

Call-Off Schedule 20 (Call-Off Specification)

Hasnlt GLD eDisclosure: Project Specification Template

GLD Case Name: [REDACTED]

File reference: [REDACTED]

GLD Team: Commercial Litigation (CLGp Team A)

Case Holder: [REDACTED]

Which LOT do you require? (Please tick the appropriate box)	Lot 2: End-to-End Service Package <input checked="" type="checkbox"/> Lot 3: Document Reviewers Lot 4: End-to-End Service for documents and data with a security classification up to and including 'Secret' and 'Top Secret' <input type="checkbox"/>
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1. Case Details

Parties: Applicants: [REDACTED]
[REDACTED]

Defendant: [REDACTED]

Interested Party 1: [REDACTED]

Interested Party 2: [REDACTED]

Case Number: [REDACTED]

Court: Administrative Court

Narrative summary of case:

[REDACTED]

3. Project Milestones/Implementation Plan

Please provide specific dates for the following key milestones. These milestones follow the general sequence of an eDisclosure project and can be adapted to suit your specific needs. These represent the minimum details required. Where there are other case-specific milestones please specify. Where you cannot provide a firm date please give your best estimate; it is not sufficient to say "TBC":

MILESTONE	DATE
[REDACTED]	[REDACTED]

4. Strategic Oversight, Advice and Support (Project Management)

1. Will you require strategic oversight, advice and/or support to run your exercise? For example, but not limited to, assistance with case management, drafting the eDisclosure questionnaire or advice on search terms [REDACTED]
 2. If you have answered yes to questions 1, please provide further detail – [REDACTED]
[REDACTED]
[REDACTED]
 3. How many hours of supplier time do you anticipate? [REDACTED]
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5. Data Preservation and Collection

1. Does the client require assistance to acquire ESI? [REDACTED]
 2. Does the client require assistance to acquire hardcopy documents? [REDACTED]
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6. Document Processing

1. Does the client require processing to be undertaken at their premises? [REDACTED]
 2. Are there any backups that require restoring? [REDACTED]
 3. Are there any hardcopy documents that require scanning/coding? [REDACTED]
 4. Will you be applying search terms and/or date ranges? [REDACTED]
If Yes to 4, have these been agreed with the other side? [REDACTED]
 5. What proportion (as a % of the whole) of data do you anticipate will be carried through to review? [REDACTED]
 6. How should the supplier treat families of documents e.g. email chains? [REDACTED]
[REDACTED]
 7. In respect of hardcopy documents, what level of indexing and unitisation do you require? [REDACTED]
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7. Document Review

1. Do you require training to use the eDisclosure review software? [REDACTED]
If "Yes", how many people? [REDACTED]
 2. How many people will need access to the database during the review? [REDACTED]
 3. How many people will need continuing access after the review (e.g. for trial preparation) including GLD lawyers, counsel and clients? [REDACTED]
 4. Will the review take place on site or via remote access to a supplier hosted solution? [REDACTED]
[REDACTED]
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8. Document Reviewers

1. Please provide an estimate of the number of Supplier Reviewers required: █
2. Which review do you require Reviewers to complete: First Pass [] Second Pass []
Both []

Explain what your review will look like

3. Will a Review Manager be required for the estimated length of your project? █
█

4. How many hours will the Review Manager and Reviewers be needed?
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9. Production

1. How many parties will you be providing disclosure to? █
 2. Will any disclosure be made in hardcopy? █
If "Yes", how many copies will be needed?
 3. Which eDisclosure provider are the other parties using (if known)? █
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10. Disclosure from Other Parties

1. Will the supplier be uploading the other parties' disclosure? █
█
 2. How many other parties do you expect to receive disclosure from? █
 3. Will the other parties be providing their disclosure electronically or in hardcopy? █
 4. Estimate potential size of other parties' disclosure (MB/files/boxes): █
 5. Estimate number of custodians for other parties' disclosure: █
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11. Data Sources

Electronic Documents	Brief Description	No. of Custodians	Location	Highest Protective Markings*	Personal data?	Security/ Password?	No. of Documents (if applicable)*	Data Size (if applicable)*	File formats (if applicable)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

*Working estimates:

- 1 CD = 650 MB
- 1 DVD = 4.7 GB
- 1 Bankers Box usually holds 5 lever arch files
- One lever arch file holds 350 pages (1750 pages per box)
- 1 document is 5 pages
- 1 document is estimated to be single sided, with a mix of 90% B&W and 10% colour, and with a mix of sizes 95% A4 and 5% A3.

12. Security

Does the client have any additional security requirements that are not already covered by the requirements in the Framework Agreement? (for example multi-factor authentication or restrictions on saving to desktop and printing?)

The Framework Agreement security requirements are set out in call-off Schedule 9 Annex 1.


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13. Exceptional Client Department / GLD Obligations


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14. Further or additional information not covered by the preceding sections:




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Call-Off Ref:

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Checklist: Before submitting this specification to the e-disclosure, champions please confirm that all the following have been considered

1. Have you given a realistic and specific estimate of the volume of hardcopy and electronic data?
2. Have you considered how long you will need access to the database?
3. Have you considered how many reviewers you will need and will the number change between conclusion of the review and the trial?
4. Have you discussed with the client how they will transfer the data to the supplier?
5. Have you considered appropriate key word search terms and date ranges to apply?