

Vendor Selection Checklist for Lawyers:

Effectively managing Electronically Stored Information (ESI) is crucial for eDiscovery in litigation, so partnering with a reliable vendor can streamline processes, reduce costs, and enhance efficiency. To help avoid common pitfalls in vendor selection, we've created a checklist with key considerations for lawyers to ensure your partnerships align with your firm's values and goals.



Vendor Experience

- Longevity: How long has the vendor been operating in the eDiscovery industry?
- Specialization: Does the vendor have experience in your specific area of law or industry?
- Case volume: What is the vendor's track record of handling large-scale litigation cases?



Technology

- Data ingestion: Does the vendor's platform support multiple data sources (e.g., email, documents)?
- Processing: Can the platform handle large volumes of data for review and analysis?
- Integration: Can the technology integrate with your existing systems, and is it scalable for future needs?
- Analytics: Does the vendor provide robust reporting features to track progress and identify key findings?



Security

- Data security: What security measures do they have in place to protect sensitive client data?
- Compliance: Does the vendor comply with relevant data privacy regulations (e.g., GDPR, CCPA)?
- Data sovereignty: Where is the data stored, and does it comply with local data sovereignty laws?



Customer Support

- Service level agreements (SLAs): What are the vendor's SLAs and expected response times?
- Services range: Does the vendor offer a comprehensive suite of eDiscovery services?
- Project management: How available and responsive is the project management support team?



Cost Structure

- Pricing: What is their pricing model?
- Budgeting: Does it align with your budget and expected ROI?
- Additional fees: Are there hidden fees or unclear pricing structures?



Vendor Reputation

- In industry: What is the vendor's reputation within the legal community?
- Financial stability: Is the vendor financially stable and able to meet long-term commitments?
- Ethical standards: Does the vendor adhere to high ethical standards and best practices?

Cut the complexity, partner with Proteus.

Taking the time to selecting the right vendor for your firm is essential for safeguarding client data and your firm's integrity. For more insights, [contact us!](#)

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