Request for Information (RFI)
Federal Bureau of Investigation
Office of the General Counsel (OGC) Discovery Support

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INTRODUCTION
Responses to this Request for Information (RFI) may be used to formulate final requirements and/or to identify qualified/interested vendors capable of meeting those requirements. The description below outlines preliminary requirements envisioned for the Office of the General Counsel (OGC) Discovery Support. The information gathered may be used to formulate acquisition strategies for competitive solicitations.

BACKGROUND
The OGC, Litigation Branch (LITB), coordinates the defense of civil litigation, discovery, and other document production whereby information is shared between parties to litigation, and pursuant to other administrative requests. OGC provides comprehensive legal advice and essential services to the FBI director, other FBI officials, Department of Justice (DOJ) partners, and field officials on a wide array of investigative and administrative operations. The LITB consists of the Litigation Section and the Discovery, Oversight, and Coordination Section (DOCS). The Litigation Section represents the FBI and FBI employees' interests in civil litigation matters involving the FBI and FBI endorsed activity. The five units that make up the Litigation Section are as follows: Civil Litigation Unit (CLU) I and II, Employment Law Unit (ELU) I and II and the Freedom of Information Act (FOIA) Litigation Unit (FLU). DOCS consists of three parts: Discovery Unit I and II (DU) and the Discovery, Oversight, and Congressional Counsel Unit (DOCCU). These five groups provide discovery services to more than 29 different customer groups within and outside of the FBI.

The OGC-LITB is a civil litigation practice providing comprehensive legal advice to FBI officials, divisions, and field offices. The OGC-LITB works like a full-service legal firm with the following functions:

- Representation of the FBI in legal matters

- Legal research and training
- In house discovery to include:
    - Preservation, collection, responsiveness review, privilege review and production
    - Clerical and administrative support functions

Since 2006, the Federal Rules of Civil Procedure mandated discovery of Electronically Stored Information (ESI) in addition to paper-based data collection for civil litigation. Executing discovery on a case requires close partnership between OGC-LITB, and multiple divisions within the Information Technology Branch (ITB), particularly the Information Technology Applications & Data Division (ITADD), to manage a defensible discovery process, and to execute discovery on each case. Discovery involves the following capabilities:

- Understanding where and what information is held throughout the FBI's IT infrastructure
- Identifying the information that is relevant to a case
- Preserving and collecting relevant information
- Analyzing, reviewing and processing that information for responsiveness, privilege, and classification
- Producing the information electronically in as close to native format as possible
- Managing all aspects of process in a consistent, repeatable and defensible manner across cases
- Developing and maintaining IT capabilities, that facilitate the six bullets listed above

The ITB-ITADD plans, prioritizes, and executes enhancements to the FBI's Discovery IT Portfolio ("Portfolio"); ensures the operations, maintenance and integration of the portfolio; and supports the OGC-LITB and other FBI divisions who utilize the Portfolio to execute discovery or discovery services. To accomplish these goals, The Discovery IT Support Unit (DITSU) is organized into teams who provide the following functions:

- Management of FBI business process and Discovery IT Portfolio requirements
- Identification and prioritization of enhancements to the Portfolio
- IT project management using the FBI lifecycle management process
- Operations & maintenance of the Portfolio
- Technical support to case teams using the Portfolio to perform discovery
- Communications and training to users of the Discovery Services.

In addition, this contract may be used to staff other FBI OGC branches and units requiring Discovery Paralegals and General Paralegals in locations other than FBI HQ.

CONTRACTOR QUALIFICATIONS
This RFI is open to **all businesses (both large and small)** using North American Industry Classification System (NAICS) 541110 for market research only to request input from potential providers with expertise in IT and professional service support.

The vendor must have an active Department of Defense Top Secret Facility Clearance.

OGC requests the following information:
1. Company name and business size.
2. Provide evidence to show that your company can provide the requested services (i.e. technical ability, personnel, and experience). Information provided shall be succinct and related to the requested information in this RFI. All submissions shall be unclassified.
3. The staffing plan which shall address detail on how the company intends to hire and staff all personnel to meet the requirements. Company will need to provide very specific detail on how they intend to provide staff in the Washington D.C. area, in addition to providing staff in Quantico, VA and Clarksburg, WV, and how they will meet the requirements listed in this RFI. The Government requests a detailed, specific, broken out plan that will display the company's ability to staff to meet all the requirements in these areas, with the Washington DC metropolitan area being the primary place of performance.
4. Address whether your company has a GSA Contract and if they are capable of providing these services on category/schedule. If able to provide the services on schedule, provide the schedule and SIN. Also indicate if your company resides on any Government Wide Acquisition Contracts (GWACs) outside of GSA that are considered Best in Class by Office of Management and Budget (OMB) and provide the contract name/number.
5. Any other assumptions, comments, concerns, and/or questions relating to the contemplated services.

Required Information:

Contractor Legal/DBA Name:	
Address:	
Point of Contact:	
Telephone:	
Email Address:	
DUNS/UEI Number:	
Cage Code:	
Facility Clearance:	
Applicable NAICS Codes:	541110
Standard Business Size:	
GSA Schedule:	
Other Schedules/Vehicles (if available):	

CONTEMPLATED REQUIREMENT

The intent of the RFI is to obtain information that will assist the OGC in determining the market for independent, professional businesses that have specialized experience in providing professional services for:

- Staffing with a Top-Secret clearance that have ability to obtain Sensitive Compartmentalized Information clearance levels.
- The primary place of performance for contractors is at FBI Headquarters, Washington, DC. Some limited opportunities to work in a telework capacity may be available where applicable. Some work may be located, and is currently located, in Quantico, Virginia and the FBI CJIS campus in Clarksburg, West Virginia. However, the primary location is on site at FBI-HQ. **If the responder's sole intent is to provide primarily telework, please do not respond to this RFI.**
- Anticipated Labor categories include, but not limited to: Legal Clerical support, General Paralegal, Discovery Paralegal, eDiscovery Technical Adviser (ETA), Litigation Tech, APEX Developer, Technical Writer, Veritas eDiscovery Platform (eDP) Engineer, Veritas Enterprise Vault Engineer, Discovery Business and System Analyst, Discovery Program IT Senior System Administrator, Discovery Database Administrator (DBA), and Program Manager.
- Although the number of Full Time Equivalents (FTEs) may deviate, the expected range of contractor FTEs to support this effort each year is between 35-40.

Clerical/Administrative, not limited to: case intake; opening and closing cases; electronic and paper case file management; electronic searches; document development; PACER, Westlaw and Lexus Nexus research; prepare files for hearings; prepare documents for imaging/ scanning; photocopying; deliver items; assemble binders; pull file copies of documents, tab binders, number, bind, label, re-file documents, and shelving; pack boxes and prepare them for shipment; order supplies; retrieve case materials; complete log sheets; answer phones; log messages; fax information; routine office administration; scanning and copying; coordinate equipment maintenance; preparing and/or maintaining documentation; organize binders and materials.

Paralegal Support, not limited to: perform legal research; prepare legal documents such as motions, briefs, memoranda of law, etc,; review documents for relevance and privilege; assist attorneys with all phases of litigation; compile and prepare materials for discovery and motions, briefs, and other legal documents; draft and review motions; draft and manage litigation holds; perform responsive and privilege reviews; perform classification reviews; manage discovery; summarize depositions; maintain case files; index, track and control document discovery; index and track exhibits and other materials at depositions and at trials; assist attorneys in the courtroom.

Discovery Paralegal Support, not limited to: perform legal document reviews and redactions; use commercial electronic document review platforms and tools; analyze and interpret requests from customers; assist in preparation of declarations; scan paper materials; conduct legal privilege reviews; analyze documents and apply redaction codes to diverse types of privileged

information; prepare electronic and/or paper releases for release to customers; coordinate classification reviews with subject matter experts; conduct searches of FBI systems and databases to retrieve responsive documents or files.

eDiscovery Technical Advisor (ETA) support, not limited to: identifying, preserving, collecting, processing, and producing ESI; identify Discovery search parameters; analyzing search/collection results; input data into an electronic discovery review platform; coordinate electronic discovery collection results with requesting units; use commercial discovery tools for the collection of ESI; use commercial review platforms for large data sets; craft, integrate and maintain standard operating procedures for collections; develop and/or deliver eDiscovery training to attorneys and paralegals; hands-on file loading and file conversion; quality assurance of incoming data; provide assistance and expert guidance to attorneys and team members on preservation, collection, review strategies for complex litigation.

Litigation Technology support, not limited to: monitor changes to laws that impact civil and criminal litigation; monitor the commercial industry to determine how new technology or best practices can be applied; verify proposed solutions meet the underlying need; verify that any proposed solution successfully delivers a new functional business capability that addresses one or more existing requirements; perform market research and industry benchmarking.

APEX Development support, not limited to: design, debug, code, and maintain Oracle APEX applications; design, debug, code, and maintain Cascading Style Sheets (CSS), HyperText Markup Language (HTML), JavaScript, Asynchronous JavaScript and XML (AJAX) code; perform Operation and Maintenance (O&M); provide direct end-user support; develop supporting documentation, training materials and provide end-user training support; assist with ensuring requirements are documented and met; Provide software engineering with current industry software development framework tools, and software development life cycle (SDLC) process; Test Engineering - Solution testing support services to include peer review of code development, Unit, Regression, and Integration testing; provide System Administration support in a Linux technology environment

Technical Writer support, not limited to: develop lifecycle documentation, SOP, Service Level Agreement (SLA), user guides, processes and procedures, Incident Response Plan (IRP), Information Security Plan documents, etc.; update and/or create documentation; translate technical and/or complicated information into clear, concise documents appropriate for various target audiences.

Engineering support, not limited to: perform configurations, maintenance, monitoring, and troubleshooting using current engineering documentation; process storage requests, migrations and decommission tasks; monitor failed system components and coordinate logistics; monitoring alerts and warnings with prompt corrective actions; complete all scheduled maintenance; review and process tickets related to supported system; schedule maintenance actions; perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, and systems; review system and application logs; apply OS patches and upgrades; Implement and

maintain the hardware and software infrastructure across multiple enclaves, such as Unclassified, Secret and Top Secret: database engineering, provisioning network, operating system, processing, data storage, and data backup services; O&M engineering and technical assistance including user account administration and server performance monitoring; System enhancement support for the identification, integration and application of new emerging technologies including data visualization; data analysis; data transformation; high performance computing; new analytical tool integration; Machine Learning (ML) and Artificial Intelligence (AI); IT System Security Engineering (ISSE) experience in the following areas: Ensure the safety of the organizations' computer and network systems from attack or security threats, Establishing and constructing security standards and best practices that an organization should follow, Implementing security controls to protect an organization's infrastructure and computer systems, Organizing and conducting scans and testing in order to identify vulnerabilities, Reporting results of scanning and testing and providing security recommendations, Collaborate with Information System Security Officer (ISSO) in preparing and documenting protocols

Business and System Analyst support, not limited to: document and manage new and existing business processes; conduct thorough analysis of existing and new business processes; conduct thorough analysis of operational business requirements; create and maintain a requirements database; validate proposed solutions; collect marketing materials from industry solution providers; document and manage new and existing functional capabilities; Project Management support - demonstrate expertise with IT Agile life-cycle development methodology, knowledge, management, development and the process of capturing, developing, sharing, and effectively using organizational knowledge, and risk management (e.g., identification and tracking of risk Factors and associated metrics, and maintains IT risk registry.); Configuration management (CM) – Provides visibility and control over the life-cycle of the performance, functional and physical attributes of all information systems and documentation, monitors, tracks and maintains IT software assets and licenses; provides systems engineering for the configuration management database; Market Research- Provides extensive support in the research and analyzation of Tools available in the market place, Setting up demonstrations, ratings and briefings with multiple vendors to provide the best option available, Gathering requirements from multiple stakeholders to implement into the selection process.

IT Senior System Administrator support, not limited to: ensure the day-day availability of electronic discovery applications and related tools; administer and monitor all installed systems and infrastructure, install, configure, test and maintain operating systems, application software and system management tools; monitor and test application performance for potential bottlenecks, identify possible solutions, and work with vendors and developers to implement fixes; maintain security, backup, and redundancy strategies; develop and provide training; provide general support, subject matter expertise and advice on the use of electronic discovery tools and applications; reverse engineer and document the as-is architecture of existing legacy applications or systems; analyze capabilities, interview and collect business requirements and translate it into technical requirements; support the discovery application integration/migration activities; legal technology experience, Cloud experience and review platform experience; working experience with VMware, Azure servers, Azure Functions, and Azure Application Programming Interface (API) Gateways and/or Amazon Web Services (AWS) EC2 servers, AWS Lambda and AWS API Gateways; Designing, deploying, and maintaining inter-agency

information systems including front-end functional user interface, database design and application related performance tuning across multiple enclaves, such as Unclassified, Secret and Top Secret- Performing data loads with Extract, Transform, and Load (ETL) structured, semi-structured, and unstructured datasets enabling availability to meet program objectives, Creation of user-based performance metrics and methods of tracking customer satisfaction related to the Agile process and Software development methodologies, Providing Cloud technology expertise and experience with Cloud adoption.

Database Administrator (DBA) support, not limited to: managing Microsoft SQL Server; creating and maintain databases in a Clustered Server environment; working knowledge of data lakes, data warehouse and data mart architectures; Familiar with metadata and data modeling, data flow, entity relationship diagram, schema architectures and query languages; mirroring database servers, log shipping, latest techniques for Database redundancy and high Availability; ability to upgrade SQL Servers from lower versions to the latest version; setup a Reporting server; Data Management ensure pedigree and lineage of data is accurately and efficiently managed, data and reporting accuracy is high, and data storage, update and retrieval strategies are effective; Data Science/Analysis- Collaboration with ITADD SMEs to deploy data lake solutions on the classified and unclassified networks; Transitioning data from MS exchange to MS O365, implementation of machine learning solutions, analysis platforms and data structure design.

Program & Contract Staff Management support, not limited to: initiating process improvement initiatives; assisting with the creation of Change Requests and Contract Modifications; presenting monthly contract status reports; managing deliverables; coordinating the arrival of new contract staff with the appropriate FBI units; and handling and personnel issues that arise within the contractor staff.

Address the bullets with a narrative that shows your firm has the experience.

WHAT SHOULD BE INCLUDED IN YOUR RESPONSE
1. All interested parties shall submit capability packages in response to this notice.
2. Do submit succinct, thoughtful responses to the requirements/questions listed in this RFI.
3. Do submit comments that address the FBI's requirements, assumptions, conditions or contemplated approaches to this future acquisition.
4. Do submit information and suggestions that may encourage new, different, or innovative approaches that would result in products, solutions, and direct savings to the FBI.
5. Do submit past performance information that exhibits the ability to perform the RFI services.
6. Statement of organization's ability to provide TS cleared individuals in the Washington D.C. area, to include the ability to staff in Quantico, VA and Clarksburg, WV, taking into account the staffing plan details in "CONTRACTOR QUALIFICATIONS" above, and including metrics on historical staffing for Government contracts with information on percentages of vacancies left unfilled for more than 30 days.

WHAT SHOULD NOT BE INCLUDED IN YOUR RESPONSE
1. Do not submit proposals or offers.
2. Do not submit general descriptions of corporate experience.
3. Do not submit requests to be considered for award or to be notified of a future solicitation.
4. Do not submit requests to be added to a mailing list or distribution list.
5. Do not submit questions or comments not related to this RFI.
6. Do not respond via telephone.

RFI SUBMITTAL INSTRUCTIONS:
Information must be furnished electronically (through email to CO and COR) by 1:00 pm, Eastern Standard Time (EST), on Tuesday, December 13, 2022. Responses are limited to five (5) pages. The electronic documents should be accessible in Adobe Acrobat (PDF format) or MS Word 2013 or newer. Print settings must be established so that each page prints on 8 ½ by 11 paper. The text size shall be Times New Roman in font size no less than 11 point. Files may be compressed, however, please do not send files larger than 10MB. For charts, tables, graphics and callout boxes, font size shall be Times New Roman 10 point.

This RFI is for Market Research only. The Government will not provide any feedback to responses.

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