CITY AND COUNTY OF SAN FRANCISCO

DENNIS J. HERRERA
City Attorney

OFFICE OF THE CITY ATTORNEY

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May 22, 2020

RE: RFQ – Litigation Support Services
Legal Copying, Document Imaging, Coding and Printing, and E-Discovery

The San Francisco City Attorney's Office is seeking qualified vendors to create a pre-qualified list of contractors from which the City Attorney's Office may choose for litigation support services on an as needed basis. This Request for Qualifications specifies three distinct service areas of litigation support, as follows: (1) Basic Paper Copying and Scanning of Documents; (2) Document Imaging, Coding, and Printing; and (3) Electronic Discovery Services. Respondents are encouraged to respond only for those services in which experience and qualifications can be demonstrated.

Respondents chosen through this process ("Qualified Respondents") will be eligible to participate in a pool of qualified vendors to provide litigation support services for a period of three years. The City Attorney's Office is not guaranteeing any minimum amount of work to any contracted vendor.

We invite you to respond to the enclosed RFQ **by 5:00 p.m. on Friday, June 26, 2020.**

Responses should be submitted by mail or hand delivered as follows:

U.S. Mail
San Francisco City Attorney's Office
1390 Market Street, 5th Floor
San Francisco, CA. 94102
Attention: Mary Jane Winslow

Hand Delivery
San Francisco City Attorney's Office
1390 Market Street, 7th Floor
San Francisco, CA. 94102
Attention: Mary Jane Winslow