

**Call-Off Schedule 20 (Call-Off Specification)**

Call-Off Ref: GLD 031 2023

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This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

**GLD: Provision of eDisclosure Services: Specification Template**

<b>GLD Case Name:</b>	[REDACTED] [REDACTED]
<b>File reference:</b>	[REDACTED]
<b>GLD Team:</b>	<b>Commercial Litigation</b>
<b>Case Holder:</b>	[REDACTED]
<b>Lot</b> (delete Lots that do not apply)	Lot 2: End-to-End Service Package

<b>Parties:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Court:</b>	[REDACTED]
<b>Court Case number:</b>	[REDACTED] [REDACTED]

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<b>Case Summary:</b>	[Redacted]
	[Redacted]

<b>Conflicts of Interest</b>	Please provide a list of all the parties, their legal advisors, experts and witnesses (if known), for the supplier to check if they are acting for any of the parties listed
[Redacted]	

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<p><b>Project milestones / Implementation plan</b></p>	<p>Please provide specific dates for the key milestones in the table below. These milestones follow the general sequence of an eDisclosure project and can be adapted to suit your specific needs. They 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"</p>	
<p><b>MILESTONES</b></p>	<p><b>DATE</b></p>	
<p>[REDACTED]</p>	<p>[REDACTED]</p>	
<p>[REDACTED]</p>	<p>[REDACTED]</p>	
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	

\*ESI = - electronically stored information

<p><b>1. Strategic Oversight, Advice and Support</b></p>	<p>Please refer to <a href="#">Framework Schedule 1</a>, paragraph 4.3 for what this entails</p>
<p>How many hours of supplier time do you anticipate?</p>	<p>[REDACTED]</p>

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<b>2. Document Identification</b> Please refer to paragraphs 4.4 of <a href="#">Framework Schedule 1</a> for more information	
Does the client require advice on how to <u>identify</u> material?	■
If you have answered “yes” to document identification, how many hours of supplier time do you anticipate?	■

<b>3. Document Preservation and Collection</b> Please refer to paragraphs 4.5 of <a href="#">Framework Schedule 1</a> for more information	
Does the client require advice on how to <u>collect and preserve</u> material? Please state if ESI and/or hardcopy	■
If you have answered “yes” to document collection and preservation, how many hours of supplier time do you anticipate?	■

<b>4. Document Processing</b> Please refer to paragraphs 4.6 of <a href="#">Framework Schedule 1</a> for more information	
Does the client require processing to be undertaken at their premises?	■
Are there any backups that require restoring?	■
Are there any hardcopy documents that require scanning/coding?	■
Will you be applying search terms and/or date ranges?	■
What proportion (as a % of the whole) of data do you anticipate will be carried through from processing?	■ ■ ■
How should the supplier treat families of documents e.g. emails and attachments?	■
In respect of hardcopy documents, what level of indexing and unitisation do you require?	■

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<p><b>5. Document Review:</b> (Departmental need including GLD, counsel and co-partner firms) Please refer to paragraphs 4.7 of <a href="#">Framework Schedule 1</a> for more information</p>	
Do you require training to use the eDisclosure review software? (Suppliers to assume for pricing purposes 2 hrs)	[REDACTED]
How many people will require training?	[REDACTED]
How many people will need access to the database during the review (not including supplier reviewers)?	[REDACTED]
How many people will need continuing access after the review (e.g. for trial preparation) including GLD lawyers, counsel and clients?	[REDACTED]
Will the review take place on site or via remote access to a supplier-hosted solution?	[REDACTED]

<p><b>6 Document Reviewers</b> (Supplier provided) Please refer to paragraph 4.7A of <a href="#">Framework Schedule 1</a> for more information</p>	
Explain what your review exercise will look like	[REDACTED]
Please provide an estimate of the number of Supplier Reviewers required	[REDACTED]
How many hours will the Reviewers be needed? (assume each reviewer will review 250 documents per day for 8 hours a day)	[REDACTED]
Will a Review Manager be required for the <u>length</u> of your project?	[REDACTED]
How many hours will the Review Manager be needed?	[REDACTED]

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<b>7. Production</b> Please refer to paragraphs 4.8 of <a href="#">Framework Schedule 1</a> for more information	
How many parties will you be providing disclosure to?	█
Will any disclosure be made in hardcopy and how many copies will be needed?	█
Which eDisclosure provider are the other parties using (if known)?	█

<b>8. Disclosure from Other Parties</b> Please refer to paragraph 4.9 of <a href="#">Framework Schedule 1</a> for more information	
Will the supplier be uploading the other parties' disclosure?	█
How many other parties do you expect to receive disclosure from?	█
Will the other parties be providing their disclosure electronically or in hardcopy?	█
Estimate potential size of other parties' disclosure (MB/files/boxes):	█
Estimate number of custodians for other parties' disclosure	█

<b>9. Presentation at Trial</b> Please refer to paragraph 4.10 of <a href="#">Framework Schedule 1</a> for more information	
Is presentation at trial required?	█
How many electronic bundles will be needed?	█
How many hardcopy bundles will be needed?	█
Assume each bundle will comprise of [ ] pages of single sided, A4, black and white	
Is on-screen projection or computer monitor display required?	█

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10. Data Sources (see “working estimate” below to calculate number of documents and data size)									
Document type	Brief Description (add /delete as applicable)	No. of Custodians	Geographical Location (i.e. London)	Highest Protective Markings* (delete markings that do not apply)	Personal data? (Yes/No. If unsure record assume some)	Security/ Password? (Yes/No. If unsure record assume some)	No. of Documents* (if applicable)	Data Size* (if applicable)*	File formats (add or delete data types that apply)
[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.

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<b>11. Security</b> Does the client have any additional security requirements that are not already covered by the requirements in the Framework Agreement? Please refer to paragraph 4.11 of <a href="#">Framework Schedule 1</a> for more information	
GLD (for client(s))	[REDACTED]
DHSC	[REDACTED]

<b>12. Exceptional client department/GLD obligations</b>	
[REDACTED]	

<b>13. Further or additional information not covered by the preceding sections</b> If Counsel or Co-partner firm require access to the eDisclosure platform, please also include the computer systems they use, so the supplier can check compatibility.	
GLD	[REDACTED]
Counsel	[REDACTED]

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**Summary of Quote Parameters**

	Description	Parameters
1	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]
8	[REDACTED]	[REDACTED]
9	[REDACTED]	[REDACTED]
10	[REDACTED]	[REDACTED]
11	[REDACTED]	[REDACTED]
12	[REDACTED]	[REDACTED]
13	[REDACTED]	[REDACTED]
14	[REDACTED]	[REDACTED]
15	[REDACTED]	[REDACTED]
16	[REDACTED]	[REDACTED]
17	[REDACTED]	[REDACTED]
18	[REDACTED]	[REDACTED]
19	[REDACTED]	[REDACTED]
20	[REDACTED]	[REDACTED]

**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?