



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 4

[List View](#)

## General Information

## Contact

## Default Values

## Discount

## Document Information

Procurement Folder: 712460

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0210

Vendor ID: VS0000020827

SO Doc ID: ISC2000000024

Legal Name: JND EDISCOVERY LLC

Published Date: 5/8/20

Alias/DBA:

Close Date: 5/18/20

Total Bid: \$255,000.00

Close Time: 13:30

Response Date: 05/18/2020

Status: Closed

Response Time: 11:18

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

Total of Header Attachments: 4

Total of All Attachments: 4



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**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

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-05-18 13:30:00	SR 0210 ESR05182000000006737	1

VENDOR
VS0000020827 JND EDISCOVERY LLC

**Solicitation Number:** CRFQ 0210 ISC2000000024

**Total Bid :** \$255,000.00      **Response Date:** 2020-05-18      **Response Time:** 11:18:26

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Jessica S Chambers  
 (304) 558-0246  
 jessica.s.chambers@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Services: e-Discovery System				\$255,000.00

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.

**Comments:** Please see Exhibit A - Pricing Page\_JND.xlsx

**Response to:** CRFQ 0210 ISC2000000024: e-Discovery Software as a Service (OT20103)

**Issuing Agency:** STATE OF WEST VIRGINIA OFFICE OF TECHNOLOGY (WVOT)

**Responding Party:** JND eDISCOVERY (JND)

JND eDiscovery has read Solicitation No. CRFQ 0210 ISC2000000024 and the attached bid documents in full, and consents to comply with all definitions, requirements, general terms and conditions, and the schedule of events set forth therein. JND has completed and uploaded the following attachments to the State's OASIS procurement portal in relation to this bid:

- i. **JND Cover Sheet\_05.18.2020.pdf**
- ii. **WVOT\_CRFQ 0210 ISC2000000024\_JND\_Bid Documents.pdf** (PDF portfolio)  
*Contents: Addendum Acknowledgement Form, CRFQ 0210 ISC2000000024, WVOT General Terms and Conditions, Software as a Service Addendum and Appendix A*
- iii. **JND Terms and Conditions.pdf**
- iv. **Exhibit A - Pricing Page\_JND.xlsx**  
*Note: Pricing Page is an Excel spreadsheet with three (3) tabs completed by the vendor, JND, the first of which is an explanatory note*

### **ABOUT JND EDISCOVERY**

JND is an award-winning litigation support services provider offering its public and private sector clients secure access to a fully cloud-based eDiscovery platform and full-EDRM professional services. Recognized for excellence in service, JND was named one of the "Top Three End-to-End E-Discovery Providers" by the New York Law Journal in 2018, and again in 2019. JND has also been recognized as an innovator; our latest patent-pending software, [MachOne™](#), a document review application that accelerates doc-per-doc review in the Relativity platform, was recognized as a finalist at the 2019 Relativity Fest Innovation Awards. And in 2017, JND received media attention for [LayerCake™](#), a patent-pending Relativity-integrated analytics engine that saved a private sector client an estimated \$2.5 million in review costs.

Formerly doing business as Alloy Group, JND's eDiscovery experts possess more than 12 years of experience developing custom solutions and time-saving workflows to help our clients meet their discovery goals predictably and within budget. Our consultants, project managers and technical analysts hold Relativity and RelativityOne user certifications, and are proficient in cloud migration, system implementation and integration efforts. JND has collaborated with government legal departments and case teams in the past to provide Relativity software as a service, and to facilitate ESI processing, keyword searches, analytics, document review, privilege report creation, data tagging, redactions and productions. At this time, JND has active contracts with two United States Attorney Generals Offices (Colorado and Illinois) and is a preferred vendor for a third (Washington).

### **RELATIVITYONE eDISCOVERY SOFTWARE**

JND's proposed solution to this solicitation comprises a single software product, RelativityOne, which is fully cloud-based and supports the entire e-discovery lifecycle, from Identification and Collection through Processing, Document Review and Production. JND's RelativityOne environment satisfies all of the WVOT's Mandatory Requirements for an eDiscovery System as specified by CRFQ 0210 ISC2000000024.

JND eDiscovery Terms and Conditions

All services to be provided by JND eDiscovery (“JND”) to the Customer shall be subject to the following terms and conditions:

1. Services. Subject to the terms hereof, JND agrees to provide the Customer with services (hereinafter, "Services") as specified in the Proposal provided to the Customer to which these terms and conditions are attached (collectively, this “Agreement”). The Customer hereby acknowledges that any and all Services provided to the Customer by JND are considered outsourced legal or non-legal support services.
  
2. Term. The terms of this agreement will remain in effect until completion of the Services, unless earlier terminated in accordance with Section 10 hereof.
  
3. Charges for Services. Actual fees charged by JND to the Customer may be greater or less than estimated, and the Customer shall be responsible for the payment of all such charges and expenses in accordance with Section 4 hereof. Furthermore, the Customer will be responsible for payment of all state and local sales and use taxes, if any, levied upon the charges payable by the Customer hereunder.
  
4. Payment of Charges. Payment by the Customer of JND’s monthly invoices shall be due within thirty (30) days, absent good faith dispute. Undisputed amounts unpaid after thirty (30) days are subject to a service charge at the rate of 1.5% per month or, if less, the highest rate permitted by law.
  
5. Confidentiality. JND agrees to implement and maintain reasonable and appropriate security measures and safeguards to protect the security and confidentiality of the Customer’s data (“Confidential Information”) provided to JND by the Customer in connection herewith. Confidential Information includes all information and materials (including electronically stored information) that the Customer provides to JND, all documents or other materials that contain or are derivative of such information, and all deliverables, evidence and non-public information relating to this Agreement. JND will not: (a) make any use of Customer’s Confidential Information for its own benefit; or (b) acquire any right in or assert any lien against Customer’s Confidential Information or permit any third party to do so. JND will immediately notify the Customer in the event of any known disclosure, loss, or use Customer’s Confidential Information in violation of this Agreement. Should JND ever be notified of any judicial order or other proceedings in which a third party seeks to obtain access to the confidential data created by or for the Customer, JND will promptly notify the Customer, unless prohibited by applicable law. The Customer shall have the option to (1) provide legal representation at the Customer's expense to avoid such access or (2) promptly reimburse JND for reasonable costs incurred, including attorneys’ fees reasonably incurred in avoiding, attempting to avoid or providing such access and not paid by the entity seeking the data. If JND is required, pursuant to a court order, to produce documents, disclose data, or otherwise act in contravention of the obligations imposed by this Agreement, or otherwise, with respect to maintaining the confidentiality, proprietary nature and secrecy of the produced documents or disclosed data, JND will not be liable for breach of said obligation.

6. Rights in Data. JND does not convey nor does the Customer obtain any right in the programs, system data, or materials utilized or provided by JND in the ordinary course of business in the performance of this Agreement. All information and materials that the Customer provides to JND under this Agreement, remains the exclusive property of the Customer and is hereafter referred to as “The Customer IP”. The Customer IP shall include any work product that JND is paid to create under this Agreement, including drafts and any derivative work that incorporates The Customer IP. Any Customer IP in JND’s control shall be provided to the Customer upon request.

7. Document Retention. Upon the Customer’s written request or upon expiration or termination of this Agreement for any reason, JND will promptly, (i) at Customer’s option and at its expense, return or destroy all originals and copies of any Customer data provided by the Customer to JND in connection herewith, and (ii) delete any and/or all references to such Customer data from any paper medium, electronic and/or storage means which JND indirectly and/or directly harbors such information, provided, however, JND will be entitled to dispose of any elements and information appearing on archive and disaster recovery files in accordance with its then current retention policy, provided it restricts any access to Customer’s data. Upon Customer’s written request, JND shall provide a notarized written statement to the Customer certifying the return or destruction, as applicable, of such Customer data in accordance with the terms hereof. Notwithstanding the foregoing, should JND determine it is required to retain such data in excess of the time period requested by the Customer in order to comply with applicable federal, state and local legal requirements, JND shall immediately provide written notice of same, including the legal requirements implicated, to the Customer and make reasonable efforts to protect any retained data and to destroy it immediately after any legal retention requirements expire.

8. Limitation of Liability and Warranty. JND makes no representations or warranties with respect to the services to be performed pursuant to this Agreement, other than those contained within this paragraph. Except as provided below, JND shall be solely responsible for and defend and indemnify the Customer against all claims, damages and costs (including reasonable attorney’s fees and disbursements) that are the result of, or arise from, JND’s negligence, gross negligence, fraud, willful or unlawful conduct or a breach of the terms of this Agreement. JND shall indemnify and hold the Customer and Customer’s affiliates, officers, directors, employees, and agents harmless from and against all losses, liabilities, costs, damages, and expenses incurred by such parties as a result of the gross negligence or willful misconduct of JND or any of its agents or subcontractors, or as a result of JND’s violation of this Agreement. Notwithstanding, the Customer’s exclusive remedy in connection with the delivery of any defective media, software and data files (“deliverables”) shall be that the Customer is entitled to return the deliverables to JND and receive non-defective replacement deliverables. In no event shall JND be liable for consequential, special, incidental or punitive loss, damage or expense (including, without limitation, lost profits, opportunity costs, etc.). In no event is JND liable for damages caused directly or indirectly by a delay in delivery, whatever the cause.

**THE ABOVE SAID WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR THE PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE PRIOR TO THIS AGREEMENT.**

9. Termination. The Services to be provided under this Agreement may be terminated, at will by the Customer upon at least 30 calendar days' prior written notice to JND. The Customer's obligation to pay for services or projects in progress at the time of notice of withdrawal shall continue throughout that 30-day period. However, JND shall immediately stop work on any Services upon direction from the Customer. JND may terminate this Agreement (i) with 10 calendar days' prior written notice, if the Customer is not current in payment of charges or (ii) in any event, upon at least 3 months' prior written notice to the Customer.

10. Notice. Any notice required or permitted hereunder shall be in writing and shall be delivered personally, by, or sent by registered mail, postage prepaid, or overnight courier service to Customer's responsible officer or principal of JND or the Customer, as applicable, and shall be deemed given when so delivered personally, or, if mailed, five days after the date of deposit in United States mail, or, if sent by courier, one business day after delivery to such courier service.

11. Force Majeure. To the extent performance by JND of any of its obligations hereunder is substantially prevented by reason of any act of God or by any other matter beyond JND's reasonable control, such as failure or delay caused directly or indirectly by natural disaster, acts of war, terrorism, epidemics, governmental laws or court order, then performance shall be excused and this Agreement, at JND's option, shall be deemed suspended during the continuation of such condition and for a reasonable time thereafter.

12. Non-waiver of Rights. No failure or delay on the part of a party in exercising any right hereunder will operate as a waiver of, or impair, any such right. No single or partial exercise of any such right will preclude any other or further exercise thereof or the exercise of any other right. No waiver of any such right will be effective unless given in a signed writing.

13. Governing Law. The validity and interpretation of the Agreement will be governed by the laws of the State of Minnesota, without regard to conflicts of law principles. Any suits brought hereunder shall be brought solely in the federal or state courts located in Hennepin County, Minnesota, and both Parties expressly consent to the venue and jurisdiction of such courts. In the event of litigation or arbitration, the prevailing Party will be entitled to reasonable attorneys' fees and costs of the suit.

14. Survival. All accrued payment obligations hereunder, any remedies for breach of this Agreement, this Section and all other rights and obligations of the Parties that expressly or by their nature extend beyond the term of this Agreement shall survive the termination or expiration of this Agreement and continue to bind the parties and their representative, successors and assigns until such rights and obligations are satisfied in full or by their nature expire.

15. Entire Agreement. This Agreement embody the entire agreement between the Parties with respect to the subject matter hereof, and cancels and supersedes all prior negotiations, representations, and agreements related thereto, either written or oral, except to the extent they are expressly incorporated herein. No changes in, additions to, or waivers of, the terms and conditions set forth herein will be binding upon any party, unless approved in writing by such Party's authorized representative.



**EXHIBIT A – Pricing Page**  
**eDiscovery SaaS - OT20103**

Section	Description	Unit of Measure	Estimated Quantity	Unit Cost	Estimated Cost
4.1.1	Contract Item #1: Unlimited Concurrent user license for e-Discovery SaaS	LS	1.00		\$ -
4.1.1.1.9	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		\$ -
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)	EA	1.00		\$ -
4.1.7.4	Contract Item #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	Contract Item #5: Initial Setup and configuration of e-Discovery SaaS	LS	1.00		\$ -
4.1.7.8	Contract Item #6: e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1	Optional Renewal Year 2: Contract Item #1: Unlimited Concurrent user license for e-Discovery SaaS	LS	1.00		\$ -
4.1.1.1.9	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		\$ -
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		\$ -
4.1.7.4	Optional Renewal Year 2: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	Optional Renewal Year 2: Contract Item #5: Initial Setup and configuration of e-Discovery SaaS	LS	1.00		\$ -
4.1.7.8	Optional Renewal Year 2: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	Optional Renewal Year 2: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Optional Renewal Year 2: Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1	Optional Renewal Year 3: Contract Item #1: Unlimited Concurrent user license for e-Discovery SaaS	LS	1.00		\$ -
4.1.1.1.9	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		\$ -
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		\$ -
4.1.7.4	Optional Renewal Year 3: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	Optional Renewal Year 3: Contract Item #5: Initial Setup and configuration of e-Discovery SaaS	LS	1.00		\$ -
4.1.7.8	Optional Renewal Year 3: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	Optional Renewal Year 3: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Optional Renewal Year 3: Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1	Optional Renewal Year 4: Contract Item #1: Unlimited Concurrent user license for e-Discovery SaaS	LS	1.00		\$ -
4.1.1.1.9	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		\$ -
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		\$ -
4.1.7.4	Optional Renewal Year 4: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	Optional Renewal Year 4: Contract Item #5: Initial Setup and configuration of e-Discovery SaaS	LS	1.00		\$ -
4.1.7.8	Optional Renewal Year 4: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	Optional Renewal Year 4: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Optional Renewal Year 4: Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
<b>Total Cost</b>				\$	-

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: \_\_\_\_\_

## **NOTE FROM JND TO WVOT**

Exhibit A - Pricing Page as published by the WVOT provided values for 'Units of Measure' and 'Estimated Quantities,' and requested that Offerors input values for 'Unit Cost' and 'Extended Cost.' As some line items are billed by JND as a one-time fee, others billed annually, and others billed monthly to reflect usage, the auto-calculated 'Extended Cost' values from the WVOT Pricing Page were inaccurate.

Understanding that the WVOT seeks an annual estimate for total cost, JND created a new calculator in Excel to arrive at accurate extended costs. Note that we have included two pricing schedules, **Exhibit A - JND\_Original** and **Exhibit B - JND\_FixedCalculator**.

**Exhibit A - JND\_Original** does not include 'Extended Cost' values. Instead, a 'Frequency' column has been included to indicate whether the 'Unit Cost' is billed one-time per unit, monthly per unit, or annually. Due to calculator error, a total cost is not provided in this price sheet.

**Exhibit B - JND\_FixedCalculator** includes the 'Frequency' column from Exhibit A - JND\_Original, as well as the 'Extended Cost' column and an Excel calculator that has been updated to factor frequency into the extended cost. This price sheet provides an estimated total cost for all 4 years, along with a breakdown of total cost per year (assuming that WVOT SaaS usage is consistent month over month) and one-time fees.

Please do not hesitate to reach out for clarification if you have any

**EXHIBIT A – Pricing Page**  
**eDiscovery SaaS - OT20103**

Section	Description	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
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4.1.1, 4.1.9	<b>Contract Item #2:</b> 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		\$ -
4.1.7	<b>Contract Item #3:</b> 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		\$ -
4.1.7.4	<b>Contract Item #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	<b>Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00		\$ -
4.1.7.8	<b>Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	<b>Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	<b>Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1,1	<b>Optional Renewal Year 2: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00		\$ -
4.1.1, 4.1.9	<b>Optional Renewal Year 2: Contract Item #2:</b> 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		\$ -

4.1.7	<b>Optional Renewal Year 2: Contract Item #3:</b> 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		\$ -
4.1.7.4	<b>Optional Renewal Year 2: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	<b>Optional Renewal Year 2: Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00		\$ -
4.1.7.8	<b>Optional Renewal Year 2: Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00		\$ -
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4.1.7.6	<b>Optional Renewal Year 2: Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1,1	<b>Optional Renewal Year 3: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00		\$ -
4.1.1, 4.1.9	<b>Optional Renewal Year 3: Contract Item #2:</b> 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		\$ -
4.1.7	<b>Optional Renewal Year 3: Contract Item #3:</b> 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		\$ -
4.1.7.4	<b>Optional Renewal Year 3: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
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<b>Total Cost</b>				\$	-

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Vendor Signature: \_\_\_\_\_

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: ~~0770019~~ ~~EC-00000024~~**


**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**  
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

JND eDiscovery  
\_\_\_\_\_  
Company  
  
\_\_\_\_\_  
Authorized Signature  
May 9, 2020  
\_\_\_\_\_  
Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

REQUEST FOR QUOTATION  
e-Discovery Software as a Service

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**SPECIFICATIONS**

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish a contract for an e-Discovery software as a service. This software will be used for discovery in legal proceedings to process emails and other files. The software will facilitate keyword searching, document review, privilege report creation, data tagging and redaction prior to final report being released.

WVOT provides highly reliable, protected, and cost-effective technology services to approximately 25,000 computers and 20,000 network users. Services are delivered by approximately 200 full-time and temporary employees and supplemented by specialized contract services and staff on an as-needed basis. There are approximately 210 entities total within the executive branch where services are provided. Funding for the Office of Technology is derived from a fee for services model.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

**2.1 “Business Hours”** means Monday - Friday 8:00 AM to 5:00 PM EST excluding weekends and Federal and State holidays, which are as follows:

- 2.1.1 New Year’s Day (January 1)
- 2.1.2 Martin Luther King Day (Third Monday in January)
- 2.1.3 President’s Day (Third Monday in February)
- 2.1.4 Memorial Day (Last Monday in May)
- 2.1.5 West Virginia Day (June 20)
- 2.1.6 Independence Day (July 4)
- 2.1.7 Labor Day (First Monday in September)
- 2.1.8 Columbus Day (Second Monday in October)
- 2.1.9 Veterans Day (November 11)
- 2.1.10 Thanksgiving (Fourth Thursday in November)
- 2.1.11 Day After Thanksgiving (Fourth Friday in November)
- 2.1.12 Christmas Day (December 25)

**2.2 “Contract Services”** means e-Discovery system as more fully described in these specifications.

**2.3 “Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

**2.4 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

- 3. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:



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**3.1.** The Vendor must be compliant with Internal Revenue Service (IRS) 1075, Section 9.3.1.12 – Remote Access requirements.

**3.1.1.** IRS 1075, Section 9.3.1.12 states that “*FTI cannot be accessed remotely by agency employees, agents, representatives, or contractors located offshore - outside of the United States territories, embassies, or military installations. Further, FTI may not be received, processed, stored, transmitted, or disposed of by IT systems located offshore.*”

**4. MANDATORY REQUIREMENTS:**

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

**4.1.1 General Requirements– e-Discovery System**

4.1.1.1 The Vendor must provide an e-Discovery System that is cloud-based (Software as a Service Model).

4.1.1.2 The system must contain the following capabilities within a single platform that does not require integration with other software: self-service data loading, self-service data processing, client administration, self-service, productions, review, and analytics capabilities.

4.1.1.3 The Vendor must provide an e-Discovery System with an unlimited user seats for a minimum of 12 months from date of award.

4.1.1.4 The system must allow client administrators to have the ability to set-up new users or workspaces and assign roles and permissions to new users.

4.1.1.5 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.

4.1.1.6 The system must not require additional licenses and/or software from third parties.

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- 4.1.1.7 The system must allow the customer/client administrators the ability to remove/delete documents and create archives from the platform.
- 4.1.1.8 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.
- 4.1.1.9 The system must be a configurable platform that allows the administrators to configure applications like request tracking and FOIA requests.
- 4.1.1.10 The system must be built on scalable architecture with a storage capacity of at least two petabytes of data.
- 4.1.1.11 The Vendor must provide an e-Discovery System that features the following:
  - 4.1.1.11.1 A system that has two-factor authentication access.
  - 4.1.1.11.2 A system that allows the Agency to have 100% data input automation.
  - 4.1.1.11.3 A system that provides 256-bit encryption to the data when at rest and in transit.
  - 4.1.1.11.4 A system that scans files for viruses.
  - 4.1.1.11.5 A system that allows for load file import and export.

**4.1.2 Data Loading & Processing- e-Discovery System**

- 4.1.2.1 The system must allow the Agency to have 100% data input automation.
- 4.1.2.2 The system must allow the user to load raw data such as PSTs, zip files, and other ESI for processing.

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- 4.1.2.3 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.
- 4.1.2.4 The system must allow the customer to create, save, and upload templates for data processing.
- 4.1.2.5 The system must have pre-built utilities to support processing for various files including imaging, loading, and text files.
- 4.1.2.6 The system must support uploading up to 10 GB of data directly from web-browser via “drag and drop”.
- 4.1.2.7 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.
- 4.1.2.8 The system must support data reduction and culling (De-NIST; custodial and global Deduplication; filtering by Custodian, file type, date; keyword searching) during processing.
- 4.1.2.9 The system must include built-in ESI processing capabilities (extraction of text and metadata, imaging, numbering, OCR, load file creation).
- 4.1.2.10 The system must keep e-mails and families together and locate orphaned documents during processing.
- 4.1.2.11 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.
- 4.1.2.12 The system must have the ability to ingest, process, and view multiple file types.
- 4.1.2.13 The system must allow for load file import and export.
- 4.1.2.14 The system must allow the user the ability to create templates for processing, production, import, export.

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4.1.2.15 The system must be able to securely transfer ESI to the review tool.

**4.1.3 Review – e-Discovery System**

4.1.3.1 The system must allow users to review and analyze ESI productions.

4.1.3.2 The system must allow users to identify and remove duplicate documents and data.

4.1.3.3 The system must allow users to redact and highlight portions of the document.

4.1.3.4 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.

4.1.3.5 The system must process searches, display documents, and allow users to perform document review with minimal loading times.

4.1.3.6 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]

4.1.3.7 The system must support searching on tags/codes and metadata.

4.1.3.8 The system must allow the user the option to assign and self-assign batches for review.

4.1.3.9 The system must provide search engines that support both Elasticsearch and dtSearch indexing and searching options within a single matter.

4.1.3.10 The system must allow the user to create workspaces, folders, etc., for customizable document organization.

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4.1.3.11 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.

4.1.3.12 The system must allow for the customization of coding panels.

**4.1.4 Advanced Analytics – eDiscovery System**

4.1.4.1 The system must include the following content & context analysis capabilities: topic clustering, email threading, near-duplicate analysis, entities recognition.

4.1.4.2 The system must provide predictive coding, advanced artificial intelligence (AI) and Technology Assisted Review (TAR) technologies including TAR 1.0 and TAR 3.0.

4.1.4.3 The system must provide Active Learning (story builder with continuous active learning analytics).

**4.1.5 Security – eDiscovery System**

4.1.5.1 The system must provide secure authorized access and have multi-factor authentication for each user to prevent unauthorized access.

4.1.5.2 The systems must provide automatic session termination if no activity with a prescribed period of time.

4.1.5.3 The system must allow a client administrator to restrict security rights at the individual, group or role level.

4.1.5.4 The system must provide a security level that allows system administrators to add new users to the system and edit existing user permissions.

4.1.5.5 The vendor must provide regular maintenance including new releases and updates.

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4.1.5.6 The system must provide at least 256-bit encryption to the data when at rest and in transit.

**4.1.6 Production – eDiscovery System**

4.1.6.1 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.

4.1.6.2 The system must have a wizard-driven production process.

4.1.6.3 The system must have self-service production capabilities to allow the user to prepare and export from start to finish/download.

4.1.6.4 The system must allow the user to view all productions for a single file in the review platform.

**4.1.7 Professional Services and Training – eDiscovery**

4.1.7.1 The vendor must provide Agency individualized live training for up to twenty agency users per session.

4.1.7.1.1 The vendor must record live trainings and provide recorded training to the client at no additional cost.

4.1.7.2 The vendor must provide reviewer training and client administrator/organization administrator training.

4.1.7.3 The vendor must record live trainings and provide recorded training to the client at no additional cost.

4.1.7.4 The system must provide access to a knowledge base or help center, technical documentation, and online support resources.

4.1.7.5 The vendor must provide support services for the initial setup and configuration.

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4.1.7.6 The vendor must provide support services for the duration of the contract for ongoing maintenance.

4.1.7.7 The vendor must offer client services support including project management and technical support services.

**4.1.7.8 Project Management – eDiscovery**

4.1.7.8.1 Vendor must have the ability to participate in ad-hoc meetings to address an issue or concern.

4.1.7.8.2 Vendor must have the ability to provide consulting services for any activity client will undertake with a 3rd party vendor (e.g., data collection).

4.1.7.8.3 Vendor must have the ability to define, create, and deliver custom reports for client.

4.1.7.8.4 Vendor must have the ability to work with client on custom requests, custom reports, etc.

**4.1.7.9 Technical Support – eDiscovery**

4.1.7.9.1 Vendor must have the ability to provide User Administration

4.1.7.9.2 Vendor must have the ability to provide Early Case Assessment, Review, or Production Support

4.1.7.9.3 Vendor must have the ability to provide System Configuration

4.1.7.9.4 Vendor must have the ability to provide Search Creations

4.1.7.9.5 Vendor must have the ability to provide Batch Creations

4.1.7.9.6 Vendor must have the ability to provide View Creations

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4.1.7.9.7 Vendor must have the ability to provide request technical assistance/leverage support services for tasks agency has the ability to perform.

**4.1.8 Support - eDiscovery**

4.1.8.1 Support by telephone, online, in-app, and email 24 hours-a-day, 7 days-a-week, 365 days-a-year for troubleshooting technical issues

4.1.8.2 A response time of a minimum of 1 day to request for technical support.

4.1.8.3 Access to knowledgebase, technical documentation, and online support resources.

**4.1.9 Billing - eDiscovery**

4.1.9.1 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)

4.1.9.2 Vendor will invoice monthly and will bill at the maximum gigabyte (GB) capacity used by the state.

4.1.9.3 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.

**4.1.10 Software as a Service Addendum**

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

**4.1.11 Optional Renewals**

4.1.11.1 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.



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**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**Contract will be evaluated on all lines but only awarded on first year.**

Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

**5.2 Pricing Page:** Vendor should complete the attached Exhibit A-Pricing Page. The unit price will be multiplied with the quantity to provide the extended cost. **The Vendor should respond by entering the total overall cost calculated at the bottom of the Exhibit-A Pricing Page in the wvOASIS pricing section.**

The Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

The Pricing Page contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should provide with their bid a copy of any and all Software Terms and Conditions or licenses that the State of West Virginia or the Agency will have to agree to or accept as a part of this solicitation. This information will be required before contract is issued.

Vendor should include a copy of any Maintenance Terms and Conditions or Licenses that the State of West Virginia or the Agency will be required to agree to and accept as a part of this solicitation. This information will be required before contract is issued.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [insert buyer's contact info.]

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6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
7. **PAYMENT:** Agency shall pay a flat fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  - 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  - 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.
10. **VENDOR DEFAULT:**
  - 10.1. The following shall be considered a vendor default under this Contract.
    - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
    - 10.1.2. Failure to comply with other specifications and requirements contained herein.
    - 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

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- 10.1.4. Failure to remedy deficient performance upon request.
- 10.2. The following remedies shall be available to Agency upon default.
  - 10.2.1. Immediate cancellation of the Contract.
  - 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
  - 10.2.3. Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

**11.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

<b>Contract Manager:</b>	Ben Sexton, JND Vice President of eDiscovery and Analytics
<b>Telephone Number:</b>	+1 (612) 718-6341
<b>Fax Number:</b>	N/A
<b>Email Address:</b>	ben.sexton@jndla.com

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on upon award and extends for a period of one (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

**Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Cyber Liability Insurance** in an amount of: \$1,000,000.00 per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.



Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

Liquidated Damages Contained in the Specifications

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts (“Other Government Entities”), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider’s employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Revised 01/09/2020

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**45. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.



## **ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)**

**1. CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor. West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. If an apparent low bidder fails to submit a license number in accordance with this section, the Purchasing Division will promptly request by telephone and electronic mail that the low bidder and the second low bidder provide the license number within one business day of the request. Failure of the bidder to provide the license number within one business day of receiving the request shall result in disqualification of the bid. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: \_\_\_\_\_  
Contractor's License No.: WV-\_\_\_\_\_

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a contract award document.

**2. DRUG-FREE WORKPLACE AFFIDAVIT:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

**2.1. DRUG-FREE WORKPLACE POLICY:** Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

**3. DRUG FREE WORKPLACE REPORT:** Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

- (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
- (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- (3) The average number of employees in connection with the construction on the public improvement;
- (4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

**4. AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.

**4A. PROHIBITION AGAINST GENERAL CONDITIONS:** Notwithstanding anything contained in the AIA Documents or the Supplementary Conditions, the State of West Virginia will not pay for general conditions, or winter conditions, or any other condition representing a delay in the contracts. The Vendor is expected to mitigate delay costs to the greatest extent possible and any costs associated with Delays must be specifically and concretely identified. The state will not consider an average daily rate multiplied by the number of days extended to be an acceptable charge.

**5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

**6. LOCAL LABOR MARKET HIRING REQUIREMENT:** Pursuant to West Virginia Code §21-1C-1 et seq., Employers shall hire at least seventy-five percent of employees for public improvement construction projects from the local labor market, to be rounded off, with at least two employees from outside the local labor market permissible for each employer per project.

Any employer unable to employ the minimum number of employees from the local labor market shall inform the nearest office of Workforce West Virginia of the number of qualified employees needed and provide a job description of the positions to be filled.

If, within three business days following the placing of a job order, Workforce West Virginia is unable to refer any qualified job applicants to the employer or refers less qualified job applicants than the number requested, then Workforce West Virginia shall issue a waiver to the employer stating the unavailability of applicant and shall permit the employer to fill any positions covered by the waiver from outside the local labor market. The waiver shall be in writing and shall be issued within the prescribed three days. A waiver certificate shall be sent to both the employer for its permanent project records and to the public authority.

Any employer who violates this requirement is subject to a civil penalty of \$250 per each employee less than the required threshold of seventy-five percent per day of violation after receipt of a notice of violation.

Any employer that continues to violate any provision of this article more than fourteen calendar days after receipt of a notice of violation is subject to a civil penalty of \$500 per each employee less than the required threshold of seventy-five percent per day of violation.

The following terms used in this section have the meaning shown below.

(1) The term “construction project” means any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract in an amount equal to or greater than \$500,000. The term “construction project” does not include temporary or emergency repairs;

(2) The term “employee” means any person hired or permitted to perform hourly work for wages by a person, firm or corporation in the construction industry; The term “employee” does not include:(i) Bona fide employees of a public authority or individuals engaged in making temporary or emergency repairs;(ii) Bona fide independent contractors; or(iii) Salaried supervisory personnel necessary to assure efficient execution of the employee's work;

(3) The term “employer” means any person, firm or corporation employing one or more employees on any public improvement and includes all contractors and subcontractors;

(4) The term “local labor market” means every county in West Virginia and any county outside of West Virginia if any portion of that county is within fifty miles of the border of West Virginia;

(5) The term “public improvement” includes the construction of all buildings, roads, highways, bridges, streets, alleys, sewers, ditches, sewage disposal plants, waterworks, airports and all other structures that may be let to contract by a public authority, excluding improvements funded, in whole or in part, by federal funds.

## 7. DAVIS-BACON AND RELATED ACT WAGE RATES:

- The work performed under this contract is federally funded in whole, or in part. Pursuant to \_\_\_\_\_, Vendors are required to pay applicable Davis-Bacon wage rates.
- The work performed under this contract is not subject to Davis-Bacon wage rates.

**8. SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, the apparent low bidder on a contract valued at more than \$250,000.00 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. (This section does not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.) The subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. If the apparent low bidder fails to submit the subcontractor list, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the subcontractor list within one business day of the request. Failure to submit the subcontractor list within one business day of receiving the request shall result in disqualification of the bid.

If no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, the apparent low bidder must make this clear on the subcontractor list, in the bid itself, or in response to the Purchasing Division's request for the subcontractor list.

a. Required Information. The subcontractor list must contain the following information:

- i. Bidder's name
- ii. Name of each subcontractor performing more than \$25,000 of work on the project.
- iii. The license number of each subcontractor, as required by W. Va. Code § 21-11-1 et. seq.
- iv. If applicable, a notation that no subcontractor will be used to perform more than \$25,000.00 of work. (This item iv. is not required if the vendor makes this clear in the bid itself or in documentation following the request for the subcontractor list.)

b. Subcontractor List Submission Form: The subcontractor list may be submitted in any form, including the attached form, as long as the required information noted above is included. If any information is missing from the bidder's subcontractor list submission, it may be obtained from other documents such as bids, emails, letters, etc. that accompany the subcontractor list submission.

c. Substitution of Subcontractor. Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy;
- ii. The subcontractor in the original bid has been debarred or suspended; or
- iii. The contractor certifies in writing that the subcontractor listed in the original bid fails, is unable, or refuses to perform his subcontract.



**ADDITIONAL TERMS AND CONDITIONS  
(Architectural and Engineering Contracts Only)**

**1. PLAN AND DRAWING DISTRIBUTION:** All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.

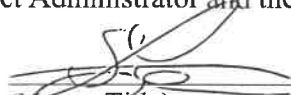
**2. PROJECT ADDENDA REQUIREMENTS:** The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications. The addendum and list shall then be forwarded to the Purchasing Division buyer by the Agency. The Purchasing Division buyer shall send the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Purchasing Division at least fourteen (14) days prior to the bid opening date.

**3. PRE-BID MEETING RESPONSIBILITIES:** The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.

**4. AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein. The terms and conditions of this document shall prevail over anything contained in the AIA Documents or the Supplementary Conditions.

**5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

  
\_\_\_\_\_  
(Name, Title)  
Scott Lombard, Senior Vice President of JND eDiscovery  
\_\_\_\_\_  
(Printed Name and Title)  
431 1st Ave N Ste 410, Minneapolis, MN 55401  
\_\_\_\_\_  
(Address)  
+1 (651) 338-9500  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
scott.lombard@jndla.com  
\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

JND eDiscovery  
\_\_\_\_\_  
(Company)

  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Scott Lombard, Senior Vice President of JND eDiscovery  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

May 1, 2020  
\_\_\_\_\_  
(Date)

+1 (651) 338-9500  
\_\_\_\_\_  
(Phone Number) (Fax Number)



## Software as a Service Addendum

### 1. Definitions:

Acceptable alternative data center location means a country that is identified as providing equivalent or stronger data protection than the United States, in terms of both regulation and enforcement. DLA Piper's Privacy Heatmap shall be utilized for this analysis and may be found at <https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN>.

Authorized Persons means the service provider's employees, contractors, subcontractors or other agents who have responsibility in protecting or have access to the public jurisdiction's personal data and non-public data to enable the service provider to perform the services required.

Data Breach means the unauthorized access and acquisition of unencrypted and unredacted personal data that compromises the security or confidentiality of a public jurisdiction's personal information and that causes the service provider or public jurisdiction to reasonably believe that the data breach has caused or will cause identity theft or other fraud.

Individually Identifiable Health Information means information that is a subset of health information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Non-Public Data means data, other than personal data, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by the public jurisdiction because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information.

Personal Data means data that includes information relating to a person that identifies the person by first name or first initial, and last name, and has any of the following personally identifiable information (PII): government-issued identification numbers (e.g., Social Security, driver's license, state identification card); financial account information, including account number, credit or debit card numbers; or protected health information (PHI).

Protected Health Information (PHI) means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C. 1232g, records described at 20 U.S.C. 1232g(a)(4)(B)(iv) and employment records held by a covered entity in its role as employer.

Public Jurisdiction means any government or government agency that uses these terms and conditions. The term is a placeholder for the government or government agency.

Public Jurisdiction Data means all data created or in any way originating with the public jurisdiction, and all data that is the output of computer processing or other electronic manipulation of any data that was created by or in any way originated with the public jurisdiction, whether such data or output is stored on the public jurisdiction's hardware, the service provider's hardware or exists in any system owned, maintained or otherwise controlled by the public jurisdiction or by the service provider.

Public Jurisdiction Identified Contact means the person or persons designated in writing by the public jurisdiction to receive security incident or breach notification.

Restricted data means personal data and non-public data.

Security Incident means the actual unauthorized access to personal data or non-public data the service provider believes could reasonably result in the use, disclosure or theft of a public jurisdiction's unencrypted personal data or non-public data within the possession or control of the service provider. A security incident may or may not turn into a data breach.

Service Provider means the contractor and its employees, subcontractors, agents and affiliates who are providing the services agreed to under the contract.

Software-as-a-Service (SaaS) means the capability provided to the consumer to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

**2. Data Ownership:** The public jurisdiction will own all right, title and interest in its data that is related to the services provided by this contract. The service provider shall not access public jurisdiction user accounts or public jurisdiction data, except (1) in the course of data center operations, (2) in response to service or technical issues, (3) as required by the express terms of this contract or (4) at the public jurisdiction's written request.

**3. Data Protection and Privacy:** Protection of personal privacy and data shall be an integral part of the business activities of the service provider to ensure there is no inappropriate or unauthorized use of public jurisdiction information at any time. To this end, the service provider shall safeguard the confidentiality, integrity and availability of public jurisdiction information and comply with the following conditions:

- a) The service provider shall implement and maintain appropriate administrative, technical and physical security measures to safeguard against unauthorized access, disclosure or theft of personal data and non-public data. In Appendix A,

- the public jurisdiction shall indicate whether restricted information will be processed by the service provider. Such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the service provider applies to its own personal data and non-public data of similar kind. The service provider shall ensure that all such measures, including the manner in which personal data and non-public data are collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of this Addendum and shall survive termination of the underlying contract.
- b) The service provider represents and warrants that its collection, access, use, storage, disposal and disclosure of personal data and non-public data do and will comply with all applicable federal and state privacy and data protection laws, as well as all other applicable regulations, policies and directives.
  - c) The service provider shall support third-party multi-factor authentication integration with the public jurisdiction third-party identity provider to safeguard personal data and non-public data.
  - d) If, in the course of its engagement by the public jurisdiction, the service provider has access to or will collect, access, use, store, process, dispose of or disclose credit, debit or other payment cardholder information, the service provider shall at all times remain in compliance with the Payment Card Industry Data Security Standard (“PCI DSS”) requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the service provider’s sole cost and expense. All data obtained by the service provider in the performance of this contract shall become and remain the property of the public jurisdiction.
  - e) All personal data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the service provider is responsible for encryption of the personal data.
  - f) Unless otherwise stipulated, the service provider shall encrypt all non-public data at rest and in transit, in accordance with recognized industry practice. The public jurisdiction shall identify data it deems as non-public data to the service provider.
  - g) At no time shall any data or process – that either belong to or are intended for the use of a public jurisdiction or its officers, agents or employees — be copied, disclosed or retained by the service provider or any party related to the service provider for subsequent use in any transaction that does not include the public jurisdiction.
  - h) The service provider shall not use or disclose any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service.
  - i) Data Location. For non-public data and personal data, the service provider shall provide its data center services to the public jurisdiction and its end users solely from data centers in the U.S. Storage of public jurisdiction data at rest shall be located solely in data centers in the U.S. The service provider shall not allow its personnel or contractors to *store* public jurisdiction data on portable devices, including personal computers, except for devices that are used and kept only at its

U.S. data centers. With agreement from the public jurisdiction, this term may be met by the service provider providing its services from an acceptable alternative data center location, which agreement shall be stated in Appendix A. The Service Provider may also request permission to utilize an acceptable alternative data center location during a procurement's question and answer period by submitting a question to that effect. The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.

**4. Security Incident or Data Breach Notification:** The service provider shall inform the public jurisdiction of any confirmed security incident or data breach.

- a) Incident Response: The service provider may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as defined by law or contained in the contract. Discussing security incidents with the public jurisdiction shall be handled on an urgent as-needed basis, as part of service provider communication and mitigation processes defined by law or contained in the contract.
- b) Security Incident Reporting Requirements: The service provider shall report a confirmed Security Incident as soon as practicable, but no later than twenty-four (24) hours after the service provider becomes aware of it, to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and (3) the public jurisdiction point of contact for general contract oversight/administration. The following information shall be shared with the public jurisdiction: (1) incident phase (detection and analysis; containment, eradication and recovery; or post-incident activity), (2) projected business impact, and, (3) attack source information.
- c) Breach Reporting Requirements: Upon the discovery of a data breach or unauthorized access to non-public data, the service provider shall immediately report to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and the public jurisdiction point of contact for general contract oversight/administration.

**5. Breach Responsibilities:** This section only applies when a data breach occurs with respect to personal data within the possession or control of the service provider.

- a) Immediately after being awarded a contract, the service provider shall provide the public jurisdiction with the name and contact information for an employee of service provider who shall serve as the public jurisdiction's primary security contact and shall be available to assist the public jurisdiction twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a data breach. The service provider may provide this information in Appendix A.

- b) Immediately following the service provider's notification to the public jurisdiction of a data breach, the parties shall coordinate cooperate with each other to investigate the data breach. The service provider agrees to fully cooperate with the public jurisdiction in the public jurisdiction's handling of the matter, including, without limitation, at the public jurisdiction's request, making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law and regulation.
- c) Within 72 hours of the discovery, the service provider shall notify the parties listed in 4(c) above, to the extent known: (1) date of discovery; (2) list of data elements and the number of individual records; (3) description of the unauthorized persons known or reasonably believed to have improperly used or disclosed the personal data; (4) description of where the personal data is believed to have been improperly transmitted, sent, or utilized; and, (5) description of the probable causes of the improper use or disclosure.
- d) The service provider shall (1) cooperate with the public jurisdiction as reasonably requested by the public jurisdiction to investigate and resolve the data breach, (2) promptly implement necessary remedial measures, if necessary, and prevent any further data breach at the service provider's expense in accordance with applicable privacy rights, laws and regulations and (3) document responsive actions taken related to the data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.
- e) If a data breach is a direct result of the service provider's breach of its contract obligation to encrypt personal data or otherwise prevent its release, the service provider shall bear the costs associated with (1) the investigation and resolution of the data breach; (2) notifications to individuals, regulators or others required by state or federal law; (3) a credit monitoring service (4) a website or a toll-free number and call center for affected individuals required by state law — all not to exceed the average per record per person cost calculated for data breaches in the United States in the most recent Cost of Data Breach Study: Global Analysis published by the Ponemon Institute at the time of the data breach (or other similar publication if the named publication has not issued an updated average per record per cost in the last 5 years at the time of the data breach); and (5) complete all corrective actions as reasonably determined by service provider based on root cause. The service provider agrees that it shall not inform any third party of any data breach without first obtaining the public jurisdiction's prior written consent, other than to inform a complainant that the matter has been forwarded to the public jurisdiction's legal counsel and/or engage a third party with appropriate expertise and confidentiality protections for any reason connected to the data breach. Except with respect to where the service provider has an independent legal obligation to report a data breach, the service provider agrees that the public jurisdiction shall have the sole right to determine: (1) whether notice of the data breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies or others, as required by law or regulation, or otherwise in the public jurisdiction's discretion; and (2) the contents of such notice, whether any

type of remediation may be offered to affected persons, and the nature and extent of any such remediation. The service provider retains the right to report activity to law enforcement.

**6. Notification of Legal Requests:** The service provider shall contact the public jurisdiction upon receipt of any electronic discovery, litigation holds, discovery searches and expert testimonies related to the public jurisdiction's data under this contract, or which in any way might reasonably require access to the data of the public jurisdiction. The service provider shall not respond to subpoenas, service of process and other legal requests related to the public jurisdiction without first notifying the public jurisdiction, unless prohibited by law from providing such notice.

**7. Termination and Suspension of Service:**

- a) In the event of a termination of the contract, the service provider shall implement an orderly return of public jurisdiction data within the time period and format specified in the contract (or in the absence of a specified time and format, a mutually agreeable time and format) and after the data has been successfully returned, securely and permanently dispose of public jurisdiction data.
- b) During any period of service suspension, the service provider shall not take any action to intentionally erase any public jurisdiction data.
- c) In the event the contract does not specify a time or format for return of the public jurisdiction's data and an agreement has not been reached, in the event of termination of any services or agreement in entirety, the service provider shall not take any action to intentionally erase any public jurisdiction data for a period of:
  - 10 days after the effective date of termination, if the termination is in accordance with the contract period
  - 30 days after the effective date of termination, if the termination is for convenience
  - 60 days after the effective date of termination, if the termination is for cause

After such period, the service provider shall have no obligation to maintain or provide any public jurisdiction data and shall thereafter, unless legally prohibited, delete all public jurisdiction data in its systems or otherwise in its possession or under its control.

- d) The public jurisdiction shall be entitled to any post-termination assistance generally made available with respect to the services, unless a unique data retrieval arrangement has been established as part of the Contract.
- e) The service provider shall securely dispose of all requested data in all of its forms, such as disk, CD/ DVD, backup tape and paper, when requested by the public jurisdiction. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST)-approved methods. Certificates of destruction shall be provided to the public jurisdiction.

**8. Background Checks:** The service provider shall conduct criminal background checks in compliance with W.Va. Code §15-2D-3 and not utilize any staff to fulfill the obligations

of the contract, including subcontractors, who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The service provider shall promote and maintain an awareness of the importance of securing the public jurisdiction's information among the service provider's employees and agents.

**9. Oversight of Authorized Persons:** During the term of each authorized person's employment or engagement by service provider, service provider shall at all times cause such persons to abide strictly by service provider's obligations under this Agreement and service provider's standard policies and procedures. The service provider further agrees that it shall maintain a disciplinary process to address any unauthorized access, use or disclosure of personal data by any of service provider's officers, partners, principals, employees, agents or contractors.

**10. Access to Security Logs and Reports:** The service provider shall provide reports to the public jurisdiction in CSV format agreed to by both the service provider and the public jurisdiction. Reports shall include user access (successful and failed attempts), user access IP address, user access history and security logs for all public jurisdiction files and accounts related to this contract.

**11. Data Protection Self-Assessment:** The service provider shall perform a Cloud Security Alliance STAR Self-Assessment by completing and submitting the "Consensus Assessments Initiative Questionnaire" to the Public Jurisdiction Identified Contact. The service provider shall submit its self-assessment to the public jurisdiction prior to contract award and, upon request, annually thereafter, on the anniversary of the date of contract execution. Any deficiencies identified in the assessment will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

**12. Data Center Audit:** The service provider shall perform an audit of its data center(s) at least annually at its expense and provide a redacted version of the audit report upon request. The service provider may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent sets the minimum level of a third-party audit. Any deficiencies identified in the report or approved equivalent will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

**13. Change Control and Advance Notice:** The service provider shall give 30 days, advance notice (to the public jurisdiction of any upgrades (e.g., major upgrades, minor upgrades, system changes) that may impact service availability and performance. A major upgrade is a replacement of hardware, software or firmware with a newer or better version in order to bring the system up to date or to improve its characteristics.

**14. Security:**

- a) At a minimum, the service provider's safeguards for the protection of data shall include: (1) securing business facilities, data centers, paper files, servers, back-up

systems and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (2) implementing network, device application, database and platform security; 3) securing information transmission, storage and disposal; (4) implementing authentication and access controls within media, applications, operating systems and equipment; (5) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (6) providing appropriate privacy and information security training to service provider's employees.

- b) The service provider shall execute well-defined recurring action steps that identify and monitor vulnerabilities and provide remediation or corrective measures. Where the service provider's technology or the public jurisdiction's required dependence on a third-party application to interface with the technology creates a critical or high risk, the service provider shall remediate the vulnerability as soon as possible. The service provider must ensure that applications used to interface with the service provider's technology remain operationally compatible with software updates.
- c) Upon the public jurisdiction's written request, the service provider shall provide a high-level network diagram with respect to connectivity to the public jurisdiction's network that illustrates the service provider's information technology network infrastructure.

**15. Non-disclosure and Separation of Duties:** The service provider shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and limit staff knowledge of public jurisdiction data to that which is absolutely necessary to perform job duties.

**16. Import and Export of Data:** The public jurisdiction shall have the ability to securely import, export or dispose of data in standard format in piecemeal or in entirety at its discretion without interference from the service provider. This includes the ability for the public jurisdiction to import or export data to/from other service providers identified in the contract (or in the absence of an identified format, a mutually agreeable format).

**17. Responsibilities:** The service provider shall be responsible for the acquisition and operation of all hardware, software and network support related to the cloud services being provided. The technical and professional activities required for establishing, managing and maintaining the environments are the responsibilities of the service provider.

**18. Subcontractor Compliance:** The service provider shall ensure that any of its subcontractors to whom it provides any of the personal data or non-public data it receives hereunder, or to whom it provides any personal data or non-public data which the service provider creates or receives on behalf of the public jurisdiction, agree to the restrictions, terms and conditions which apply to the service provider hereunder.

**19. Right to Remove Individuals:** The public jurisdiction shall have the right at any time to require that the service provider remove from interaction with public jurisdiction any



service provider representative who the public jurisdiction believes is detrimental to its working relationship with the service provider. The public jurisdiction shall provide the service provider with notice of its determination, and the reasons it requests the removal. If the public jurisdiction signifies that a potential security violation exists with respect to the request, the service provider shall immediately remove such individual. The service provider shall not assign the person to any aspect of the contract without the public jurisdiction's consent.

**20. Business Continuity and Disaster Recovery:** The service provider shall provide a business continuity and disaster recovery plan executive summary upon request. Lack of a plan will entitle the public jurisdiction to terminate this contract for cause.

**21. Compliance with Accessibility Standards:** The service provider shall comply with and adhere to Accessibility Standards of Section 508 Amendment to the Rehabilitation Act of 1973.

**22. Web Services:** The service provider shall use web services exclusively to interface with the public jurisdiction's data in near real time when possible.

**23. Encryption of Data at Rest:** The service provider shall ensure hard drive encryption consistent with validated cryptography standards as referenced in FIPS 140-2, Security Requirements for Cryptographic Modules for all personal data.

**24. Subscription Terms:** Service provider grants to a public jurisdiction a license to:

- a. Access and use the service for its business purposes;
- b. For SaaS, use underlying software as embodied or used in the service; and
- c. View, copy, upload, download (where applicable), and use service provider's documentation.

**25. Equitable Relief:** Service provider acknowledges that any breach of its covenants or obligations set forth in Addendum may cause the public jurisdiction irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the public jurisdiction is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the public jurisdiction may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Addendum to the contrary.

AGREED:

Name of Agency: \_\_\_\_\_

Name of Vendor: JND eDiscovery

Signature: \_\_\_\_\_

Signature:  \_\_\_\_\_

Title: \_\_\_\_\_

Title: Senior Vice President

Date: \_\_\_\_\_

Date: May 9, 2020

**EXHIBIT A – Pricing Page**  
**eDiscovery SaaS - OT20103**

Section	Description	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
4.1.1.1	Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00		\$ -
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		\$ -
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)	EA	1.00		\$ -
4.1.7.4	Contract Item #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	Contract Item #5: Initial Setup and configuration of eDiscovery SaaS	LS	1.00		\$ -
4.1.7.8	Contract Item #6: e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1.1	Optional Renewal Year 2: Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00		\$ -
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		\$ -
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		\$ -
4.1.7.4	Optional Renewal Year 2: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
4.1.7.5	Optional Renewal Year 2: Contract Item #5: Initial Setup and configuration of eDiscovery SaaS	LS	1.00		\$ -
4.1.7.8	Optional Renewal Year 2: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	Optional Renewal Year 2: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Optional Renewal Year 2: Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1.1	Optional Renewal Year 3: Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00		\$ -
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		\$ -
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		\$ -
4.1.7.4	Optional Renewal Year 3: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
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 3: Contract Item #6: e-Discovery SaaS Project Management	HR	100.00		\$ -
4.1.7.9	Optional Renewal Year 3: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Optional Renewal Year 3: Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
4.1.1.1	Optional Renewal Year 4: Contract Item #1: Unlimited Concurrent user license for e-discovery SaaS	LS	1.00		\$ -
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		\$ -
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		\$ -
4.1.7.4	Optional Renewal Year 4: #4: e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00		\$ -
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		\$ -
4.1.7.9	Optional Renewal Year 4: Contract Item #7: e-Discovery SaaS Technical Support	HR	100.00		\$ -
4.1.7.6	Optional Renewal Year 4: Contract Item #8: Maintenance and Support Year 1	LS	1.00		\$ -
<b>Total Cost</b>				\$	-

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:

## **NOTE FROM JND TO WVOT**

Exhibit A - Pricing Page as published by the WVOT provided values for 'Units of Measure' and 'Estimated Quantities,' and requested that Offerors input values for 'Unit Cost' and 'Extended Cost.' As some line items are billed by JND as a one-time fee, others billed annually, and others billed monthly to reflect usage, the auto-calculated 'Extended Cost' values from the WVOT Pricing Page were inaccurate.

Understanding that the WVOT seeks an annual estimate for total cost, JND created a new calculator in Excel to arrive at accurate extended costs. Note that we have included two pricing schedules, **Exhibit A - JND\_Original** and **Exhibit B - JND\_FixedCalculator**.

**Exhibit A - JND\_Original** does not include 'Extended Cost' values. Instead, a 'Frequency' column has been included to indicate whether the 'Unit Cost' is billed one-time per unit, monthly per unit, or annually. Due to calculator error, a total cost is not provided in this price sheet.

**Exhibit B - JND\_FixedCalculator** includes the 'Frequency' column from Exhibit A - JND\_Original, as well as the 'Extended Cost' column and an Excel calculator that has been updated to factor frequency into the extended cost. This price sheet provides an estimated total cost for all 4 years, along with a breakdown of total cost per year (assuming that WVOT SaaS usage is consistent month over month) and one-time fees.

Please do not hesitate to reach out for clarification if you have any

**EXHIBIT A – Pricing Page  
eDiscovery SaaS - OT20103**

Section	Description	Unit of Measure	Estimated Quantity	Unit Cost	Frequency
4.1.1,1	<b>Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$ -	One Time
4.1.1, 4.1.9	<b>Contract Item #2:</b> 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	\$ 28.00	Per Month
4.1.7	<b>Contract Item #3:</b> 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	\$ -	One Time
4.1.7.4	<b>Contract Item #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$ -	One Time
4.1.7.5	<b>Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$ 600.00	One Time
4.1.7.8	<b>Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$ 150.00	Annually
4.1.7.9	<b>Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$ 150.00	Annually
4.1.7.6	<b>Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$ -	One Time
4.1.1,1	<b>Optional Renewal Year 2: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$ -	One Time
4.1.1, 4.1.9	<b>Optional Renewal Year 2: Contract Item #2:</b> 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	\$ 28.00	Per Month

4.1.7	<b>Optional Renewal Year 2:Contract Item #3:</b> 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	\$	-	One Time
4.1.7.4	<b>Optional Renewal Year 2: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$	-	One Time
4.1.7.5	<b>Optional Renewal Year 2: Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$	-	One Time
4.1.7.8	<b>Optional Renewal Year 2: Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$	150.00	Annually
4.1.7.9	<b>Optional Renewal Year 2: Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$	150.00	Annually
4.1.7.6	<b>Optional Renewal Year 2: Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$	-	One Time
4.1.1,1	<b>Optional Renewal Year 3: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$	-	One Time
4.1.1, 4.1.9	<b>Optional Renewal Year 3: Contract Item #2:</b> 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	\$	28.00	Per Month
4.1.7	<b>Optional Renewal Year 3:Contract Item #3:</b> 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	\$	-	One Time
4.1.7.4	<b>Optional Renewal Year 3: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$	-	One Time
4.1.7.5	<b>Optional Renewal Year 3: Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$	-	One Time

4.1.7.8	<b>Optional Renewal Year 3: Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$	150.00	Annually
4.1.7.9	<b>Optional Renewal Year 3: Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$	150.00	Annually
4.1.7.6	<b>Optional Renewal Year 3: Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$	-	One Time
4.1.1,1	<b>Optional Renewal Year 4: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$	-	One Time
4.1.1, 4.1.9	<b>Optional Renewal Year 4: Contract Item #2:</b> 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	\$	28.00	Per Month
4.1.7	<b>Optional Renewal Year 4:Contract Item #3:</b> 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	\$	-	One Time
4.1.7.4	<b>Optional Renewal Year 4: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$	-	One Time
4.1.7.5	<b>Optional Renewal Year 3: Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$	-	One Time
4.1.7.8	<b>Optional Renewal Year 4: Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$	150.00	Annually
4.1.7.9	<b>Optional Renewal Year 4: Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$	150.00	Annually
4.1.7.6	<b>Optional Renewal Year 4: Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$	-	One Time
<b>Total Cost</b>				\$	-	

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

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Vendor Signature:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

05/14/2020

Date:




**EXHIBIT A – Pricing Page  
eDiscovery SaaS - OT20103**

Section	Description	Unit of Measure	Estimated Quantity	Unit Cost	Frequency	Extended Cost
4.1.1.1	<b>Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$ -	One Time	No Fee
4.1.1, 4.1.9	<b>Contract Item #2:</b> 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	\$ 28.00	Per Month	\$ 2,800.00
4.1.7	<b>Contract Item #3:</b> 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	\$ -	One Time	No Fee
4.1.7.4	<b>Contract Item #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$ -	One Time	No Fee
4.1.7.5	<b>Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$ 600.00	One Time	\$ 600.00
4.1.7.8	<b>Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.9	<b>Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.6	<b>Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$ -	One Time	No Fee
4.1.1.1	<b>Optional Renewal Year 2: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$ -	One Time	No Fee
4.1.1, 4.1.9	<b>Optional Renewal Year 2: Contract Item #2:</b> 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	\$ 28.00	Per Month	\$ 2,800.00
4.1.7	<b>Optional Renewal Year 2:Contract Item #3:</b> 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	\$ -	One Time	No Fee

4.1.7.4	<b>Optional Renewal Year 2: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$ -	One Time	No Fee
4.1.7.5	<b>Optional Renewal Year 2: Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$ -	One Time	No Fee
4.1.7.8	<b>Optional Renewal Year 2: Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.9	<b>Optional Renewal Year 2: Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.6	<b>Optional Renewal Year 2: Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$ -	One Time	No Fee
4.1.1.1	<b>Optional Renewal Year 3: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$ -	One Time	No Fee
4.1.1, 4.1.9	<b>Optional Renewal Year 3: Contract Item #2:</b> 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	\$ 28.00	Per Month	\$ 600.00
4.1.7	<b>Optional Renewal Year 3:Contract Item #3:</b> 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	\$ -	One Time	No Fee
4.1.7.4	<b>Optional Renewal Year 3: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$ -	One Time	No Fee
4.1.7.5	<b>Optional Renewal Year 3: Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$ -	One Time	No Fee
4.1.7.8	<b>Optional Renewal Year 3: Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.9	<b>Optional Renewal Year 3: Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.6	<b>Optional Renewal Year 3: Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$ -	One Time	No Fee

4.1.1.1	<b>Optional Renewal Year 4: Contract Item #1:</b> Unlimited Concurrent user license for e-discovery SaaS	LS	1.00	\$ -	One Time	No Fee
4.1.1, 4.1.9	<b>Optional Renewal Year 4: Contract Item #2:</b> 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	\$ 28.00	Per Month	\$ 600.00
4.1.7	<b>Optional Renewal Year 4:Contract Item #3:</b> 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	\$ -	One Time	No Fee
4.1.7.4	<b>Optional Renewal Year 4: #4:</b> e-Discovery SaaS access to an online knowledge base or help center.	LS	1.00	\$ -	One Time	No Fee
4.1.7.5	<b>Optional Renewal Year 3: Contract Item #5:</b> Initial Setup and configuration of eDiscovery SaaS	LS	1.00	\$ -	One Time	No Fee
4.1.7.8	<b>Optional Renewal Year 4: Contract Item #6:</b> e-Discovery SaaS Project Management	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.9	<b>Optional Renewal Year 4: Contract Item #7:</b> e-Discovery SaaS Technical Support	HR	100.00	\$ 150.00	Annually	\$ 15,000.00
4.1.7.6	<b>Optional Renewal Year 4: Contract Item #8:</b> Maintenance and Support Year 1	LS	1.00	\$ -	One Time	No Fee
				<b>One-Time Fees</b>	\$	600.00
				<b>Monthly Fees</b>	\$	5,300.00
				<b>Annual Fees</b>	\$	63,600.00
				<b>4 Year Total Fees</b>	\$	255,000.00

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: 05/14/2020