



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

SCHEDULE 36 – Office, Imaging and Document Solutions

- SIN 51-504 - Records Management Services
- SIN 51-505 - Document Productions On-site and Off-site Services
- SIN 51-506 - Document Conversion Services
- SIN 51-508 - Litigation Support Services

Innovative Discovery, LLC

www.id-edd.com

Washington, DC | Virginia
1700 N. Moore Street
Suite 1510
Arlington, VA 22209
Main: 703-875-8003

New York, NY
920 3rd Avenue
Third Floor
New York, New York 10020
Main: 212- 888-3815

Contract Administration: gsa@id-edd.com

Contract No.: **GS-03F-0079W**

Contract Period: January 28th, 2010 – January 27th, 2015

Pricelist Current through Modification #15 dated April 21, 2014

Business Size: **SMALL BUSINESS**

DUNS: 608378944

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.
The INTERNET address for GSA Advantage! is: <http://gsaadvantage.gov>



Table of Contents

Contract Information	1
Company Overview	3
Innovative Discovery LLC's Core Competencies	4 - 5
Information for Ordering Activities	6 - 9
Special Item Numbers (SINs) Awarded	10 - 12
GSA Schedule 36 Pricelist	13 - 14

Company Overview:

Innovative Discovery is a comprehensive provider of document management solutions to government and commercial clients for business process, regulatory, and litigation purposes. We utilize state-of-the-art technology and employ Best Practices to provide litigation support, electronic discovery (e-discovery), data collection, document management, case management, records management, digital evidence, document review, document scanning, data recovery, data hosting, and additional services to support legal and business processes. Our services include Early Case and Compliance Consulting, Computer Forensics, Electronic Data Discovery (EDD), Data Hosting and On-Line Review, Hard Copy and Scanning Services, and Managed Attorney Review Services.

Founded in 2005, we are a certified Small Business privately held technology company headquartered in Arlington, VA with additional offices in New York, NY, and data processing centers in Virginia, UK and Belgium. We specialize in the collection, processing, online-review of electronic (and paper) documents (including email) and production of Electronically Stored Information (ESI). Innovative Discovery has vast and proven experience in the review and production of electronic documents. We routinely manage projects with data volumes ranging from several thousand pages to more than one hundred million pages. We build full-text and image enabled databases, utilize OCR technology to convert scanned images to text, filter and index electronic text to allow full-text retrieval in various software platforms.

Preparation for electronic discovery (e-discovery) is crucial. Innovative Discovery's expertise and efficiency provide significant cost savings and strategic advantages to our clients. Our certified computer forensic specialists, project management specialists and e-discovery professionals utilize Best Practices to identify, preserve, recover, collect, process, cull, de-duplicate, cluster, review, analyze and produce all forms of ESI (e.g., emails, word processing documents, spreadsheets, databases, metadata). We design and implement document review protocols to achieve greater cost savings, and utilize advanced technologies to significantly reduce the volume of electronic data subject to manual review.

Innovative Discovery works with our client's preferred hardware and software, utilizing numerous off-the-shelf software and advanced analytics (e.g., Relativity, Equivio) to reduce the size of data sets to be reviewed, group near duplicate documents for fast and consistent review, rank documents by relevance, and incorporate sophisticated concept search capabilities. We can produce ESI in every standard accepted format and we pride ourselves on our ability to regularly meet our clients' aggressive timelines within strict budgetary constraints. Our proven capacity for quality and quantity makes Innovative Discovery a primary candidate for government agencies and their litigation support needs.

Innovative Discovery LLC's Core Competencies:

Electronic Data Discovery (EDD) Services

Innovative Discovery's electronic data discovery services (also *EDD*, *electronic discovery*, *ediscovery* services) enable the processing and management of evidentiary documents held in electronic media into usable sub-sets for document review and production. Our services include:

- File system Analysis and Reporting
- Standard: Exclusive File Culling – NIST Approved; Known File Hash
- Custom: File Extension Culling – Inclusive File; Extension Inclusion
- Early Case Assessment and Consulting
- Key Word / Boolean Search
- Data Analytics and Concept Searching | Meta-Data Extraction | Predictive Analytics
- Text Extraction | Attached Files & Source files
- Web Hosting | SAS7/ Data Center | Tiff/PDF Conversion

Forensic Data Collections Services

Innovative Discovery's forensic data collection services include comprehensive and defensible digital evidence collection and forensic consulting solutions for civil and criminal litigation. Our services include:

- Custodian Machine Collection | Capture and collect forensic images of various devices
- Network Forensic Collection | Collect and preserve data from wide array of network devices /OS
- Electronic Mail Collection
- File Systems Support | forensic acquisitions and analysis
- Tape and Archival | Collect and convert data
- Preservation Collection and Storage
- Expert Testimony | Pre-trial phases to courtroom testimony

Hard Copying, Document Scanning, Imaging and Courtroom Services

Innovative Discovery's hard copy (paper document) services enable the processing and management of paper documents, such as document imaging, coding, and litigation copying and trial graphics. Our hard copy (paper) services Include:

- Project Management
- Project custom tracking system and workflow monitoring
- Digital numbering and quality control
- Data Entry | Database searching capabilities
- Document OCR
- Traditional litigation copying services
- Bates labeling | Binding | Tabs-stock
- Integration of Media | Multimedia presentations to in-trial use
- Laminate print-outs

Managed Review Services

Innovative Discovery's managed review services enable the design, development, validation and management of a fully customizable document review process. Our services include:

- Expert Project Managers | Budgeting, Planning, Cost Containment
- Workflow Management | Analytic Technology | Reporting
- Review Process Documentation | Integrated Change Control
- Quality staffing & Turnkey Review Center
- Ranking system to track reviewer performance
- Highly qualified attorneys, paralegals and translators
- Quality control & reporting | Statistical Sampling for QA
- Metrics tracking for projections and performance
- Early Case Assessment (ECA) and consulting

Information for Ordering Activities:

Contractor's Ordering Address and Payment Information:

Innovative Discovery, LLC
1700 N. Moore Street
Suite 1510
Arlington, VA 22209
Main: 703-875-8003
gsa@id-edd.com

1a. Awarded Special Item Number(s)

SIN 51-504 - Records Management Services
SIN 51-505 - Document Productions On-site and Off-site Services
SIN 51-506 - Document Conversion Services
SIN 51-508 - Litigation Support Services

1b. Lowest Priced Labor Categories (2 examples provided):

Title: Technical Time

Rate: \$176.32/hr

Education: At least 2 years upper level education (Associate's Degree or comparable credit hours). Required to complete a 6-week training course. Internal certification and training by Director of Hosting, Innovative Discovery, LLC.

Description:

Technical Time-Hosting - Technical Time encompasses the hourly work conducted to physically add / modify/ delete / edit/ search data going to or coming from the hosting application and the e-discovery process.

Title: Forensic Discovery Analyst I

Rate: \$251.89/hr.

Description:

Salaried Computer Professional whose primary duties include coordinating the activities relative to the analysis of data and metadata from various sources using independent judgment to determine importance and relevance of the data and to formulate solutions from the complexities of diverse data types to assist and advise in the business operations and goals of the client and the company.

Evaluates data to be extracted and uses professional experience and discretion to choose which forensic tools will be used to extract the relevant data in a manner that preserves data integrity and maintains chain of custody information for entire project.

Organizes, analyzes and evaluates the extracted data and maintains it in a format from which to make recommendations as to its suitability and use in client's litigation strategy.



2. Maximum Order

SIN 51-504 - \$1,000,000
SIN 51-505 - \$1,000,000
SIN 51-506 - \$1,000,000
SIN 51-508 - \$1,000,000

3. Minimum Order

\$100.00

4. Geographic Coverage

Domestic Delivery within 48 Contiguous States and the District of Columbia, and including Alaska, Hawaii and Puerto Rico

5. Point(s) of Production:

Washington, DC | Virginia

1700 N. Moore Street
Suite 1510
Arlington, VA 22209
Main: 703-875-8003

New York

920 3rd Avenue
Third Floor
New York, New York 10020
Main: 212- 888-3815

*** On-site production locations are also available when requested**

6. Discount from list prices or statement of net price

Prices herein are net of Government discounts

7. Quantity Discounts

To be negotiated between contractor and purchasing power

8. Payment Terms

Net 30 Days

9a. Government Purchase Cards below the micro-purchase threshold

Government Purchase Cards accepted below the micro-purchase threshold

9b. Government Purchase Cards above the micro-purchase threshold

Government Purchase Cards accepted above the micro-purchase threshold

10. Foreign Items

Not Applicable

11a. Time of Delivery

To be mutually agreed upon between ordering activity and Innovative Discovery

11b. Expedited Delivery

To be mutually agreed upon between ordering activity and Innovative Discovery

11c. Overnight and 2-day delivery

To be mutually agreed upon between ordering activity and Innovative Discovery

11d. Urgent Requirements

To be mutually agreed upon between ordering activity and Innovative Discovery

12. FOB point(s)

Washington D.C. Metropolitan Area is an FOB destination

13a. Ordering address

Innovative Discovery, LLC
1700 North Moore Street
Suite 1510
Arlington, Virginia 22209
Phone: 703-875-8003
Website: www.id-edd.com

13b. Ordering Procedures

Supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. Payment Address

Innovative Discovery, LLC
1700 North Moore Street
Suite 1510
Arlington, Virginia 22209

15. Warranty Terms

Not applicable for services provided.

16. Return/ Cancellation Policy

An order may be cancelled up until the beginning of work with no cancellation fee. Cancellation after work has begun will result in customer being billed for work that can be demonstrated.

17. Terms and conditions of Government purchase card acceptance

Innovative Discovery accepts Government Purchase Card above and below the micro-purchase threshold

18. Terms and Conditions of Repair Parts

Not Applicable

19a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not applicable

19b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:

<http://section508.gov/>

20. DUNS Number

608378944

21. Notification regarding registration in System for Award Management (SAM) database:

Innovative Discovery's registration in SAM as a Small Business is current.

Special Item Number(s) Awarded

SIN 51-504 - Records Management Services

Record management services provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of records. The contractor provides professional management and administrative support personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or contractor equipment and facilities or a combination of both. The contractor provides those services necessary to meet the following record management objectives using Government equipment and facilities. The Record management objectives are to maintain the existing file room in a manner that permits the easy location, retrieval, and storage of files. File Organization and Maintenance Services - Generally on-site services i.e., organization of files not for storage, tracking of files, information and documents indexing, scanning, labeling, bar-coding and filing.

Forensics Analyst.

Description: primary duties include computer forensics and e-discovery collection management and consultation, forensic collection of electronic data from any electronic data sources, computer forensic analysis and investigations, forensic reporting and metadata reporting, and client-side consultation. This position requires 8 weeks internal training, internal certification by Vice President of Forensics and Investigations, and 32 hours a year of vendor-related training from approved sources.

SIN 51-505 - Document Productions On-site and Off-site Services

Document Production On-site and Off-site Services Document production on-site and off-site services provide customers a practical turn-key solution to a customer's requirements for production of documents. A typical document production service would include the required equipment (e.g., high-volume digital color copiers, scanners) and contractor provided operational and management personnel required for effective on-site/off-site document production.

Prior to any engagement, Innovative Discovery offers a full consultation regarding project outline and a needs assessment. Experienced staff is available for photocopy and document imaging/scanning productions; including Facilities Management. Innovative Discovery is able to provide the necessary equipment or use government provided equipment. Staffing is variable per project need; whether a single 8-hour shift or 3 8-hour shifts are available within a 24 hour span. Assigned Project Managers will provide reports and transmittals at a minimum once per day.

SIN 51-506 – Document Conversion Services

Document Conversion Services is the process of document conversion involving state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/ storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process.

Innovative Discovery is equipped with the IPRO scanning suite as well as IPRO OCR (optical character recognition) servers and clients. All documents are prepared as well as re-assembled post scanning. Every scanned image is quality checked against the original document to ensure legibility and quality. A wide variety of paper sizes are able to be scanned as well as the ability to scan color documents. Document breaks are captured and can also be logically unitized at request. Objective and subjective coding is also offered.

Assigned Project Managers provide daily updates and tracking for all scanning projects.

SIN 51-508 - Litigation Support Services

Litigation Support Services provides professional and nonprofessional services support in the area of managing legal documents. These types of Support Services include but are not limited to document preparations, organizing, copying materials, files, coding and, scanning. Indexing, database development, document analysis, software and systems support. NOTE: Paralegal services, attorneys, accountants, or other professional labor categories that may be construed as legal services or professional support for legal services are not included.

The consulting arm of Innovative Discovery provides guidance regarding the discovery process as well as consulting on risk management, regulatory compliance, and defensibility of processes.

Forensic collection and forensic analysis services are offered as part of our Litigation Support Services utilizing Guidance Software's EnCase and Access Data's FTK as well as other forensic tools. Collection of hard drives, laptops, PDA's, cell phones, network shares, file servers, email servers, as well as tape restoration are all service offerings within forensic collection.

Innovative Discovery has developed our own Ediscovery processing engine to extract meta-data, keyword search, date filter, extract text, and convert documents to .tiff or .jpg format for loading into litigation support review software.

If the client prefers, Innovative Discovery offers hosted document review as a premium hosting partner for K-Cura's Relativity.

Media - Hard Drives					
Part No.	Description	Unit	Commercial List Price	GSA Price w/IFF	SIN
Hard Drives - 1Tb	1Tb	Each	\$ 649.00	\$ 536.20	51-505
Hard Drives - 750Gb	750Gb	Each	\$ 529.00	\$ 437.06	51-505
Hard Drives - 500Gb	500Gb	Each	\$ 349.00	\$ 288.34	51-505
Hard Drives - 320Gb	320Gb	Each	\$ 249.00	\$ 205.72	51-505
Hard Drives - Smaller	Smaller	Each	\$ 99.00	\$ 81.79	51-505
Hosting Services					
Part No.	Description	Unit	Commercial List Price	GSA Price w/IFF	SIN
Hosting - DB	Hosting - Database Setup	Each	\$ 500.00	\$ 503.78	51-506
Hosting - USF	Hosting - User Setup Fee	User	\$ 50.00	\$ 41.31	51-506
Hosting - Load	Hosting - Load Fees	No Charge	No Charge	No Charge	51-506
Hosting - UAF	Hosting - User Access Fee	User/Month	\$ 50.00	\$ 41.31	51-506
EDD Services					
Part No.	Description	Unit	Commercial List Price	GSA Price w/IFF	SIN
EDD - TIFF Conversion	EDD - TIFF Delivery - Exporting of TIFFs for Delivery. Client is Invoiced on responsive GB Size converted to TIFF and exported.	Gb	\$ 550.00	\$ 454.41	51-508
EDD - Native Delivery	EDD - Native Delivery - Per Gigabyte (GB) culling of custodian data by Known Hash Sets (De-NSRL), Binary Header Recognition, Relevant File Type, Loading, Indexing, Keyword Searching, De-duplication, Text and Metadata Extraction. Exporting of Native files after culling for Delivery. Client is Invoiced on total allocated size of dataset.	Gb	\$ 250.00	\$ 206.55	51-508
Selective TIFF Conversion	Selective Tiff Conversion of subsets for production.	Page	\$ 0.03	\$ 0.02	51-508
EDD-Storage	Data Storage (Chargeability begins 90 days subsequent to processing)	Gb/Month	\$ 30.00	\$ 24.79	51-508
Imaging Services - Scanning and Copying					
Part No.	Description	Unit	Commercial List Price	GSA Price w/IFF	SIN
Scanning - Light	Light Litigation	Page	\$ 0.10	\$ 0.08	51-505
Scanning - Medium	Medium Litigation	Page	\$ 0.14	\$ 0.12	51-505
Scanning - Heavy	Heavy Litigation	Page	\$ 0.18	\$ 0.15	51-505
Scanning - Hand	Glass Work	Page	\$ 0.23	\$ 0.19	51-505
Branding	Branding	Image	\$ 0.01	\$ 0.01	51-508
Color-Scanning	Color Scanning	Page	\$ 1.00	\$ 0.83	51-508
PDF Conversion	PDF Formatting	Image	\$ 0.02	\$ 0.02	51-508
OCR	OCR Optical Character Recognition)	Image	\$ 0.02	\$ 0.02	51-508
Forensic Services					
Part No.	Description	Unit	Commercial List Price	GSA Price w/IFF	SIN
Forensic Discovery Analyst I	Salaried Computer Professional whose primary duties include coordinating the activities relative to the analysis of data and metadata from various sources using independent judgement to determine importance and relevance of the data and to formulate solutions from the complexities of diverse data types to assist and advise in the business operations and goals of the client and the company. Evaluates data to be extracted and uses professional experience and discretion to choose which forensic tools will be used to extract the relevant data in a manner that preserves data integrity and maintains chain of custody information for entire project. Organizes, analyzes and evaluates the extracted data and maintains it in a format from which to make recommendations as to its suitability and use in	Hour	\$ 250.00	\$ 251.89	51-505, 51-506, 51-508
Project Management/Technical Time	Technical Time/Project Management encompasses the hourly work conducted to physically add / modify/ database edit/ search data going to or coming from the hosting application and the e-discovery process.	Hour	\$ 175.00	\$ 176.32	51-505, 51-506, 51-508