

Initiate

Confirm Budget and Vendor RFP Process

- Establish budget including ceiling
- Define terms of review engagement, including data volume, hosting platform, time required, level of attorney subject matter knowledge needed, etc.

Issue RFP and Review Bids

- Send RFP to eligible vendors, including statement of objectives and terms of engagement
- Compare bids using factors such as past performance, capabilities, price, and oversight attorney preference

Evaluate Contract Volume Versus Available Resources

Consider engaging a contract review firm if data volume exceeds available attorney bandwidth or causes potential deadline issues

Migrate Data

Use encryption at container level or Secure File Transfer Protocol (SFTP) to transfer data

Process Data

Load migrated data into approved tool and process: de-duplication, metadata extraction, Optical Character Recognition (OCR) extraction, etc.

Tech's Role

- Quickly manages large data volumes
- Eliminates manual workflows and reduces human error

Investigate

Analyze Data

Examine data to find relevant information, patterns, and provisions

Tech's Role

Uses machine learning to auto identify key provisions for efficient review

Select Data

Apply additional culling to find desired data

Tech's Role

Uses heat mapping and other culling features to identify provisions for batch exclusion based on template provision

Complete Review

Conduct due diligence review

Tech's Role

Utilizes auto-extracted provisions and other built-in machine learning features to perform lawyer-in-the-loop review

Implement

Act on Results of Review

Add key items to the disclosure schedule, identify any necessary addendums for counterparties, etc.