On the Record e-Discovery Services
1 Alhambra Plaza
Coral Gables, FL 33141

USAO MA Litigation Support Specialist

SCOPE OF WORK

We are in need to fill one (1) **Litigation Support Specialist C**ontract position. This position will provide comprehensive technical and analytical litigation support services to attorneys and legal staff across all phases of criminal and civil litigation. The specialist will ensure efficient processing, review, management, and presentation of case materials, particularly electronic evidence.

Litigation support administration responsibilities are considered complex in terms of the need to modify standard systems, to resolve hardware and software problems, and to adapt precedents or make significant departures from standardized approaches to meet user requirements. Cases handled are complex and may require organizing, tracking, and analyzing thousands or hundreds of thousands of items of evidence, millions of data elements, and may involve untried or especially novel computer or digital imaging applications. Automated support is necessary to prepare, organize, index, develop, and manage exhibits, evidence, or other data relevant to cases presented before a jury, grand jury or in other legal proceedings.

The work requires a specialized knowledge of the processes, procedures, and practices as described in Section C below.

TASKS/REQUIREMENTS OF THE TASK ORDER

(1) Litigation Support Specialist Litigation Support Specialist. This position is 40 hours per week. Office hours are from 8:00 am to 5:00 pm.

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Performance Duties:

Pursuant to the policies, procedures, goals, and objectives established by the Office, the Litigation Support Specialist performs the following duties and responsibilities on a regular and recurring basis:

1. Provides technical advice to litigation teams on legal automation options, systems capabilities, and support services available to aid in case preparation, trial preparation and trial presentation. Performs a wide range of information system analysis, development, and installation in support of Attorneys litigation support activities for assigned cases.

2. In coordination with investigators, federal agents, and paralegal specialists, the Litigation Support Specialist develops project management strategies and tools for gathering, tracking, processing, reviewing, organizing, and producing case information in an effective, efficient, and defensible manner.

3. Recommends a variety of software packages including database, spreadsheet and word processing applications based on which software would be most effective for organization and management of information and documents, presentation of complex and voluminous evidence or production of graphic demonstrative evidence. Also, recommends best practices and procedures for processing information as part of case preparation.

4. The Litigation Support Specialist performs essential litigation support tasks. Specifically, assignments encompass the following Litigation Support Services:

    a. The Litigation Support Specialist provides litigation support services, including trial preparation and presentation, in response to customer needs. The Litigation Support Specialist performs such services directly or in conjunction with the 's Litigation Support Manager.

b. The Litigation Support Specialist defines and creates case databases for processing electronically stored information (ESI), case review, production, organization, and trial presentation.

c. The Litigation Support Specialist plans and coordinates efforts with other agencies or offices involved in litigation team activities, including recommending best practices and procedures for collecting electronically stored information in a defensible manner using available software.

d. With attorneys and key legal support staff, the Litigation Support Specialist organizes voluminous case information for efficient retrieval through automated means such as processing ESI in common litigation applications such as LAW Prediscovery or Nuix or industry standard equivalent., OCRing, indexing and production of documents to and from a database.

e. The Litigation Support Specialist assures documents are organized for efficient electronic storage and retrieval by processing ESI, defining deduplication scope, quality control, preparing appropriate indices, defining data file search criteria, and indexing databases in common litigation applications such as Eclipse or Relativity or industry standard equivalent.

f. The Litigation Support Specialist prepares graphical presentations, demonstrative exhibits, and trial presentations.

g. The Litigation Support Specialist coordinates with the support ser and vendors as needed.

h. The Litigation Support Specialist installs, configures, and maintains litigation support equipment.

i. The Litigation Support Specialist sets up and maintains trial presentation

equipment; and

j. The Litigation Support Specialist evaluates the efficiency of litigation support technology to ensure that it is responsive to the attorney and case needs, and that it represents the best methodology available.

k. LS Systems Administration - The Litigation Support Specialist performs testing, quality assurance, configuration, installation, implementation, and maintenance of LS resources. The Litigation Support Specialist ensures systems availability, functionality, integrity, and efficiency. In this regard, the Litigation Support Specialist: (10%)

l. Schedules the installation of new or modified LS hardware and software working with customers to ensure seamless installation and minimize installation problems.

m. Resolves hardware/software interface and interoperability problems and optimizes systems performance and identifies components to improve overall systems performance.

n. Assists in maintaining district's LS equipment inventory.

o. Manages and operates a variety of electronics, including PCs, laptops, printers, plotters, audio-video devices, including HDMI TVs and DVD/Blu- ray players, eDiscovery processing computers, and equipment to conceptualize exhibits and complete special presentation projects.

p. Develops standards and procedures for applications.

5. In coordination with the Litigation Support Manager, the Litigation Support Specialist analyzes automated litigation support and recommends changes to improve support and to increase the system efficiency and effectiveness. The Litigation Support Specialist

monitors system uses and response time, conducts cost-benefit analyses, and develops implementation plans.

6. Diagnoses and resolves litigation support computer system problems and customizes databases and programs modified to meet individual user needs. Develops and evaluates procedures and computer specifications designed to ensure indexing consistency, and to maximize the ease with which documents can be retrieved from tailored data files on the computer or other storage medium.

7. Evaluates new developments in legal technology, including eDiscovery, analytics, trial presentation software and equipment and trial exhibit preparation. Recommends modifications and upgrades of software and equipment.

The Vendor/Litigation Support Specialist shall use the description of tasks in this statement of work as a basis for support in this contract. If at any time the Government does not see justifiable progress, the Government has the right to end the contract at that time with no additional expense to the Government. The Government is not bound to expend all funds obligated for the contract.

The Litigation Support Specialist receives work assignments from management which are given in terms of
outlines of overall objectives and available resources. Within this framework, the Litigation Support Specialist and management in consultation, discuss time frames, scope of the assignment including possible stages, and possible approaches.

The Litigation Support Specialist is responsible for determining the most appropriate principles, practices, and methods to apply in all phases of assignments, including the approach to be taken, degree of intensity, and depth of research in management advisories. The Litigation Support Specialist applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems, and resolves most of the conflicts that arise, keeping management informed of progress and of potentially controversial matters.

Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

Additional Qualifications

Key personnel shall also meet the following qualifications:

1. Knowledge of the legal process and familiarity with both civil and criminal law at the federal and local level. This includes the content and timing of the government's legal discovery obligations, as well as the issues to be addressed in a meet-and-confer with opposing parties and the role of the Information Technology Specialist in identifying and resolving discovery issues.

2. Ability to talk to attorneys, understand legal and factual issues, and subject matter details involved in a case to determine options for managing and presenting the data and to recommend a course of action.

3. Knowledge of, and skill in applying, most of the following:
    - IT/LS concepts, principles, methods, and practices.
    - eDiscovery technology.
    - Visual design concepts.
    - Imaging technology.
    - Performance management/measurement methods, tools, and techniques.
    - Systems testing and evaluation principles, methods, and tools.
    - IT/LS security principles and methods,
    - Requirement analysis principles and methods.
    - Internet technologies to analyze the internet potential of litigation support systems, networks, and data.
    - COTS products.
    - Cost-benefit analysis principles and methods and budgeting.
    - New and emerging information technologies and/or industry trends.
    - Analytical methods and practices.
    - Project management principles and methods; and

- Oral and written communication techniques.
- Must Pass a background check

4. Knowledge is necessary to accomplish assignments such as:
    - Plan and carry out difficult and complex litigation support assignments and develop new methods, approaches, and procedures.
    - Meet with attorneys and others to plan for litigation support for cases.
    - Provide advice and guidance on a wide range and variety of complex litigation support issues.
    - Interpret litigation support policies, standards, and guidelines.
    - Develop and execute project management plans and processes tailored to case needs.
    - Conduct analyses and recommend resolution of complex issues affecting litigation support technology.
    - Evaluate and recommend adoption of new or enhanced approaches to delivering litigation support services.
    - Test and optimize the functionality of litigation support systems, networks, and data.
    - Identify and define business or technical requirements applied to the design, development, implementation, management, and support of systems and networks.
    - Develop, organize, and present training for Attorneys and staff on the use of litigation support software and technology.
    - Recommend to management optimal use of commercially available products.
    - Perform technical evaluations of proposals for the acquisition of litigation support products or services.
    - Carry out difficult and complex assignments and develop new methods, approaches, and procedures.
    - Evaluate and recommend adoption of new or enhanced approaches to delivering LS services.
    - Prepare and present reports.
    - Prepare and provide complex graphics.
    - Represent the organization in interactions with other organizations; and

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- Provide technical leadership on group projects.