



CITY OF DALLAS

September 17, 2021

Request for Submittals:

The Dallas City Attorney's Office is seeking submittals from law firms with cybersecurity and data management and protection experience to conduct an investigation into the data loss involving City of Dallas Information and Technology Services Department ("ITS") employee(s) migrating Dallas Police Department and City Secretary files from an online, cloud-based archive to a server for the time period of January 21, 2021 through April 1, 2021 (the "Time Period") and any other lost data that is identified by ITS in its report that is expected to be released on September 30, 2021. The scope of this proposed investigation may be amended based on City Council recommendation and approval and other potential factors.

The successful firm will investigate, including engaging a forensic firm experienced in analyzing instances of lost electronic data, and provide a report (1) detailing how and why the data was lost, (2) determining if previously lost data during the Time Period was successfully recovered, (3) identifying any issues with the City's IT systems and protocols regarding maintaining and migrating electronic data, including, but not limited to, monitoring and supervising actions of employees in ITS responsible for maintaining and migrating electronic data, (4) recommending changes to prevent such data losses from occurring in the future, including best practices, and (5) providing any other recommendations the firm deems necessary based upon its experience in conducting similar investigations (the "Scope of Work").

Any law firms based in Dallas or who have an office in Dallas that are interested in being considered must provide the following information by **September 24, 2021**, to dataloss@dallascityattorney.org:

1. Information describing your firm's experience in handling cybersecurity and data management and protection issues, including the number of attorneys on the proposed team, and others in the firm, with such experience.
2. Names and biographies of the attorneys in your firm whom you propose to staff this project. For each attorney, please provide the attorney's experience in cybersecurity and data management and protection issues, internal investigations, representation of governmental entities, and other experience relevant to this project.
3. Information describing the firm's diversity overall in terms of women, minorities, persons with disabilities, sexual orientation (LGBT), etc., as well as diversity of the proposed team for this project.
4. Completion of the schedule of "Minority/Women-Owned Business Enterprise" (M/WBE) participation under the City of Dallas's Business Inclusion and Development Policy in accordance with the attached form.

5. A statement of the percentage of practice of each attorney on the proposed team devoted to cybersecurity and data management and protection law.
6. The names and contact numbers of other clients, unless the name of the client is confidential, for whom each member on the proposed team has been retained to provide legal services involving cybersecurity and data management and protection legal issues.
7. The name of the forensic firm that your law firm will be engaging to conduct the forensic analysis of the Scope of Work.
8. A copy of an investigative report prepared by your firm involving cybersecurity and data management and protection issues that can be released.
9. Whether your firm has any known or possible conflicts in representing the City of Dallas.
10. Whether your firm provides a discount rate to governmental entities. If yes, provide the discounted rates and fee structure information for each attorney on the proposed team, including:
 - Senior partners;
 - Shareholders;
 - Senior associates;
 - Junior associates; and
 - Paralegals/other

The discounted hourly rate quoted should include all salary and compensation information and all overhead expenses, profits, and other employee costs, including clerical and word processing expenses. Firms/attorneys should list all expenses they propose to bill in addition to legal fees and the basis for such expenses.

11. Whether your firm is amenable to using a flat fee structure. If yes, provide the flat fee structure your firm would propose. If a flat fee structure is not possible, your firm must provide the hourly rates and fee structure information for each attorney on the proposed team, including:
 - Senior partners;
 - Shareholders;
 - Senior associates;
 - Junior associates; and
 - Paralegals/other

The hourly rate quoted should include all salary and compensation information and all overhead expenses, profits, and other employee costs, including clerical and word processing expenses. Firms/attorneys should list all expenses they propose to bill in addition to legal fees and the basis for such expenses.

12. The estimated time to complete the Scope of Work, with a breakdown of the estimated time to complete the investigation and the estimated time to complete the subsequent report.

This request for submittals is not a commitment by the City Attorney's Office, the City Attorney, or the City of Dallas to enter into any agreement or contract or to pay any costs associated with the preparation of responses, submittals, documents, or any other related work by any firm or attorney. The City Attorney may waive responses to any part of this request for submittals if, in the City Attorney's sole judgment, the City Attorney determines that it is in the best interests of the City of Dallas to do so. The City Attorney may require any firm or attorney to submit other information or documentation as the City Attorney deems necessary as conditions of selecting a firm or attorney.

Any questions regarding this request for submittals should be sent to dataloss@dallascityattorney.org. The answers to all questions will be sent to all firms providing submittals and will be posted at www.dallascityattorney.com.



CITY OF DALLAS
Office of Economic Development – Business and Workforce Inclusion
Ethnic Workforce Composition Report (BWI-FRM-627)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. *Please DO NOT use the “Enter” key.*)

Company name: _____

Address: _____

Bid #: _____

Telephone Number: _____ - _____ - _____ Ext. _____

Email Address: _____

Please complete the following sections based on the ethnic composition of the (location) entity in the address line above.

Employee Classification	Total No. Employees		White		Black		Hispanic		Other	
	Male	Female	M	F	M	F	M	F	M	F
Administrative/ Managerial										
Professional										
Technical										
Office/Clerical										
Skilled										
Semiskilled										
Unskilled										
Seasonal										
Totals:										
# of employees living in Dallas:										
Total % of employees living in Dallas										

Officer's Signature

Title

Typed or Printed Name

Date