



**Data Collections and Forensics**

**Washington State Department of Enterprise Services  
Master Contract Competitive Solicitation – NO. 10521**

For standard collection activities, our fees are based on one of these bases:

1. the number of custodians for whom collection activities are undertaken, or
2. the number of hard drives forensically duplicated depending on the scope of collection activities performed, or
3. per hour

Our clients may select the option that best suits the needs of the project.

Service Description	Unit	Rate
<b>Collections - (Hourly)</b>		
Includes the following services: <ul style="list-style-type: none"><li>• Forensic collections of computers, mobile devices, cloud storage data and network shares</li><li>• Custodian interviews</li><li>• Consulting services, including client communications</li><li>• Evidence management including maintaining chain of custody and documentation</li></ul>	Per Hour	\$350.00
<b>Collections (Per Device)</b>		
Includes the following devices*: <ul style="list-style-type: none"><li>• Collections - Per Device - Computer Systems</li><li>• Collections - Per Device - Mobile Phones</li><li>• Collections - Per Device - Basic Mobile Device Report</li></ul> <p>*Computer systems require a minimum of five (5) devices at single location or the computer/s is/are delivered to Consilio and are imaged "in-lab"; otherwise hourly rates apply. Mobile phone per device rate is only applicable for devices delivered to Consilio and collected "in-lab"; otherwise hourly rates apply. Additional culling/searching is billed at \$350/hour.</p>	Per Device Per Device Per Report	\$550.00 \$750.00 \$350.00
<b>Collections – Remote Collections (Per Device)</b>		
Includes the following services (pricing does not include media or shipping charges)*: <ul style="list-style-type: none"><li>• Collections – Remote Collections - Computer Systems</li><li>• Collections – Remote Collections - Mobile Phones or Tablets</li><li>• Collections – Remote Collections - Basic Mobile Device Report</li></ul> <p>*Computer systems include full or targeted collections. Additional culling/searching is billed at \$350/hour.</p>	Per Device Per Device Per Report	\$900.00 \$900.00 \$500.00
<b>Forensic Analysis</b>		
Includes the following services: <ul style="list-style-type: none"><li>• Drafting written reports outlining the results of a forensic analysis</li><li>• Generating mobile device exports/reports</li><li>• Data conversion including converting custom data types into data suitable for processing or review</li></ul>	Per Hour	\$350.00



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<ul style="list-style-type: none"><li>• Data filtering including date range searches and keyword searches</li><li>• Mail restoration from corporate or cloud email systems</li><li>• Onsite processing of data to facilitate searching and review</li><li>• Password cracking</li><li>• Data remediation including cleansing, migrating and organizing data to facilitate searching and filtering</li><li>• Data analysis including low level analysis of electronic information to identify metadata and other electronic characteristics</li><li>• Coordinating the analysis process</li></ul>		
<b>Testimony</b>		
Includes both oral and written testimony including depositions, affidavits and court appearances	Per Hour	\$500.00
<b>Downtime Fees</b>		
Cost to client when Consilio consultants are present onsite at the client location and devices are not readily available	Per Hour	\$350.00
<b>Travel Time</b>		
Includes the time required for a Consilio consultant to travel to a remote client site	Per Hour	\$175.00
<b>Production Media and Expenses</b>		
<2 TB USB Hard Drive	Per Hard Drive	\$350.00
>=2 TB USB Hard Drive	Per Hard Drive	\$500.00
Media Storage <i>*Secure storage of containers/media, and maintenance of chain of custody for source client media</i>	Per Media, Per Month	\$25.00
Travel Costs	Each	At Cost



**Relativity Data Services and Project Management**  
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Data Processing Options		
Single-Tier Processing Service Description	Unit	Rate
<b>Data Processing includes:</b> <ul style="list-style-type: none"><li>Metadata extraction, child and embedded object extraction, text extraction, hash value creation, file type filtering, deNIST and automated duplicate removal.</li><li>Data export of native files for Review Platform.</li></ul> Single-Tier Processing	Per GB*~	\$75.00

Data Hosting Options	Unit	Rate
<b>Active Hosting (Relativity) – single rate will be charged against Active Hosting Volume</b>          Review Population Hosting Review Population Hosting Review Population Hosting	          Up to 1 TB 1 TB to 2 TB 2 TBs+	          \$12.00 \$10.00 \$8.50

Database Setup, Offline Hosting and Data Storage	Unit	Rate
<b>Offline Storage of Active Data</b>	Per GB	\$5.00

Production, User Licenses and Client/Data Services		
<b>Native File Production (GB):</b>  Includes Native file export for production or export, bates numbering and endorsement, creation of load files.  <i>A database export is considered a native file production/export</i>	Per GB	\$275.00
<b>Optical Character Recognition (OCR)</b> Completed on English and non-English documents (limit 2 languages) documents without extractable text and image productions/redactions.	Per Page	\$0.03
<b>Electronic Image Endorsement</b> Bates numbering branding and/or confidential language stamping on TIFF images.	Per Page	\$0.01
<b>Premium Production Imaging Services</b>	Per Page	\$0.05



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<ul style="list-style-type: none"><li>• Searchable PDF files.</li><li>• Color images (JPEG or other).</li><li>• Multi-page text files with pagination.</li><li>• Single-page text files.</li></ul>		
<b>Selective Image Creation</b> Post-processing, selective ESI conversion to TIFF image	GB	\$300.00
<b>Production Media</b>		
<b>DVD / CD</b>	Per DVD/CD	\$3.00
<b>32 GB Thumb Drive</b>	Per Drive	\$40.00
<b>64 GB Thumb Drive</b>	Per Drive	\$60.00
<b>1 TB USB Hard Drive</b>	Per Drive	\$200.00
<b>Media Return Fee</b> Cost to return client media or deliver production media.	Per Device	At Cost
<b>Project Management and Support Services</b> Project Management time is billable for client contact throughout project, including consultation on workflow as well as execution of hosting related activities, productions, data management and project disposition services. Relevant examples include: <ul style="list-style-type: none"><li>• Coordination of collection, processing, production and hosting tasks.</li><li>• Data receipt, chain of custody creation, logging of media, reporting of media/data at hand, custom audits requested by client.</li><li>• Data selection from collected/received data.</li><li>• Data manipulation for custom data sets</li><li>• Data Staging/compressing for receipt/delivery</li><li>• Exception handling.</li><li>• Corrupted file repair, stub matching, custom workflows, encrypted file cracking</li><li>• Execution of hosting related activities such as document moves, overlays, STRs, layout/user/event handler modification or creation and use/execution of applications.</li><li>• Any tasks the client/outside counsel can do themselves in the workspace.</li><li>• Preparing and providing regular status reports, cost estimates and billing.</li><li>• Custom reporting.</li><li>• Metadata mapping and overlays.</li><li>• Transformation or alterations to third-party or opposing party production or processed data.</li><li>• Third Party/Incoming Productions mapped and loaded to the database.</li><li>• Custom workflows, metadata exports or report creation.</li><li>• Project Closure, including data exports and data and media disposition.</li></ul>	Per Hour	\$175.00



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<b>Expert Consulting</b> Consult with the client to define and achieve early case assessment goals. Develop and manage workflow to achieve defined goals. Implement best practices internally and globally with a repeatable defensible methodology. Develop technology assisted review workflow to best implement: Clustering, Categorization, predictive coding. Develop and implement review, production, and custom workflow protocols. Implement best practices and usage of analytics and technology assisted review across all facets of workflow including analysis, review, QC and production. Develop strategy for using TAR across multiple data sets and matters.	Per Hour	\$300.00
<b>Relativity User Access</b> Pass-through charge to Relativity. <i>*To be billed for all external Relativity users and Consilio reviewers</i>	Per Seat Per Month	\$75.00
<b>Automated and Native Redaction Services</b> Service* includes: <ul style="list-style-type: none"><li>Running of Blackout tool for workflows that may include; native redaction, automated redaction, or highlighting of documents on the image for aid in redaction. Note that expert consulting and best practice guidance will be billed at Project Management rates</li></ul>	Per File Redacted or Highlighted	\$0.90

Data Analytics Services	Unit	Rate
<b>Analytics Engines and Indexes</b> <i>Rate includes:</i> <ul style="list-style-type: none"><li>Analytics attribute generation including but not limited to, Conceptual Clusters, Email Threading, Language Identification and Textual Near Duplicate Identification.</li><li>Enables Consilio to run its Smart Assign application, which optimally sort/sequences documents for review to promote review efficiency and coding consistency. Consilio's Smart Assign may run optionally with a Continuous Active Learning protocol.</li></ul>	Document	\$0.04
<b>Analytics Engines and Indexes</b> <i>Rate includes:</i> <ul style="list-style-type: none"><li>Analytics attribute generation including but not limited to, Conceptual Clusters, Email Threading, Language Identification and Textual Near Duplicate Identification.</li><li>Enables Consilio to run its Smart Assign application, which optimally sort/sequences documents for review to promote review efficiency and coding consistency. Consilio's Smart Assign may run optionally with a Continuous Active Learning protocol.</li></ul>	GB	\$50.00



**Sightline Flat Rate Per Project Pricing**  
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Client will have ability to self-provision any new project in Sightline in a protected Domain, reserved just for Client. Each provisioned project (by Client) will have its own project code and will be invoiced to Client separately from all other projects.

Sightline Flat Rate Per Project Service Description	Unit	Rate
<b>Sightline Flat Rate Per Project Service includes:</b> <ul style="list-style-type: none"><li>• Allowance of 10GB of hosting*</li><li>• Self-service (by client) drag-and-drop upload and data processing**. This includes metadata extraction, child and embedded object extraction, text extraction, hash value creation, OCR of select image file types, file type filtering, deNIST and duplicate removal. It also includes standard processing summary and exception reports.</li><li>• Sightline user access (seats).</li><li>• Sightline analytics including textual near duplicate detection, email threading, conceptual analysis to perform categorization, clustering, and conceptual search and conceptually similar functions.</li><li>• Self-service (by client) productions and production exports. This function includes production or export configuration including definition of components, TIFF or PDF generation, redaction configuration, sorting and priv checking.</li><li>• All self-service functions in Sightline including project administration, keyword highlighting, searching, data visualization and culling, batching, review configuration, document review, batch printing and reporting.</li></ul> <p><i>*Hosting measurement used is Active Data definition</i> <i>** If Client ships data to Consilio (hard drive shipment or via SFTP) and we process and upload through the backend, Processing Services charge below will apply</i></p>	<b>Active Project Pricing:</b> Monthly fee	\$275.00
	Burst Rate Per GB per Month Above Allowance	\$35.00
	<b>Inactive Project Pricing:</b> Monthly fee	\$75.00
	Burst Rate Per GB per Month Above Allowance	\$6.00

Hourly Services	Unit	Rate
<b>Project Management or Data Technician Labor</b> Coordinates and oversees all project deliverables and tasks, objectives, and progress among the Consilio and Client project teams.  Project Management time is incurred for day-to-day project management tasks of an ongoing project, such as: <ul style="list-style-type: none"><li>• Coordination of collection, processing, production and hosting tasks.</li><li>• Preparing and providing regular status reports, cost estimates and billing.</li><li>• Any tasks the client/outside counsel can do themselves (creating saved searches, printing documents to PDF, etc.).</li><li>• Custom reporting.</li><li>• Project Closure, including data exports for deletion.</li></ul> Technical time is incurred for tasks executed by the Data Operations team that are above and beyond scope, such as: <ul style="list-style-type: none"><li>• Data processing and upload when data is FTPed to Consilio</li><li>• Data mapping and upload into Sightline</li><li>• Data selection from collected/received data.</li></ul>	Hour	\$175.00



**Sightline Flat Rate Per Project Pricing**  
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<ul style="list-style-type: none"><li>• Exception handling.</li><li>• Transforming or alterations to third-party party production or processed data.</li><li>• Custom workflows, metadata exports or report creation.</li><li>• OCR of file types not included in processing standard.</li><li>• Nonstandard client requests such as corrupted file repair, encrypted file cracking, data deletion/destruction or final export at Data Disposition.</li><li>• Data deletion</li></ul>		
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## **A La Carte Document Review (Fixed Cost Per Document)**

### **Washington State Department of Enterprise Services**

### **Master Contract Competitive Solicitation – NO. 10521**

Consilio will provide Managed Document Review Services including the primary components described in the Solutions Overview below for a fixed price per document reviewed. Fixed Per Document Pricing is available for projects exceeding 20,000 documents or a review duration of 5 or more days. If the volume or review duration fall below these thresholds, the project will shift to the Hourly Pricing model.

*Managed Review Services Pricing is included in the Rate Sheets that follow.*

## **REVIEW SOLUTIONS OVERVIEW**

### **A. *Document Review Project Design/Planning* (Fees for this service are included in the “Per Document Fee” charged per document reviewed by Consilio)**

- a. Services to be provided:
  - a1. Define roles and responsibilities of each party (Consilio, Client, Outside Counsel, other)
  - a2. Assist with designing review workflow and appropriate strategy for efficient review of documents
  - a3. Develop training guidelines and review protocol with Client and Outside Counsel
  - a4. Develop review quality management strategy
  - a5. Define review schedule
  - a6. Establish preliminary review budget
- b. Deliverables to be provided:
  - b1. Review workflow and strategy
  - b2. Written training guidelines and review protocol templates
  - b3. Summary of Review quality management approach
  - b4. Preliminary review budget
  - b5. Review schedule

### **B. *Apex Review®* This service runs concurrent with commencement of First Pass Review and typically within 48 hours of review training (Fees for this service are included in the “Per Document Fee” charged per document reviewed by Consilio.)**

**Note: Include this section if applicable**

- a. Services to be provided:
  - a1. Review of a random sample of documents drawn from across the total review population, based on the review protocol and instructions from training
  - a2. Saved search of sample documents provided to counsel (typically within 48 hours) along with initial analysis summarizing the types of documents encountered in the sample
  - a3. Request for feedback from counsel, following their review of the sample set, regarding the accuracy and application of the review tagging and decisions
  - a4. Integration of counsel’s feedback to the review protocol, as appropriate
- b. Deliverables to be provided:
  - b1. Agreed review strategy reflecting outcome of Apex Review for discussion with Client and outside counsel
  - b2. Updated review protocol as directed by Client or outside counsel
  - b3. Updated estimate of document review fees, if needed

### **C. *First Pass Document Review and Tagging* (Fees for this service are included in the “Per Document Fee” charged per document reviewed by Consilio)**

- a. Services to be provided:
  - a1. First pass review team staffing and onboarding
  - a2. Review database set-up for hosted data

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- a3. Reviewer training, up to 2% of Total Project Time
- a4. Project management and review team leadership
- a5. First pass document review and tagging (responsiveness/privilege/confidentiality/basic issue coding)
- a6. Consilio led quality management process, up to 10% of Total Project Time
- a7. Standard reporting on review progress and coding metrics
- a8. Activities to integrate with client and legal team
- a9. Basic saved searches containing the results of review work product for secondary review
- a10. All required equipment and facilities such as workstations and computers

b. Examples of Services **not included** in First Pass Document Review and Tagging:

- b1. Overtime or weekend work
- b2. Supplemental Review Workflows including but not limited to: redaction, second pass review, privilege review and log preparation, audio/chat/message review, bibliographic coding, activities involving typing and deposition preparation
- b3. Training time beyond 2% or Quality Management beyond 10% of Total Project Time
- b4. Review of documents in a language other than English
- b5. Advanced search creation and outside counsel review workflow management
- b6. Technical issue resolution
- b7. Custom reporting
- b8. Use of analytics tools
- b9. Review Downtime that is not a result of Consilio's system or workflow
- b10. Production management

## c. Deliverables to be provided:

- c1. A complete set of reviewed documents subject to Consilio's quality management process
- c2. Daily review progress reports
- c3. Decision and Feedback logs

**D. *Detailed Privilege Review and Tagging*** – If engaged, Consilio will conduct a detailed privilege review on documents confirmed to be responsive and potentially privileged in the first pass document review. The detailed privilege review includes: *(Fees for this service are billed at the hourly rates described below)*

## a. Services to be provided:

- a1. Privilege review team staffing
- a2. Project management and review team leadership
- a3. Privilege document review, tagging and logging
- a4. Consilio led quality management process
- a5. Privilege log generation
- a6. Redactions as needed

## b. Deliverables to be provided:

- b1. A complete set of review documents, each including:
  - b1.1. A privilege review decision and type where applicable
  - b1.2. As appropriate, detailed tags or inputs for the privilege log description
- b2. Daily review progress reports
- b3. Decision and Feedback logs
- b4. Formatted privilege log export

**E. *Litigation Support Services*** *(Fees for these services are billed at the hourly rates described below)*

- a. Services to be provided: Additional requests for support from Client or end users not covered in the services supplied in Section C including but not limited to the below.
  - a1. Ad hoc and/or advanced search and tag requests at the request of Client or outside counsel



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- a2. Ad hoc end-user support for hosted data at the request of Client or outside counsel
- a3. Technology management and project management support outside the scope of the per document first pass review
- a4. Review workflow consultation, set-up and reporting for Client or outside counsel's review

**REVIEW SOLUTIONS RATE SHEETS**

Managed Document Review – Fixed Price Per Document Minimum Volume: 20,000 Files   Minimum Review Duration: 5 Days	Unit	Rate
<b>Scope of Analysis – Responsiveness, Privilege and Confidentiality</b>		
Secure Virtual Review - Barred - No Issue Codes	Document	\$1.09
Secure Virtual Review - Barred - 1 to 5 Issue Codes	Document	\$1.19
Secure Virtual Review - Barred - 6 to 10 Issue Codes	Document	\$1.29
Secure Virtual Review - JD - No Issue Codes	Document	\$1.00
Secure Virtual Review - JD - 1 to 5 Issue Codes	Document	\$1.10
Secure Virtual Review - JD - 6 to 10 Issue Codes	Document	\$1.20
Gurgaon India - Qualified - No Issue Codes	Document	\$0.44
Gurgaon India - Qualified - 1 to 5 Issue Codes	Document	\$0.49
Gurgaon India - Qualified - 6 to 10 Issue Codes	Document	\$0.54

Managed Document Review – Hourly Services	Unit	Rate
Secure Virtual Review - Barred - 1st Level Reviewer	Hour	\$43.00
Secure Virtual Review - Barred - Quality Control	Hour	\$65.00
Secure Virtual Review - Barred- Review Project Management	Hour	\$125.00
Secure Virtual Review - JD - 1st Level Reviewer	Hour	\$40.00
Secure Virtual Review - JD - Quality Control	Hour	\$62.00
Secure Virtual Review - JD - Review Project Management	Hour	\$125.00



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<b>Managing Attorney</b>	Hour	\$175.00
<b>Gurgaon India - Qualified - 1st Level Reviewer</b>	Hour	\$24.00
<b>Gurgaon India - Qualified - Quality Control</b>	Hour	\$24.00
<b>Gurgaon India - Qualified - Review Project Management</b>	Hour	\$45.00

<b>Overtime Work</b>	Per Hour	OT is the greater of 1.5x Hourly Rate or Department of Labor OT Requirements
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## **A La Carte Document Review (Hourly)**

### **Washington State Department of Enterprise Services Master Contract Competitive Solicitation – NO. 10521**

Consilio will provide Managed Document Review Services including the primary components described in the Solutions Overview below on an hourly basis. The scope of Review Services will be directed by the Client.

*Hourly Managed Review Services Pricing is included in the Rate Sheets that follow.*

#### **REVIEW SOLUTIONS OVERVIEW**

Managed Document Review Services typically includes the following activities. The scope of Review Services is subject to Client's directive:

##### **F. Document Review Project Design/Planning**

- a1. Services to be provided: Define roles and responsibilities of each party (Consilio, Client, Outside Counsel, other)
- a2. Assist with designing review workflow and appropriate strategy for efficient review of documents
- a3. Develop training guidelines and review protocol with Client and Outside Counsel
- a4. Develop review quality management strategy
- a5. Define review schedule
- a6. Establish preliminary review budget
- b. Deliverables to be provided:
  - b1. Review workflow and strategy
  - b2. Written training guidelines and review protocol templates
  - b3. Summary of Review quality management approach
  - b4. Preliminary review budget
  - b5. Review schedule

##### **G. Apex Review® This service runs concurrent with commencement of First Pass Review and typically within 48 hours of review training**

**Note: Include this section if applicable**

- a. Services to be provided:
  - a1. Review of a random sample of documents drawn from across the total review population, based on the review protocol and instructions from training
  - a2. Saved search of sample documents provided to counsel (typically within 48 hours) along with initial analysis summarizing the types of documents encountered in the sample
  - a3. Request for feedback from counsel, following their review of the sample set, regarding the accuracy and application of the review tagging and decisions
  - a4. Integration of counsel's feedback to the review protocol, as appropriate
- b. Deliverables to be provided:
  - b1. Agreed review strategy reflecting outcome of Apex Review for discussion with Client and outside counsel
  - b2. Updated review protocol as directed by Client or outside counsel
  - b3. Updated estimate of document review fees, if needed

##### **H. First Pass Document Review and Tagging**

- a. Services to be provided:
  - a1. First pass review team staffing and onboarding
  - a2. Review database set-up for hosted data
  - a3. Reviewer training, typically up to 2% of Total Project Time



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- a4. Project management and review team leadership
- a5. First pass document review and tagging (responsiveness/privilege/confidentiality/basic issue coding)
- a6. Consilio led quality management process, typically up to 10% of Total Project Time
- a7. Standard reporting on review progress and coding metrics
- a8. Activities to integrate with client and legal team
- a9. Basic saved searches containing the results of review work product for secondary review
- d. Additional Managed Document Review Services may also be provided at Client's directive:
  - b1. Overtime or weekend work
  - b2. Supplemental Review Workflows including but not limited to: redaction, second pass review, privilege review and log preparation, audio/chat/message review, bibliographic coding, activities involving typing and deposition preparation
  - b3. Additional training or quality management time requested by Client or Counsel
  - b4. Review of documents in a language other than English
  - b5. Technical issue resolution
  - b6. Custom reporting
  - b7. Review Downtime that is not a result of Consilio's system or workflow
  - b8. Production management
- e. Deliverables to be provided:
  - c4. A complete set of reviewed documents subject to Consilio's quality management process
  - c5. Daily review progress reports
  - c6. Decision and Feedback logs
- I. **Detailed Privilege Review and Tagging** – If engaged, Consilio will conduct a detailed privilege review on documents confirmed to be responsive and potentially privileged in the first pass document review. The detailed privilege review includes:
  - a. Services to be provided:
    - b1. Privilege review team staffing
    - b2. Project management and review team leadership
    - b3. Privilege document review, tagging and logging
    - b4. Consilio led quality management process
    - b5. Privilege log generation
    - b6. Redactions as needed
  - c. Deliverables to be provided:
    - c1. A complete set of reviewed documents, each including:
      - b1.1. A privilege review decision and type where applicable
      - b1.2. As appropriate, detailed tags or inputs for the privilege log description
    - b5. Daily review progress reports
    - b6. Decision and Feedback logs
    - b7. Formatted privilege log export
- J. **Litigation Support Services**
  - b. Services to be provided: Additional requests for support from Client or end users not covered in the services supplied in Section C including but not limited to the below.
    - a5. Ad hoc and/or advanced search and tag requests at the request of Client or outside counsel
    - a6. Ad hoc end-user support for hosted data at the request of Client or outside counsel
    - a7. Technology management and project management support outside the scope of the per document first pass review
    - a8. Review workflow consultation, set-up and reporting for Client or outside counsel's review



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**REVIEW SOLUTIONS RATE SHEETS**

<b>Managed Document Review – Hourly Services</b>	<b>Unit</b>	<b>Rate</b>
<b>Secure Virtual Review - Barred- 1st Level Reviewer</b>	Hour	\$43.00
<b>Secure Virtual Review - Barred - Quality Control</b>	Hour	\$65.00
<b>Secure Virtual Review - Barred - Review Project Management</b>	Hour	\$125.00
<b>Secure Virtual Review - JD - 1st Level Reviewer</b>	Hour	\$40.00
<b>Secure Virtual Review - JD - Quality Control</b>	Hour	\$62.00
<b>Secure Virtual Review - JD - Review Project Management</b>	Hour	\$125.00
<b>Managing Attorney</b>	Hour	\$175.00
<b>Gurgaon India - Qualified - 1st Level Reviewer</b>	Hour	\$24.00
<b>Gurgaon India - Qualified - Quality Control</b>	Hour	\$24.00
<b>Gurgaon India - Qualified - Review Project Management</b>	Hour	\$45.00

<b>Additional Document Review Services</b>	<b>Unit</b>	<b>Rate</b>
<b>Litigation Support Services</b> <ul style="list-style-type: none"><li>• Advanced search creation</li><li>• Outside counsel review workflow management</li><li>• Technical issue resolution</li><li>• Custom reporting</li><li>• Production management</li></ul>	Hour	\$175.00
<b>Document Removal Fee for Analytics Reduction in Review Population</b> <ul style="list-style-type: none"><li>• Non-Responsive File Removal and Initial Targeted Review:<ul style="list-style-type: none"><li>• The use of Consilio proprietary tools to identify buckets of documents in the potential review population that can either be disregarded as clearly Not Responsive, or quickly dispositioned without being put into the standard review workflow.</li></ul></li><li>• Predictive Coding and Continuous Active Learning workflows:<ul style="list-style-type: none"><li>• The use of Consilio's TAR workflow and applications to identify likely responsive documents, enabling the reduction of the review population by front loading Responsive material for immediate review.</li></ul></li><li>• Search Term Optimization:<ul style="list-style-type: none"><li>• The use of analytics tools, statistical analysis and sampling to provide defensible refinements to proposed search terms to establish the smallest</li></ul></li></ul>	Per Document Removed	\$0.25



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review population possible while still locating the most Responsive materials possible.		
<b>Overtime Work</b>	Per Hour	OT is the greater of 1.5x Hourly Rate or Department of Labor OT Requirements



### Audio Review

## Washington State Department of Enterprise Services Master Contract Competitive Solicitation – NO. 10521

Audio Data Processing and Upload Service	Unit	Rate
<b>Audio Data Processing and Upload Service includes:</b> <ul style="list-style-type: none"><li>Data receipt of Ingested Data , metadata extraction, hash value creation and duplicate removal.</li><li>Delivery of standard processing reports including exception reports.</li><li>Conversion of audio records from native format into MP3 format.</li><li>Data export to standard load file and loading data into the review platform.</li></ul> <p style="text-align: right;">Audio Data Processing and Upload Services</p>	GB*	\$75.00
<b>Optional “Dead Space” trimming</b> <p>In order to reduce the total number of hours in the hosted (and/or phonetically indexed) corpus, Consilio can optionally trim out extended quiet periods (i.e.; “dead space”) from the audio corpus. This is often necessary for open microphone/speakerbox audio files.</p> <p>Minimum project fee for Optional “Dead Space” Trimming is \$2,500. <i>*Billed against Ingested Data volume</i></p>	Hour	\$1.00

Audio Data Mapping and Upload Service Description	Unit	Rate
<b>Audio Data Mapping and Upload Services</b> <p>Often, audio files are delivered with an ancillary metadata file that may include archive system data related to originating call line, call duration, number of parties on call, etc.</p> <p><i>Rate includes:</i></p> <p>Receipt of ancillary metadata file, mapping of fields into database using unique file key, QC assurance of data mapping, and upload into review software</p>	Hour	\$150.00

Audio Phonetic Indexing and Searching Description	Unit	Rate
<b>Audio Phonetic Indexing and Searching Service</b> <p>Consilio will create a phonetic index of all audio records uploaded into Sightline. This technology-based solution will break down speech in the audio files to create a phonetic index that can be used for key phrase searching.</p> <p>Search results will enable the case team to cull the reviewed population, as well as prioritize select records into review, as well as QC audio review. Phonetic search hits will present within the Enhanced Audio Player which will speed review and lower review expense.</p> <p style="text-align: right;">Index Creation, One Time</p>	Hour	\$45.00



### Audio Review

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Project Minimum for Index Creation: \$10,000		
Index Access Recurring Monthly Charge (Under 5,000 hours)	Per Hour Indexed, Monthly	\$1.85
Index Access Recurring Monthly Charge (Over 5,000 hours)	Per Hour Indexed, Monthly	\$0.90

Hourly Services	Unit	Rate
<b>Project Management</b> Specialty-trained Project Management resources with experience and expertise in supporting audio matters. Coordinates and oversees all project deliverables and tasks, objectives, and progress among the Consilio and Client project teams.  Project Management time is incurred for day-to-day project management tasks of an ongoing project, such as: <ul style="list-style-type: none"><li>• Coordination of collection, processing, production and hosting tasks.</li><li>• Consultative guidance on audio search construction and workflow</li><li>• Preparing and providing regular status reports, cost estimates and billing.</li><li>• Any tasks the client/outside counsel can do themselves (creating saved searches, printing documents to PDF, etc.).</li><li>• Custom reporting, Project Closure, including data exports for deletion.</li></ul>	Hour	\$175.00
<b>Data Technician</b> Technical time is incurred for tasks executed by the Data Operations team that are above and beyond scope, such as: <ul style="list-style-type: none"><li>• Data selection from collected/received data.</li><li>• Exception handling.</li><li>• Nonstandard metadata mapping and overlays.</li><li>• Transforming or alterations to third-party or opposing party production or processed data.</li><li>• Custom workflows, metadata exports or report creation.</li><li>• OCR of file types not included in processing standard.</li><li>• Nonstandard client requests such as corrupted file repair, encrypted file cracking, data deletion/destruction or final export at Data Disposition.</li><li>• Data deletion</li></ul>	Hour	\$175.00

Hosting Service Description	Unit	Rate
<b>Sightline User Access</b> Sightline User Access includes full access to Enhanced Audio Review functionality in Sightline.  <i>*To be billed for all external Sightline users and reviewers</i>	User	\$45.00



### Audio Review

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<b>Active Data Hosting in Sightline</b>  Active Data Hosting in Sightline (If Audio Phonetic Index is accessible)	Per GB/Per Month	\$5.00
<b>Active Data Hosting in Sightline</b>  Active Data Hosting in Sightline (If Audio Phonetic Index is inaccessible)	Per GB/Per Month	\$10.00
<b>Active Data Hosting in Sightline</b>  Active Data Hosting in Sightline (Non-audio data)	Per GB/Per Month	\$10.00
<b>Inactive Data or Archived Data Storage</b>	Per GB/Per Month	\$5.00
<b>Database Restoration of Archive Workspace to Active</b> <i>*Minimum eight (8) hours billable time.</i>	Hour	\$150.00

Production and Production Export Service Description	Unit	Rate
<b>Production or Export Technical Time</b> The actual technical time spent to complete the production or production export will be charged, including production preparation, manipulation, QC, copying and other technical tasks required to complete and deliver a production or export to Client's specifications.	Hour	\$150.00
<b>Production Media</b>		
<b>DVD / CD</b>	DVD	\$3.00
<b>16 GB Thumb Drive</b>	Drive	\$20.00
<b>32 GB Thumb Drive</b>	Drive	\$40.00
<b>1 TB USB Hard Drive</b>	Drive	\$250.00
<b>Media Storage</b> Securely store and maintain chain of custody for source Client media from collections or provided by the client.	Device	\$25.00
<b>Media Return Fee</b> Cost to return client media or deliver production media.	Device	\$0.00



**Video Review**

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Video Data Processing, Upload Service, Phonetic Indexing and Searching Description	Unit	Rate
<b>Video Data Processing, Upload Service, Phonetic Indexing and Searching includes:</b> <ul style="list-style-type: none"><li>Data receipt of Ingested Data, metadata extraction, hash value creation and duplicate removal.</li><li>Delivery of standard processing reports including exception reports.</li><li>Data export to standard load file and loading data into the review platform.</li><li>Separation of audio tracks from video files</li><li>Creation of phonetic index that can be used for key phrase searching</li></ul> <p>In order to enable searching the audio tracks of the video files, Consilio will create a phonetic index of all video records uploaded into Sightline. This solution will break down speech in the audio files to create a phonetic index that can be used for key phrase searching.</p> <p>Search results will enable the case team to cull the reviewed population, as well as prioritize select records into review, as well as QC audio review. Phonetic search hits will present within the Enhanced Audio Player which will speed review and lower review expense.</p> <p>Video Data Processing , Upload Service, With Index Creation (First 2,000 hours)</p> <p>Video Data Processing , Upload Service, With Index Creation (hours 2,001 - 5000)</p> <p>Video Data Processing , Upload Service, With Index Creation (hours 5,001 - 10,000)</p> <p>Video Data Processing , Upload Service, With Index Creation (hours 10,001 and up)</p> <p>Video Data Processing , Upload Service, Without Index Creation (First 2,000 hours)</p> <p>Video Data Processing , Upload Service, Without Index Creation (hours 2,001 - 5,000)</p> <p>Video Data Processing , Upload Service, Without Index Creation (hours 5,001 - 10,000)</p> <p>Video Data Processing , Upload Service, Without Index Creation (hours 10,001 and up)</p> <p>Index Access Recurring Monthly Charge (Under 5,000 hours)</p> <p>Index Access Recurring Monthly Charge (Over 5,000 hours)</p>	<p>Per Hour</p> <p>Per Hour</p> <p>Per Hour</p> <p>Per Hour</p> <p>Per Hour</p> <p>Per Hour</p> <p>Per Hour</p> <p>Per Hour</p> <p>Indexed, Monthly</p> <p>Indexed, Monthly</p>	<p>\$35.00</p> <p>\$30.00</p> <p>\$20.00</p> <p>\$10.00</p> <p>\$25.00</p> <p>\$20.00</p> <p>\$12.00</p> <p>\$5.00</p> <p>\$1.85</p> <p>\$0.90</p>

Video Redaction & Upload Service Description	Unit	Rate
<b>Video Redaction and Upload Service</b> <p>For videos that need to be redacted, Consilio has provided a dedicated infrastructure of specialty graphics-processor unit servers (GPUs), Citrix secure desktops and AI-driven video redaction software. Videos redacted will be securely stored on Citrix VM storage and will periodically be overlaid into Sightline, enabling further review and productions.</p> <p><i>Rate includes:</i></p> <ul style="list-style-type: none"><li>Dedicated infrastructure to support high-compute needed for video redaction</li><li>Video redaction software enabled by artificial intelligence</li><li>Citrix desktops and dedicated network storage</li><li>Transfer of redacted video from Citrix VM</li><li>Mapping redacted video into Sightline</li></ul> <p><i>* GPU licenses are calculated on the last day of the month and account for the maximum number of users in that month. Where a GPU License has remained inactive for a duration of 30 days, the license will automatically be deactivated with the Client incurring no further costs.</i></p>	<p>GPU License Per Reviewer, Per Month*</p>	<p>\$110.00</p>



**Video Review**

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Hourly Services	Unit	Rate
<p><b>Project Support for Video Matters</b> Specialty-trained Project Management resources with experience and expertise in supporting video matters. Coordinates and oversees all project deliverables and tasks, objectives, and progress among the Consilio and Client project teams.</p> <ul style="list-style-type: none"><li>• Coordination of collection, processing, production, and hosting tasks.</li><li>• Consultative guidance on audio for video search construction and workflow, including video redactions.</li><li>• Preparing and providing regular status reports, cost estimates and billing.</li><li>• Any tasks the client/outside counsel can do themselves (creating saved searches, printing documents to PDF, etc.).</li><li>• Custom reporting.</li><li>• Project Closure, including data exports for deletion.</li><li>• Video ancillary metadata file manipulation.</li><li>• Data mapping/loading into Sightline.</li><li>• Data selection from collected/received data.</li><li>• Exception handling.</li><li>• Nonstandard metadata mapping and overlays.</li><li>• Transforming or alterations to third-party or opposing party production or processed data.</li><li>• Custom workflows, metadata exports or report creation.</li><li>• OCR of file types not included in processing standard.</li><li>• Nonstandard client requests such as corrupted file repair, encrypted file cracking, data deletion/destruction or final export at Data Disposition.</li><li>• Data deletion.</li></ul>	Per Hour	\$175.00

Hosting Service Description	Unit	Rate
<p><b>Sightline User Access*</b> Sightline User Access includes full access to Enhanced Video Review functionality in Sightline.</p> <p><i>*To be billed for all external Sightline users and reviewers</i></p>	Per Seat, Per Month	\$50.00
<b>Active Data Hosting in Sightline - For Video Data</b>	Per GB/Per Month	\$10.00
<b>Active Data Hosting in Sightline - For Non-Video Data</b>	Per GB/Per Month	\$10.00
<b>Inactive Data or Archived Data Storage</b>	Per GB/Per Month	\$5.00
<p><b>Database Restoration of Archived Workspace to Active*</b> <i>*Minimum eight (8) hours billable time.</i></p>	Per Hour	\$150.00



Paper Services

Washington State Department of Enterprise Services  
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Paper Service Description	Unit	Rate
<b>Heavy Litigation B/W Scanning</b> <ul style="list-style-type: none"><li>• 500 scans per hour</li><li>• Includes OCR and deliverable</li></ul>	Per Page	\$0.16
<b>Glass B/W Scanning</b> <ul style="list-style-type: none"><li>• 300 scans per hour</li><li>• Includes OCR and deliverable</li></ul>	Per Page	\$0.22
<b>Color Scanning</b>	Per Page	\$0.49
<b>Off-shore Coding (Doc Title, Doc Date, etc.)</b>	Per Field Per Doc	\$0.08
<b>Technical Time</b>	Per Hour	\$175.00