madison, Wisconsin 53702, (608) 266-2605.
Wis. Stats. s. 16.754 directs the state to purchase materials which are manufactured to the greatest extent in the United States when all other factors are substantially equal. Materials covered in our bid were manufactured in whole or in substantial part within the United States, or the majority of the component parts thereof were manufactured in whole or in substantial part in the United States. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
In signing this bid we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.
We shall comply with all terms, conditions and specifications required by the State in this Request for Quotation and all terms of our bid.

Company Name:	
Address:	
Signature & Date:	
Name and Title of Authorized Company Representative	
Tel. No.:	
Email:	