

# Los Angeles Unified School District

## Request for Information



**Date:** March 1, 2021

**To:** All Interested Parties

**Subject:** Addendum No. 2 RFI Solicitation No. 202111  
Title: **OGC ENTERPRISE LEGAL MANAGEMENT SYSTEM**

This Addendum No. 2 is issued to provide answers to questions.

NOTE:

1. Questions & Answers in the subsequent page.

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION SHALL REMAIN THE SAME.**

Thank you.

Information Technology Division – Bids  
Los Angeles Unified School District  
333 South Beaudry Avenue  
Los Angeles, CA 90017

**RFI 202111**  
**OGC Enterprise Legal Management System**

#	QUESTION	ANSWER
1	LAUSD indicates 40 in-house attorneys. How many legal and non-legal LAUSD professionals in total will need to be licensed specifically for Document and eMail management purposes (please exclude read-only individuals)?	<b>There are a total of 144 legal and non-legal professionals in the OGC who will need to be licensed.</b>
2	eMail Management Section: "The system shall have the ability to save emails with a minimum size of 5 gigabytes." Is 5 gigabytes indicative of total size of all emails to be stored?	<b>No, 5 GB represent the minimum size of attachments per email.</b>
3	Are you using any systems or tools that address case/matter management, document management, calendaring, legal holds, etc. functions? If so, please list.	<b>Time Matters is our case/matter management and document management system. LawToolBox is our calendaring tool, and we use Councellink for our legal holds.</b>
4	In terms of priority, please rank the top-3 business problems the solution will address for you.	<b>(1) Searching Documents (2) Saving Documents/Emails into Cases and (3) Reports (4) ability to collaborate confidentially with external law firms and vendors.</b>
5	Can you share the budget range for this project?	<b>N/A</b>
6	Estimated number of law firms providing services?	<b>There are approximately 60 outside law firms providing services to the LAUSD.</b>
7	Estimated range of legal spend with outside firms?	<b>N/A</b>
8	How many instances of SAP do you have?	<b>Not sure what this means?</b>
9	How many historical legal holds will you track?	<b>We currently have 16 historical legal holds.</b>
10	How many active legal holds do you have?	<b>We currently have 206 active legal holds but we anticipate this number to increase drastically.</b>
11	How many total legal staff do you anticipate using the system - in addition to the 40 attorneys - (paralegal, administrators, technologists)?	<b>We have about 104 other staff.</b>
12	Is the requirement for the ability to track internal time a nice-to-have or a must-have?	<b>The ability to track internal time is a "must have."</b>