

The background is a dark blue gradient with a complex, glowing wireframe pattern. This pattern consists of numerous small, interconnected nodes and lines, creating a mesh-like structure that resembles a stylized DNA helix or a network of data points. The lines and nodes are a lighter shade of blue, giving the impression of light or energy flowing through the structure.

# Altlaw

## **RFP** TEMPLATE

**Use of Appendices is recommended if there is insufficient room for answers or to add certifications.**

<b>Company Information</b>	
Full Name of Company:	
Trading Address:	
Registered Office if different from above:	
Date of Company Registration:	
Registration Number:	
Is the Company V.A.T. Registered?	
If Yes – state V.A.T. Number	
Details of Parent Company (if any):	
Location of Parent company	
How long has the existing set up been in operation?	
Has the Company traded under any other name? (if yes provide details)	

### Security Information

Does your company have ISO 27001 certification?

Are you a Information Commissioner's Office member?

Is your data held at a data centre? if not please detail where data is hosted.  
(if no provide details)

Please detail the redundancy that exists within your environment

Please detail the backup solution that is employed

Is ISO Registered data destruction available?

### Quality Assurance Information

Does your company have ISO 9001 certification?

Does your company have an up to date Cyber Essentials certificate?

Has your company suffered any data breach in the last 5 years?  
(if yes provide details)

### Company Services

#### Forensic Collection of:

Email - MS Exchange / 365

Webmail

Phones

iPhone

Android

Tablets

iPad

Android

Social media accounts	
Work stations / Laptops	
Apple	
Windows	
Servers	
Sharepoint and other Document Management Systems	

## Processing

What processing tools do you use?

Can you process from the following sources?

Lotus Notes databases

OLM email stores

DWG drawings

Sharepoint archives

What is your throughput for a 24 hour period?

Do you report processing exceptions, if so, how? (if yes provide details)

Do you offer password cracking services?

How do you handle textless documents?

Do you offer concept searching in addition to standard keyword searching?

Do you offer audio to text transcription and indexing services?

## Hosting

Which review tools do you offer?

Are any of these tools able to be branded?

## Analytics

What Analytics engines are available?

## Review

Number of seats available

What types of review experience do you have?

Corporate Litigation

Banking

Pharmaceutical

Government department

Regulatory authority

Other

Do you have a specific DSAR offering? (if yes provide details)

## Highly-confidential hosting solutions

Are you able to provide client-site processing and hosting solutions

Can these be deployed outside of the UK

**Hard Copy Services**

Do you offer reprographic/Printing services, including;	
Scanning and objective coding	
Copying and scanning of plans	
Are these 24/7	

Have you provided any of the above services for any of the following types of companies?	
Magic circle	
Mid-Tier	
Regulatory Body	

**Supplier Financial Information**

Confirm that your company is not now (or in the past), suffering under any financial difficulties, in receivership, administration or bankruptcy.	
Have any County Court Judgments or High Court Judgments been made against the company in the last year? If so, provide details.	
Provide your levels of insurance cover for:	
Public Liability Insurance;	
Employer Liability Insurance;	
Product Liability Insurance;	
Professional Indemnity Insurance;	
(if you do not hold any of these insurances, please explain why)	
Do you have a Health and Safety Policy?	

Provide brief details of any RIDDOR reportable accidents that have occurred in the last three years within your organisation.

Outline your approach to environmental protection and sustainability.  
Include brief details of any relevant accreditations or policies.

### Pricing Information

	Unit of Measure	Cost (£)
<b>Forensic Services</b>		
Consultant	Per hour	
Senior Consultant	Per hour	
Director	Per hour	
Imaging of a Personal Computer (at suppliers offices)	Per unit	
Data Extraction of a mobile phone / smartphone (at suppliers offices)	Per unit	
Travel Time	Per hour	

<b>Data Collection</b>		
Consultant	Per hour	
Senior Consultant	Per hour	
Director	Per hour	

<b>Litigation Support and eDisclosure Software</b>		
Media processing	Tape	
Media processing	HD	
Media processing	CD/ DVD	
Native file processing	Per Gb	
Upload	Per Gb	
Subsequent tiffing	Per image	
OCR of non-extractable text	Per image	
Case Set Up	Each	
Number of consultancy hours included per case (free of charge)		

<b>Early Case Assessment Tool (ECA)</b>		
Pre-processing (reports, date range/ file type filtering)	Each	
Processing balance	Per Gb	
Training and support	Per hour	

<b>Hosting</b>		
Hosting fee	Per Gb per month	
User licences	Per user per month	
Training and user support	Per hour	
Technology assisted review (TAR)	Per Gb per month	



### Scanning and Coding

A4 document (black and white)	Per page	
A4 document (colour)	Per page	
A3 document (black and white)	Per page	
A3 document (colour)	Per page	
A0 document (black and white)	Per page	
A0 document (colour)	Per page	

### Professional services

Project management	Per hour	
Consultant	Per hour	
Senior Consultant	Per hour	

### Pricing Scenarios

It is always useful to get comparative pricing where each supplier is using the same metrics, ensuring that an equitable comparison can be made. Please offer pricing for the following scenario.

Please provide your pricing on the following scenario:

- The client has provided you 100GB of email data on a USB hard drive. The emails are all contained within PST mailstores.
- The data must be processed, deduplicated and presented for keyword searching.
- Five hours will be spent testing keywords with your project managers' participation.
- 35GB of data is to be passed through for review
- The case will be active for 6 months and the client requires 5 registered users
- Assume that 3 hours project management will be required each month.
- At the conclusion of the project a full archive will be required
- Please add any other charges that you feel would need to be included in this estimate.