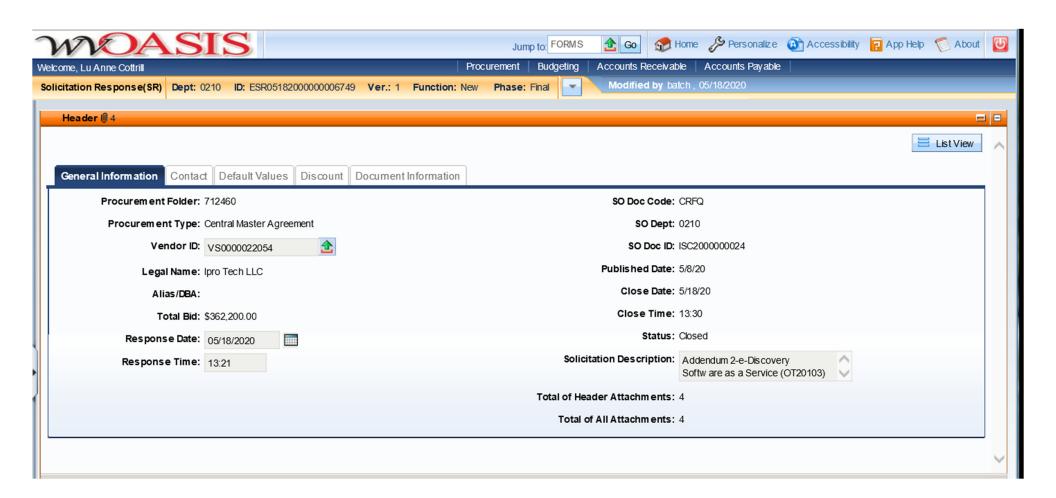
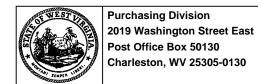


2019 Washington Street, East Charleston, WV 25305 Telephone: 304-558-2306 General Fax: 304-558-6026

Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.





State of West Virginia Solicitation Response

Proc Folder: 712460

Solicitation Description: Addendum 2-e-Discovery Software as a Service (OT20103)

Proc Type: Central Master Agreement

ate issued	Solicitation Closes	Solicitation Response		Version	
	2020-05-18 13:30:00	SR	0210 ESR05182000000006749		1

VENDOR

VS0000022054

Ipro Tech LLC

Solicitation Number: CRFQ 0210 ISC2000000024

Total Bid: \$362,200.00 **Response Date:** 2020-05-18 **Response Time:** 13:21:55

Comments:

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers (304) 558-0246 jessica.s.chambers@wv.gov

Signature on File FEIN # DATE

All offers subject to all terms and conditions contained in this solicitation

Page: 1 FORM ID: WV-PRC-SR-001

Line	Comm Ln Desc	Qty	Unit Issue Unit Price	Ln Total Or Contract Amount	
1	Contract Services: e-Discovery System			\$362,200.00	

Comm Code	Manufacturer	Specification	Model #
43231511			

Extended Description:

Please see the attached Exhibit A Pricing Page

Please note: Vendor must provide Exhibit A Pricing Page with their submitted bid response. Failure to do so will result in disqualification of your bid.

EXHIBIT A – Pricing Page eDiscovery SaaS - OT20103

Section	Description	T20103	Estimated	Unit Cost	Ev	tended Cost
Section	Description	Measure	Quantity	om cost	12.4	iciaca cost
4.1.1,1	Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	70000.00	\$	70,000.00
4.1.1, 4.1.9	Contract Item #2: One (1) Gigabyte Data e-Discovery SaaS usage Monthly Charge(data must rounded to the nearest whole gigabyte for billing/ auditing purposes see section 4.1.9)	EA	100.00	7.50	s	750.00
4.1.7	Contract Item #3: Live individualized Agency virtual training session for up to 25 users per session (See specifications section 4.1.7 for further details)		1.00	1800.00	\$	1,800.00
4.1.7.4	Contract Item #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	0.00	\$	-
4.1.7.5	Contract Item #5: Initial Setup and configuration of eDiscovery SaaS	LS	1.00	0.00	\$	-
4.1.7.8	Contract Item #6: e-Discovery SaaS Project Management	HR	100.00	195.00	\$	19,500.00
4.1.7.9	Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00	0.00	\$	-
4.1.7.6	Contract Item #8: Maintenance and Support Year 1	LS	1.00	0.00	\$	-
4.1.1,1	Optional Renewal Year 2: Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	70000.00	\$	70,000.00
4.1.1, 4.1.9	Optional Renewal Year 2: Contract Item #2: One (1) Gigabyte Data e- Discovery SaaS usage Monthly Charge(data must rounded to the nearest whole gigabyte for billing/ auditing purposes see section 4.1.9)	EA	100.00	7.50	s	750.00
4.1.7	Optional Renewal Year 2:Contract Item #3: Live individualized Agency virtual training session for up to 25 users per session (See specifications section 4.1.7 for further details)	EA	1.00	1800.00	\$	1,800.00
4.1.7.4	Optional Renewal Year 2: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	0.00	\$	-
4.1.7.5	Optional Renewal Year 2: Contract Item #5: Initial Setup and configuration of eDiscovery SaaS	LS	1.00	0.00	\$	-
4.1.7.8	Optional Renewal Year 2: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00	195.00	\$	19,500.00
4.1.7.9	Optional Renewal Year 2: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00	0.00	\$	-
4.1.7.6	Optional Renewal Year 2: Contract Item #8: Maintenance and Support Year 1	LS	1.00	0.00	\$	-
4.1.1,1	Optional Renewal Year 3: Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	70000.00	\$	70,000.00
4.1.1, 4.1.9	Optional Renewal Year 3: Contract Item #2: One (1) Gigabyte Data e- Discovery SaaS usage Monthly Charge(data must rounded to the nearest whole gigabyte for billing/ auditing purposes see section 4.1.9)	EA	100.00	7.50	s	750.00
4.1.7	Optional Renewal Year 3:Contract Item #3: Live individualized Agency virtual training session for up to 25 users per session (See specifications section 4.1.7 for further details)	EA	1.00	1800.00	\$	1,800.00
4.1.7.4	Optional Renewal Year 3: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	0.00	\$	-
4.1.7.5	Optional Renewal Year 3: Contract Item #5: Initial Setup and configuration of eDiscovery SaaS	LS	1.00	0.00	\$	-
4.1.7.8	Optional Renewal Year 3: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00	195.00	\$	19,500.00
4.1.7.9	Optional Renewal Year 3: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00	0.00	\$	-
4.1.7.6	Optional Renewal Year 3: Contract Item #8: Maintenance and Support Year	LS	1.00	0.00	\$	-
4.1.1,1	Optional Renewal Year 4: Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	70000.00	\$	70,000.00
4.1.1, 4.1.9	Optional Renewal Year 4: Contract Item #2: One (1) Gigabyte Data e- Discovery SaaS usage Monthly Charge(data must rounded to the nearest whole gigabyte for billing/ auditing purposes see section 4.1.9)	EA	100.00	7.50	s	750.00
4.1.7	Optional Renewal Year 4:Contract Item #3: Live individualized Agency virtual training session for up to 25 users per session (See specifications section 4.1.7 for further details)	EA	1.00	1800.00	\$	1,800.0
4.1.7.4	Optional Renewal Year 4: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	0.00	\$	-
4.1.7.5	Optional Renewal Year 3: Contract Item #5: Initial Setup and configuration of eDiscovery SaaS	LS	1.00		\$	-
4.1.7.8	Optional Renewal Year 4: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00	195.00	\$	19,500.0
4.1.7.9	Optional Renewal Year 4: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00	0.00	\$	-
4.1.7.6	Optional Renewal Year 4: Contract Item #8: Maintenance and Support Year	LS	1.00	0.00	\$	-
			l Cost	\$		

Contract will be evaluated on all lines but only awarded on first year. Renewal options for years 2, 3, and 4 will be

Vendor Signature:	Date:

May 18, 2020

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305 US

RE: e-Discovery Software as a Service (OT20103)

To whom it may concern,

Thank you for allowing Ipro to offer a solution for your organization's needs.

This proposal is organized as requested and addresses the requirements provided. It meets all and, in some cases, exceeds the specific requirements set forth in the request.

Our solutions are loyally used by thousands of Ipro customers, including 80 of the top 100 law firms in the United States as well as numerous State and Federal Government Agencies.

About Ipro - Where Vision Meets Experience:

Ipro is a global leader in eDiscovery technology used by legal professionals to streamline discovery of electronic data through presentation at trial. Ipro draws upon decades of innovation to deliver high-performance software solutions and services that significantly reduce the cost and complexity of eDiscovery. Ipro's worldwide network of corporations, law firms, state & federal government agencies, and legal service providers rely on Ipro's Enterprise platforms to organize, review, process, and produce litigation data of vast sizes and complexity levels more efficiently and cost-effectively than ever before.

About the Ipro Solution:

When using Ipro solutions and controlling eDiscovery in-house or in a cloud environment, agencies are realizing cost savings, workflow efficiencies, and an increased control of their sensitive litigation and investigational data. Ipro's scalable e-Discovery tools have been real-world tested and trial-proven so they can meet tight review schedules and production deadlines to the highest standards of quality, project after project.

Agencies need an easy to use, end-to-end electronic discovery solution that supports an efficient, repeatable process, across all matters without the risk of data spoliation or loss due to moving document collections between different applications. Ipro's fully integrated solution combines early case assessment, culling with analytical review, high-speed processing and production to bring a new level of integrity, capability and efficiency to data management in an on-premise environment or in a private cloud.

Value

- Manage the review, analysis, and production phases of the case from a single application
- Templated eDiscovery functionality create unlimited templates for specific cases, workflows, preferences, or data types
- Full integration with Enterprise allows seamless integration across multiple stages of the EDRM
- Contains advanced analytics including document clustering and categorization, concept search and near-deduplication
- Fully Unicode compliant multi-language support
- Reduce the cost of ownership by eliminating the need to manage multiple technologies
- Lower your labor or scale without adding head count
- Plays nice with all other technologies out there in case you need move a specific matter

Flexibility

- Appropriate for cases of all sizes and complexity levels
- Can be used out of the box with default settings or configured for advanced environments
- Supports numerous file types, including transcripts
- Adaptable user interface, including custom coding forms
- Create custom workspace environments for each reviewer to keep reviews focused
- Projects too large to host on your own infrastructure can be hosted in the Ipro Cloud, providing the ability to take on projects of any size

Control

- Open SQL architecture provides database administrators with full control over the environment
- Access can be granted based on user roles, groups, and additive privileges
- View and update restrictions at the field and tag group levels
- Security model integrates with Active Directory and facilitates exceptionally granular control over user permissions
- "Production Shield" helps prevent the production of privileged material and avoid claw backs
- Real-time reporting dashboard allows you to monitor the status of a case, a batch, or an individual reviewer

Ipro "Service Assisted" SaaS Cloud

- State of the Art SOC II Data Center
- Top tier hardware, SQL and Virtualization
- All backups of data and SQL are performed and included
- SQL Database and administration focusing on best practices and performance for your Ipro solution
- Regular Windows updating and patching
- Ipro software updates and upgrades performed on your behalf
- On demand spin up of additional resources with little notice
- Quicker support access and resolution when in the Ipro Cloud
- Ad-hoc services can be performed on your behalf (using your environment/software) by the Ipro Services Team

Ipro for enterprise SaaS solution helps users organize, review, process, and produce evidence in an efficient and cost-effective manner by using its <u>data streaming technology</u> while building a chain of custody. Enterprise provides the ability to perform an analysis of a case by using visual filtering with analytics technology to quickly cull and find the relevant material (Email threading, conceptual searching, categorization, near-duplicate identification, and Technology Assisted Review (TAR) are included at no additional cost).

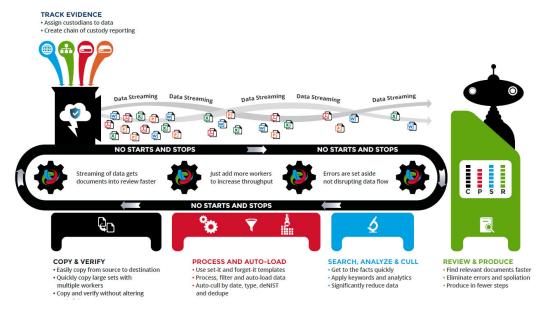
The solution offers the ability to process native data and stream it directly into enterprise document review. It also has a media management component, Media Manager which includes Self-Service functionality that serves as the entry point into the Enterprise workflow. The Self-Service function provides an intuitive interface that allows end users to easily upload data for processing and auto-loading directly into review. The Media Manager offers a method to track the chain of custody and other relevant information about internal cases, deliveries, media, and data locations. During processing, desired metadata fields and searchable text are extracted and streamed into review. Preprocessed data, such as third-party productions with reference load files, can also be easily imported for review, analysis and validation.

The solution uses a streaming engine; the process will attempt to retry a processing failure and will fall back to the traditional processing engine when necessary. During processing, the solution will detect corrupt or otherwise non-processable documents. Those items will be flagged as exceptions and be available for further reprocessing in the included Quality Control (QC) application. The QC application allows granular reprocessing on exception documents, as well as the ability to create custom sorts and subset exports.

Ipro for enterprise reporting:

Numerous management reports are included such as - number of processed items, exceptions, poor OCR, privileged report, production reports, gap report, history report, as well as many others. Cases can be archived upon completion or at any point during the process.

HOW IT WORKS



Ipro's small list of existing customers:

Powered by Ipro































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STEVEN D. URBAN





Lipson Neilson









Private and Confidential - Copyright 2019

KOCH &











Turner Friedman Morris and Cohan, LLP



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Please feel free to respond with questions.

Thank you in advance for your consideration,

James

James A. Orcutt
Business Development Manager – Government
Ipro Tech LLC
jorcutt@iprotech.com
816-541-6763 Cell
www.iprotech.com

1. MANDATORY REQUIREMENTS:

1.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

1.1.1 General Requirements— e-Discovery System

- 1.1.1.1 The Vendor must provide an e-Discovery System that is cloud-based (Software as a Service Model). Supported
- 1.1.1.2 The system must contain the following capabilities within a single platform that does not require integration with other software: selfservice data loading, self-service data processing, client administration, self-service, productions, review, and analytics capabilities. Supported
- 1.1.1.3 The Vendor must provide an e-Discovery System with an unlimited user seats for a minimum of 12 months from date of award. Supported
- 1.1.1.4 The system must allow client administrators to have the ability to setup new users or workspaces and assign roles and permissions to new users. Supported
- 1.1.1.5 The system must allow a user to have multiple roles and toggle between roles. For example, a client administrator can toggle between user roles to validate user permissions and provide user support. Supported
- 1.1.1.6 The system must not require additional licenses and/or software from third parties.

 Supported
- 1.1.1.7 The system must allow the customer/client administrators the ability to remove/delete documents and create archives from the platform. Supported
- 1.1.1.8 The system must be accessible to an unlimited number of users and allow access to at least 50 concurrent cases each having at least one million documents without degradation to speed. Supported
- 1.1.1.9 The system must be a configurable platform that allows the administrators to configure applications like request tracking and FOIA requests. Supported

- 1.1.1.10 The system must be built on scalable architecture with a storage capacity of at least two petabytes of data. Supported
- 1.1.1.11 The Vendor must provide an e-Discovery System that features the following:
 - 1.1.1.11.1 A system that has two-factor authentication access. Supported
 - 1.1.1.11.2 A system that allows the Agency to have 100% data input automation. Supported
 - 1.1.1.11.3 A system that provides 256-bit encryption to the data when at rest and in transit. Supported
 - 1.1.1.11.4 A system that scans files for viruses. Supported
 - 1.1.1.11.5 A system that allows for load file import and export. Supported

1.1.2 Data Loading & Processing- e-Discovery System

- 1.1.2.1 The system must allow the Agency to have 100% data input automation. Supported
- 1.1.2.2 The system must allow the user to load raw data such as PSTs, zip files, and other ESI for processing. Supported
- 1.1.2.3 The system must allow the client administrator to move data between data stores and conduct early case assessment, including running search terms, and listing and counting file types reports, prior to making the data available to reviewers.

 Supported
- 1.1.2.4 The system must allow the customer to create, save, and upload templates for data processing. Supported
- 1.1.2.5 The system must have pre-built utilities to support processing for various files including imaging, loading, and text files. Supported
- 1.1.2.6 The system must support uploading up to 10 GB of data directly from web-browser via "drag and drop". Supported
- 1.1.2.7 The system must allow loading and processing of a data set that has at least 1 terabyte of documents, data, or ESI, into the review tool. Supported

- 1.1.2.8 The system must support data reduction and culling (De-NIST; custodial and global Deduplication; filtering by Custodian, file type, date; keyword searching) during processing. Supported
- 1.1.2.9 The system must include built-in ESI processing capabilities (extraction of text and metadata, imaging, numbering, OCR, load file creation). Supported
- 1.1.2.10 The system must keep e-mails and families together and locate orphaned documents during processing. Supported
- 1.1.2.11 The system must support extraction and processing of files within container files such as zip and rar, and support the processing of files in nested containers or folders.

 Supported
- 1.1.2.12 The system must have the ability to ingest, process, and view multiple file types. Supported
- 1.1.2.13 The system must allow for load file import and export. Supported
- 1.1.2.14 The system must allow the user the ability to create templates for processing, production, import, export. Supported
- 1.1.2.15 The system must be able to securely transfer ESI to the review tool. Supported

1.1.3 Review – e-Discovery System

- 1.1.3.1 The system must allow users to review and analyze ESI productions. Supported
- 1.1.3.2 The system must allow users to identify and remove duplicate documents and data. Supported
- 1.1.3.3 The system must allow users to redact and highlight portions of the document. Supported
- 1.1.3.4 The system must allow users to search, tag, index, and code information and provide advance search features including but not limited to keyword, Boolean, stemming, wildcard, fuzzy, proximity and other search types. Supported
- 1.1.3.5 The system must process searches, display documents, and allow users to perform document review with minimal loading times. Supported

- 1.1.3.6 The system must include a file viewer that easily and quickly opens files without needing to install additional applications. Supported files must include: [.docx, .xlsx, .pdf, .jpg, .jpeg, .mov, avi, .rtf, .txt., pub, .pptx] Supported
- 1.1.3.7 The system must support searching on tags/codes and metadata. Supported
- 1.1.3.8 The system must allow the user the option to assign and self-assign batches for review. Supported
- 1.1.3.9 The system must provide search engines that support both Elasticsearch and dtSearch indexing and searching options within a single matter. Supported (dtSearch is supported. Elastic search and DT search cannot be used at the same time. Ipro uses Elasticsearch in error log files)
- 1.1.3.10 The system must allow the user to create workspaces, folders, etc., for customizable document organization. Supported
- 1.1.3.11 The system must provide full administrator rights to the customer, including the ability to assign roles/permissions, create review assignments and/ or review batches for reviewers. Supported
- 1.1.3.12 The system must allow for the customization of coding panels. Supported

1.1.4 Advanced Analytics – eDiscovery System

- 1.1.4.1 The system must include the following content & context analysis capabilities: topic clustering, email threading, near-duplicate analysis, entities recognition. Supported
- 1.1.4.2 The system must provide predictive coding, advanced artificial intelligence (AI) and Technology Assisted Review (TAR) technologies including TAR 1.0 and TAR 3.0. Supported
- 1.1.4.3 The system must provide Active Learning (story builder with continuous active learning analytics). Supported

1.1.5 Security – eDiscovery System

1.1.5.1 The system must provide secure authorized access and have multifactor authentication for each user to prevent unauthorized access. Supported

- 1.1.5.2 The systems must provide automatic session termination if no activity with a prescribed period of time. Supported
- 1.1.5.3 The system must allow a client administrator to restrict security rights at the individual, group or role level. Supported
- 1.1.5.4 The system must provide a security level that allows system administrators to add new users to the system and edit existing user permissions. Supported
- 1.1.5.5 The vendor must provide regular maintenance including new releases and updates. Supported
- 1.1.5.6 The system must provide at least 256-bit encryption to the data when at rest and in transit. Supported

1.1.6 Production – eDiscovery System

- 1.1.6.1 The system must provide production of the ESI in a variety of formats including as searchable PDF, native or images and text with a load file. Supported
- 1.1.6.2 The system must have a wizard-driven production process. Supported
- 1.1.6.3 The system must have self-service production capabilities to allow the user to prepare and export from start to finish/download. Supported
- 1.1.6.4 The system must allow the user to view all productions for a single file in the review platform. Supported

1.1.7 Professional Services and Training – eDiscovery

- 1.1.7.1 The vendor must provide Agency individualized live training for up twenty agency users per session. Supported
 - 1.1.7.1.1 The vendor must record live trainings and provide recorded training to the client at no additional cost. Supported
- 1.1.7.2 The vendor must provide reviewer training and client administrator/organization administrator training. Supported
- 1.1.7.3 The vendor must record live trainings and provide recorded training to the client at no additional cost. Supported

- 1.1.7.4 The system must provide access to a knowledge base or help center, technical documentation, and online support resources. Supported
- 1.1.7.5 The vendor must provide support services for the initial setup and configuration. Supported
- 1.1.7.6 The vendor must provide support services for the duration of the contract for ongoing maintenance. Supported
- 1.1.7.7 The vendor must offer client services support including project management and technical support services. Supported

1.1.7.8 **Project Management – eDiscovery**

- 1.1.7.8.1 Vendor must have the ability to participate in ad-hoc meetings to address an issue or concern. Supported
- 1.1.7.8.2 Vendor must have the ability to provide consulting services for any activity client will undertake with a 3rd party vendor (e.g., data collection). Supported
- 1.1.7.8.3 Vendor must have the ability to define, create, and deliver custom reports for client. Supported
- 1.1.7.8.4 Vendor must have the ability to work with client on custom requests, custom reports, etc. Supported

1.1.7.9 **Technical Support – eDiscovery**

- 1.1.7.9.1 Vendor must have the ability to provide User Administration Supported
- 1.1.7.9.2 Vendor must have the ability to provide Early Case Assessment, Review, or Production Support Supported
- 1.1.7.9.3 Vendor must have the ability to provide System Configuration Supported
- 1.1.7.9.4 Vendor must have the ability to provide Search Creations Supported

- 1.1.7.9.5 Vendor must have the ability to provide Batch Creations Supported
- 1.1.7.9.6 Vendor must have the ability to provide View Creations Supported
- 1.1.7.9.7 Vendor must have the ability to provide request technical assistance/leverage support services for tasks agency has the ability to perform. Supported

1.1.8 Support - eDiscovery

- 1.1.8.1 Support by telephone, online, in-app, and email 24 hours-a-day, 7 days-a-week, 365 days-a-year for troubleshooting technical issues Supported
- 1.1.8.2 A response time of a minimum of 1 day to request for technical support. Supported
- 1.1.8.3 Access to knowledgebase, technical documentation, and online support resources. Supported

1.1.9 Billing - eDiscovery

- 1.1.9.1 Vendor will round up to the nearest next whole gigabyte (GB) for billing and auditing purposes. (Example 1.2GB will be billed at 2.0 GB) Supported
- 1.1.9.2 Vendor will invoice monthly and will bill at the maximum gigabyte (GB) capacity used by the state. Supported
- 1.1.9.3 Vendor's proposed solution must provide billing capabilities designed to simplify the procedures of a chargeback model, as well as provide a holistic view of service. The state desires the billing detail to include but not be limited to billing by agency, consumption usage by each agency. Supported

1.1.10 Software as a Service Addendum

1.1.10.1 Vendor must sign the attached Software as a Service Addendum prior to award. Supported

1.1.11 Optional Renewals

1.1.11.1 Vendor will include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated on Agency request authorized under the authority of the Purchasing Division. Supported





Ipro offers easy to use, intuitive eDiscovery solutions that allow teams to locate and understand key evidence, run a well organized case, and craft a winning strategy.

1 Click access to review sets let's reviewers focus on learning about the case, not the tool

Data ingestion speed over traditional processing, while still maintaining flexibility for all your needs

File types processed with 500+metadata gives powerful insight **File Types** into data

Agencies we're proud to serve:



"We've done hundreds of productions using Ipro, and the level of quality to DOI specifications is unparalleled."

> --Rith Kem, Chief Strategy Officer, LightSpeed Legal.--





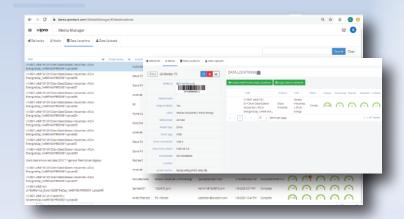








Flexibly manage data environments by deploying on-premises, in your data center, or third party FedRAMP environment



Fast Response

Use Media Manager to track physical media and upload evidence to quickly ingest, assess, report, and stream millions of documents directly into document review, fast. Media Manager places powerful processing capabilities at the point of need with full chain-of-custody, for quick response to eDiscovery, Investigations and FOIA Requests.

Uncover & Understand

Leverage advanced analytics, combining concepts, timelines, email threading, and similarity matching to gain deep insight into related data and communication patterns. Allows you to quickly determine case dataset strengths and weaknesses.



High Production Quality

OCR documents, redact the produced images, and run validations to make sure redactions are burned in and correct. Use Ipro's Production Shield to identify documents needing additional review before production, ensuring confidentiality and privilege are maintained.

Contact us to setup







