PERSONNEL			
Title	**Description**	**Rate**	**Unit**
Vice President	A Project Manager with 25+ years of experience that manages complex or large eDiscovery projects. Responsible for the overall eDiscovery practice. Provides discovery strategy consulting, architecting solutions and project specific workflows.	$250	per Hour
Director (Program Director)	A Project Manager with 10+ years of experience that manages complex or large eDiscovery projects. Responsible for developing and implementing best practices, maximizing efficiency and quality improvement. Conducts client trainings.	$195	per Hour
Project Manager (Program/Project Manager)	The Project Manager (4+ years of experience) oversees an internal team and shares the labor to ensure that the work is performed correctly and on time. The Project Manager may be the main client point of contact, and consults on complex workflows, performs final quality control, conducts trainings, handles custom Relativity requests, and provides weekly reporting and budget estimates. Occasionally conducts client trainings depending on subject matter.	$175	per Hour
Senior Consultant (Consultants)	Experienced eDiscovery professionals with 2+ years of experience that perform services such as submitting processing requests, validating productions, maintaining project tracking documentation, performing custodial interviews, and managing Relativity analytics workflows.	$125	per Hour
Consultant (Consultants)	eDiscovery professionals who perform services such as media intake, evidence tracking, database creation, data loading, quality control, production assistance, and basic Relativity support.	$105	per Hour

Document Review Manager (Review Manager)	Oversees a team of Senior Document Reviewers and Document Reviewers. Will be your point of contact for the review portion of the project and manage the entire review. The Document Review Manager prepares coding manuals, performs final quality control, creates search terms, and provides progress reports.	$175	per Hour
Senior Document Reviewer	Experienced document reviewers that support the Document Review Manager by providing a second level of quality control and managing smaller reviews within the project.	$125	per Hour
Document Reviewer (Reviewers)	Attorney licensed reviewers that perform relevancy, privilege, statutory withholding, issue coding, and redaction reviews.	$65	per Hour
Computer Forensics Technician	Forensic collections (mobile phones/devices, hard drive, servers, drones), forensic extractions and forensic analysis (internet browser and deletion activity, geolocating reports, and other computer forensic analyses.	$250	per Hour
eDiscovery Processing Manager	Works on complex or custom eDiscovery requests, provides input on production specs, and prepares workflows for atypical inquiries	$185	per Hour
eDiscovery Processing Analyst	Completes eDiscovery requests such as processing unstructured data, imaging records, performing OCR, creating search term reports, and exporting data.	$150	per Hour
Programmer/Analyst (Data Analysts)	Analyzes complex datasets using SQL, python, or similar programming languages; performs data normalization and validation, relates tables, maps data, and writes scripts and cursors to report on patterns and trends.	$185	per Hour
Database Support (Help Desk/Support Specialist)	Provides search assistance, batch creation, reporting, database customization, etc.	$150	per Hour
Travel Time	Non-working travel time to onsite locations billed at 50% of standard billing rates.	TBD	per Hour

DATA COLLECTION AND PROCESSING			
Task	**Description**	**Rate**	**Unit**
On Site Data Collection	Coordination with custodians, project management, chain of custody documentation, targeted document collection from custodian devices/computers, server collections, etc. Range in hourly rates due to the type of onsite collection needed. For example, hard copy collections on the lower end ($125 per hour) and forensic collections on the higher end ($250 per hour).	$125 - $250	per Hour
Remote Data Collection	Cloud-based email collections, social media site collections, etc. Range in hourly rates due to the type of remote collections. Email exports that can be operationalized for the lower end ($185 per hour) to social media or website forensic collections on the higher end ($250 per hour).	$185 - $250	per Hour
Export Native Files from Collected Media	Extraction of files based on file type, search terms, date filters, etc.	$250	per Hour
Data Ingestion	Used if search term filtering is required prior to data loading. Processing data for review; includes de-duplication and file type filtering.	$15	per GB
Search Term Report Creation	Running Search Terms and Creating Hit Reports.	$300	per Report
Native File Processing	Processing data for review; includes de-duplication and file type filtering.	$50	per GB
TIFF Processing	Processing data for review and image creation. Includes de-duplication and file type filtering.	$350	per GB
OCR	OCR of files without extractable text	$0.02	per Page

DES Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

DATA MANAGEMENT			
Task	**Description**	**Rate**	**Unit**
Relativity User Fees	Monthly Relativity user fees	$99	per User/Mo
Relativity Analytics	One-time cost to set up Relativity Analytics. Includes email threading, near dupe analysis, language detection, clustering, categorization, finding similar documents, TAR, and Active Learning.	$35	per GB
Data Loading	Loading non-Celerity processed data into Relativity (e.g., opposing party productions, third party documents).	$150	per Hour
Relativity Hosting Fees	Monthly Relativity hosting fees	$5	per GB/Mo

DATA PRODUCTION AND ANALYSIS			
Task	**Description**	**Rate**	**Unit**
Image Creation	Creation of images for production, printing, etc.	$0.03	per Page
Endorsements	Application of Bates Numbers, Confidentiality endorsements on documents	$0.01	per Page
Reviewer Applied Redactions	Redactions applied by Document Reviewers	$65	per Hour
Production Preparation	Specifications review, coding validation, production preparation, and quality control	$185	per Hour

ADDITIONAL SERVICES			
Task	**Description**	**Rate**	**Unit**
Hard Drives	Hard drives are billed at cost	Cost	N/A
PDF Conversion to TIFF	Conversion of PDFs to TIFFs for loading into Relativity	$0.02	per Page
Shipping	Shipping costs are billed at cost	Cost	N/A
Document Scanning: Medium Litigation Scanning	Scanning and creation of images from hard copy paper (Medium litigation)	$0.13	per Page
Document Scanning: Heavy Litigation Scanning	Scanning and creation of images from hard copy paper (Heavy litigation)	$0.16	per Page
Document Scanning: Glasswork Scanning	Scanning and creation of images from hard copy paper (Glasswork)	$0.20	per Page
Document Scanning: Heavy Glasswork Scanning	Scanning and creation of images from hard copy paper (Heavy glasswork)	$0.22	per Page
Document Scanning: Color Scanning (8 ½ x 11)	Scanning and creation of images from hard copy paper (color scanning)	$0.69	per Page
Document Scanning: Black and white oversize	Scanning and creation of images from hard copy paper (Black and white oversized)	$0.35	per SQ FT
Document Scanning: 11 x 17 scanning	Scanning and creation of images from hard copy paper (11 x 17 scanning)	$0.35	per Page
OCR	OCR of files without extractable text	$0.02	per Page
Electronic Bates Numbering	Application of Bates Numbers on scanned images	$0.01	per Page