RFP Number: 769-18-1222MA
Due Date: February 16, 2018, 2:00 PM Local Time
Title: eDiscovery Software Solution
Date: January 30, 2018

Addendum No. 1

The following clarifications and answers to questions are hereby submitted for consideration when preparing RFP responses:

1. Please note that the proposal submittal deadline is changed to **February 16, 2018, 2:00 PM Local Time**.

2. How much data, measured in GB or TB, does your team expect they will need to ingest for processing/review in a year’s time?
   **Answer:** Approximately 250GB, although each matter involves potential ESI from a variety of sources and is difficult to project.

3. Question: For the legal hold side, how many active custodians does your team currently have on hold? For example, 50 active matters, with 10 custodians on each matter would be 500 active custodians in our system. If one custodian is added to multiple holds, they count as a new custodian each time they are added to a new hold
   **Answer:** Approximately 250

4. Question: Does the UNT System use Microsoft Office 365?
   **Answer:** Yes

5. Question: How many litigation databases are currently under management by UNTS?
   **Answer:** None

6. Question: How many of the above are active matters?
   **Answer:** NA - See Answer to Question 4
7. Question: On average, how many new legal matters does UNTS anticipate loading into the eDiscovery platform on an annual basis?
   Answer: Approximately 15-25

8. Question: What is the average size of a legal matter: number of custodians, number of GB, length of hosting?
   Answer: Variable - Proposers should assume that the average number of custodians in a legal matter is 10 with an average size of 25GB per legal matter.

9. Question: How many matters are active on a monthly basis?
   Answer: Approximately 40

10. Question: How many users does UNTS anticipate providing access to the eDiscovery review platform on a monthly basis?
    Answer: UNTS OGC anticipates that 3 paralegals and up to 7 attorneys employees will use the eDiscovery platform. If there is a correlation in pricing, Proposer should identify tiers of pricing and explain added costs of exceeding those tiers, if applicable to the pricing model.

11. Question: How many total GB does UNTS anticipate hosting in active matters on a monthly basis?
    Answer: Approximately 50GB. If there is a correlation in pricing, Proposer should identify tiers of pricing and explain added costs of exceeding those tiers, if applicable to the pricing model.

12. Question: How many total TB’s does UNTS anticipate processing annually?
    Answer: Less than 1 TB

13. Question: Does UNTS have a preferred pricing model for purchasing eDiscovery processing and hosting services?
    Answer: No

14. Question: Is UNT interested in a cloud hosted system or an on-premises solution?
    Answer: UNTS OGC is interested in proposals for both types of solutions.

15. Question: How many employees does UNT currently have?
    Answer: UNT System and its component institutions employ 10,000 employees.

16. Question: How many internal users does UNT anticipate?
    Answer: See Answer to Question 9

17. Question: What, if any, HR System will be used for populating employee/custodian information into the Exterro platform?
    Answer: Integration of PeopleSoft HRM with an eDiscovery solution is not anticipated at this time, however, Proposers are invited to describe those integration capabilities.
18. Question: Does UNT utilize a matter management system? If so, will UNT expect to integrate with said matter management system?  
Answer: UNTS OGC currently uses Amicus 2016 for matter management and Worldox GX4 for document management. Integration of Amicus 2016 and Worldox GX4 with an eDiscovery solution is not anticipated at this time, however, Proposers are invited to describe those integration capabilities.

19. Question: How many open eDiscovery matters does UNT currently have?  
Answer: See Answer to Question 5.

20. Question: Does UNT have a need to track employee changes, such as departures, name changes, title changes, department changes, etc.?  
Answer: No

21. Question: How many active Legal Holds does UNT currently have?  
Answer: See Answer to Question 2.

22. Question: How many legal holds does UNT predict having on an annual basis?  
Answer: UNTS OGC issues approximately 75 legal holds annually

23. Question: Will UNT require a central portal where custodians can view and/or acknowledge all associated legal holds?  
Answer: A Legal Hold component is not directly scoped as part of this RFP, however, if the Proposer offers Legal Hold technology, Proposer is invited to describe such capabilities.

24. Question: Does UNT anticipate sending out questionnaires before putting someone on legal hold?  
Answer: Do not understand the question. A Legal Hold component is not directly scoped as part of this RFP, however, if the Proposer offers Legal Hold technology, Proposer is invited to describe such capabilities.

25. Question: Does UNT require the ability to interview an employee that is not associated with a legal hold?  
Answer: Do not understand the question. A Legal Hold component is not directly scoped as part of this RFP, however, if the Proposer offers Legal Hold technology, Proposer is invited to describe such capabilities.

26. Question: Is UNT interested in preserving data in-place prior to collection?  
Answer: Yes

27. Question: What systems does UNT currently utilize that require collection or in-place preservation capabilities (Example: SharePoint, Laptops, Desktops, Network Shares, Office 365, Exchange, Documentum, etc.)?  
Answer: Microsoft O365, OneDrive for Business, SharePoint, file shares/network shares, laptops, desktops, portable devices, departmental databases, research/laboratory computer systems.
28. Question: What is the estimated amount of unfiltered data collected annually?
   Answer: See Answer to Question 1.

29. Question: Does UNT send unfiltered data to third-parties for processing?
   Answer: UNTS OGC does not currently process any data in-house and may send unfiltered data to third parties for processing if necessary.

30. Question: Does UNT send unfiltered data to third-parties for review?
   Answer: No

31. Question: Does UNT want the capability to process and review data internally?
   Answer: UNTS OGC would like the ability to process and review data in-house, including the ability to process data in-house for production (i.e. create standard load files, redact, bates number, etc.).

32. Question: Does UNT want the ability to batch documents and provide third-party access for review purposes?
   Answer: Yes

33. Question: Does UNT want the ability to process documents for production, i.e., create standard load files, redact, Bates label, etc.?
   Answer: Yes

END OF ADDENDUM

Procurement Services Signature

Acknowledgement: Please acknowledge receipt of this addenda via the Addenda Checklist, Section 4 of the Request for Proposal.

1112 Dallas Dr., Suite 4000  Denton, TX 76205  940.369.5500  Toll free: 855.868.4357

http://bsc.untsystem.edu