Request for Quotation (RFQ)
For: Legal Case Evidence Review and Transcription Software
Issued By: North & South Dakota Federal Public Defenders
Date Issued: 9/25/2025
Response Due By: 10/09/25

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1. Introduction
North & South Dakota Federal Public Defenders is seeking quotations from qualified vendors to provide a secure, cloud-based software platform designed for managing, reviewing, and analyzing digital evidence—including audio and video recordings—for legal casework. The solution must meet strict data security, compliance, and accessibility standards while enhancing efficiency for attorneys, investigators, and support staff.

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2. Scope of Work
The selected solution should provide the following core capabilities:

- **Evidence Ingestion & Storage:**
  - Support for uploading multiple file formats (audio, video, text).
  - Scalable, encrypted storage with role-based access controls.
- **Automated Transcription:**
  - AI-powered transcription for audio and video evidence.
  - Time-stamped transcripts with speaker identification.
  - Searchable transcripts with keyword highlighting.
- **Case Organization:**
  - Case-based organization with tagging, notes, and categorization.
  - Cross-referencing between files, transcripts, and case notes.
- **Search & Analysis Tools:**
  - Keyword and phrase search across transcripts and metadata.
  - Exportable reports for case presentation and discovery.
- **Collaboration & Access Control:**
  - Secure, role-based access for attorneys, investigators, and admins.
  - Ability to share specific evidence or reports with external parties under controlled permissions.
- **Integration & API Support:**
  - Integration with common case management systems and evidence storage platforms.
  - API availability for custom workflows.

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3. Technical & Security Requirements

- Must comply with **FedRAMP** data security standards.
- Support **multi-factor authentication** and encryption at rest and in transit.
- Browser-based access with no mandatory local installations preferred.
- Cloud hosting in U.S.-based, FedRAMP preferred.

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4. Training & Support

- Initial onboarding and user training for staff.
- Documentation and knowledge base access.
- Ongoing technical support and SLAs for uptime and response times.

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5. Proposal Submission Requirements
Vendors must include the following in their proposal:

- Company background and relevant experience.
- Detailed description of how the solution meets each requirement.
- Pricing model (subscription, licensing, one-time fees).
- Implementation timeline and key milestones.
- References from other law enforcement or legal clients.

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6. Evaluation Criteria
Proposals will be evaluated based on:

- Compliance with technical requirements.
- Total cost of ownership over 3–5 years.
- Data security and compliance capabilities.
- User experience and ease of adoption.
- Vendor experience with legal/government clients.

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7. Submission Instructions

- All proposals must be submitted via fax to:
  Contact Name: Sandy Alick
  Fax: (605) 330-4499
  Deadline for submission: 10/09/25

The following clauses and provisions apply and are not limited to:

7-115 Availability of Funds JAN 2003
7-120 Availability of Funds for the Next Fiscal Year JAN 2003
3-3 Provisions, Clauses, Terms and Conditions - Small Purchases JUN 2024
B-5 Clauses Incorporated by Reference OCT 2010
1-10 Gratuities or Gifts JAN 2010
1-15 Disclosure of Contractor Information to the Public AUG 2004
7-30 Public Use of the Name of the Federal Judiciary JUN 2014
7-35 Disclosure or Use of Information APR 2013
7-130 Interest (Prompt Payment) JAN 2003
7-235 Disputes JAN 2003
2-57 Protecting, Reporting, and Responding to Incidents Involving Sensitive Information JUL 2024
2-115 Terms for Commercial Advance Payment of Purchases APR 2013
2-125 Security for Advance Payment APR 2013
2-140 Judiciary IT Security Standards APR 2013