

ELECTRONIC DISCOVERY SOFTWARE (eDISCOVERY)

Software Purchase and Implementation

December 2022

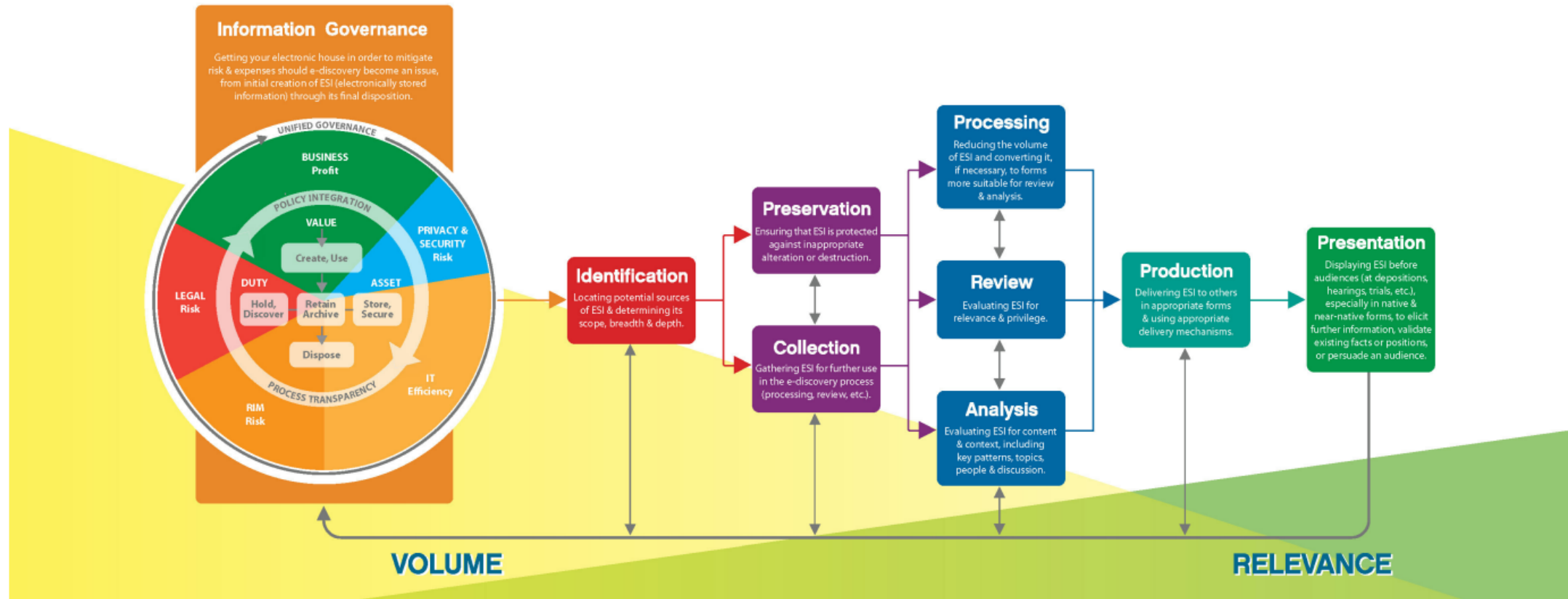


City of Houston
Legal Department

eDiscovery Overview

Electronic Discovery Reference Model

Standards, Guidelines and Practical Resources for Legal Professionals and E-Discovery Practitioners



eDiscovery matters

- When a party fails to adequately collect, preserve or produce documents, courts may impose various sanctions including:
 - Instruction to the jury that the lost data affirmatively would have provided information relevant to the claims and defenses;
 - Offending party precluded from offering certain evidence to support its position
 - Injured party would be able to re-depose witnesses at the offending party's costs
 - Monetary sanctions, such as the injured party's attorneys' fees or costs
 - Instruction to the jury to conclude that the destroyed evidence would have hurt the party who destroyed it and helped the injured party
 - Order prohibiting further discovery by the spoliator
 - Dismissing the case or awarding a default judgment in favor of the injured party
 - Limiting the amount of damages recoverable
 - Striking pleadings

Existing eDiscovery Software

- The City's current system has been in place since April 2016. It is licensed to process up to 400 GB total for active cases. This has proven insufficient for our needs. With the explosion of digital technology, the City needs a system that can handle 1 – 2TB of data.
- The City's current system relies heavily on the technical support specialists to operate and manage it, rather than empowering attorneys and staff to manage smaller matters and cases.
- The City's current system does not include access to advanced technical features that will streamline and make document review and processing more efficient, such as relying on artificial intelligence to find and group like documents/data.

New Software Overview

Vendor	CS Disco
Purpose	<ul style="list-style-type: none">• Replace old application that has limited capacity to meet our needs.• Purchase a new COTS solution(s) that streamlines and automates the search for, preservation, collection, retrieval, review, and production of electronically stored information (ESI), such as emails and documents stored in their native form on hard drives, personal and network drives, servers, cell phones, tablets, laptops, workstations, and in the cloud.• Enable the City to effectively and efficiently manage the collection and comply with court rules governing how ESI is identified, preserved, collected and produced.
Max. Contract Amount	\$1.94M
Department	Legal
Contract Term	4 + 2 Option Years
MWBE Goal	0%

New eDiscovery Software

Advantages and Features of the New eDiscovery Software

- Will assist user departments in identifying, preserving and collecting ESI
- Automates and standardizes the litigation or legal hold process
- Employs artificial intelligence to make the document review process more efficient
- Offers detailed reporting to enable easier management of the document review
- User-friendly, allowing attorneys and staff to handle some functions without IT's assistance
- Availability of additional augmentation support if needed

Vendor Summary

- CS Disco is one of the leading end-to-end eDiscovery providers. They have also partnered with Ligi to provide the City with a full legal hold solution in conjunction with the eDiscovery platform.
- CS Disco has 9+ years of experience and provides legal service support to over 900 corporations, law firms and governmental entities. Their software has been used in major legal matters (e.g., Boeing 737 max litigation and cases involving the opioid epidemic).
- CS Disco was recently awarded the 2022 Tech Cares Award – CS Disco earned this recognition from TrustRadius for their work and efforts in bolstering corporate social responsibility through our DISCO Cares program, which is dedicated to positively impacting communities through projects such as building homes, mentoring students and volunteering at food banks.
- CS Disco was also recently recognized as a Leader in the IDC MarketScape: Worldwide eDiscovery Early Case Assessment Software 2022 Vendor Assessment.

Contract Costs Summary

Description	Costs
Annual Software fee (including support and maintenance):	\$278,400 per year
One-Time Implementation Fee:	\$25,000 (year 1 only)
Optional Professional Services or Additional Storage (estimated): <ul data-bbox="285 833 1454 1343" style="list-style-type: none">• Hourly fee for professional support for extensive projects• Additional data storage• Forensic data collection• Connectors to additional COH software systems• Document review support	\$41,600 per year (est.)

6 Year Contract Spend Forecast

CONTRACT	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	Overall TOTAL
Software as a Service Subscription Fee	\$278,400	\$278,400	\$278,400	\$278,400	\$278,400	\$278,400	\$1,670,400
Implementation Fee	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
As-Needed Professional Support Services or Additional Data Storage (estimated)	\$41,600	\$41,600	41,600	41,600	41,600	41,600	\$249,600
Annual Total	\$345,000	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000	\$1,945,000

Questions?