

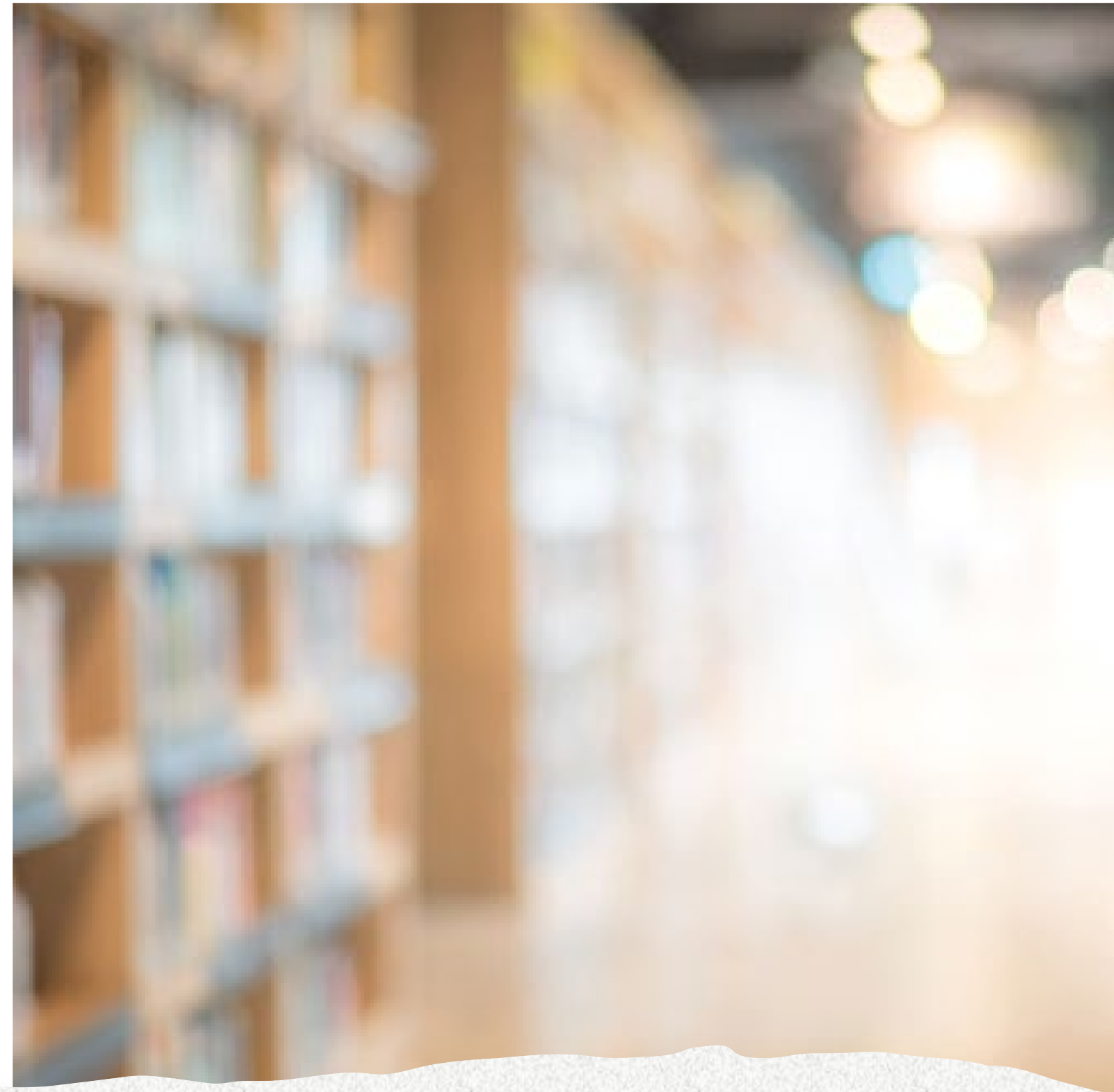


SBA Region: North Carolina
Unique Entity ID: HTKVAPYRQE8
CAGE: 7Q4J4
GSA Schedule: Professional Services Schedule
SIN: 561320 Temporary Staffing
Contract #: 47QSMS23D0003

CAPABILITIES BRIEF



Multiple Award Schedule
(MAS) Contract Holder



Legal Support Services: Staffing Solutions
Agency: U.S. Attorney's Office Eastern
District of Virginia

Past Performance

Project Overview

GGs was engaged by the U.S. Attorney's Office (USAO) in the Eastern District of Virginia to provide essential paralegal support for both the Alexandria and Norfolk offices. The contract required GGS to supply three full-time paralegals for the Alexandria office and one full-time paralegal for the Norfolk office. The scope of this engagement covered legal assistance for criminal cases, supporting the preparation and management of complex legal documents and discovery processes, and contributing to trial preparation and courtroom proceedings.

Objectives

The primary goal was to deliver comprehensive legal support to the USAO's Criminal Division to enhance case preparation and streamline litigation processes. By providing qualified paralegals, GGS sought to ensure the USAO's ongoing efficiency in prosecuting and defending federal cases.

Litigation Support:

- Paralegals worked directly with Assistant U.S. Attorneys (AUSAs) and federal law enforcement to prepare cases for litigation.
- They assisted in obtaining and analyzing records, documents, and evidence from various federal law enforcement agencies.
- Reviewed, processed, and organized voluminous case materials, helping AUSAs become familiar with case facts and circumstances.

Document Management:

- Managed large volumes of complex legal documents using specialized legal software, databases, spreadsheets, and word processing applications.
- Identified and addressed deficiencies in the uploading and organization of case materials.
- Coordinated the discovery process, organizing materials and producing discovery for defense counsel.
- Worked with litigation support teams to resolve any issues with the processing and distribution of discovery materials.

Trial Preparation:

- Supported AUSAs in preparing for trial by creating trial notebooks, drafting jury instructions, and preparing witness and exhibit lists.
- Assisted in the development of trial presentation materials, including computerized presentations and demonstrative exhibits.
- Operated courtroom presentation software during trials, ensuring smooth and effective use of electronic systems.

Courtroom Support:

- Provided real-time assistance during court proceedings, managing trial exhibits and helping present evidence through electronic systems.



Legal Support Services

Agency: U.S. Attorney's Office Eastern District of Virginia



Challenges Addressed

Document Complexity: GGS paralegals efficiently managed and organized voluminous and complex legal documents for trial preparation.- Coordination Across Multiple Locations: GGS facilitated communication and coordination between the USAO's offices in Alexandria and Norfolk.- Discovery Management: The paralegals handled and distributed discovery materials, streamlining this critical aspect of litigation.- Results and Impact: - Increased Efficiency: GGS paralegals enabled AUSAs to focus on substantive aspects of case litigation, reducing administrative burdens. - Improved Case Management: The paralegals' ability to organize and manage large volumes of data improved the workflow of criminal cases. - Enhanced Trial Preparation: GGS ensured that the USAO was fully prepared for court proceedings, contributing to smooth case presentation in court.

Conclusion

GGS played a critical role in supporting the USAO's mission of prosecuting and defending federal cases. By providing highly skilled paralegals and ensuring effective legal assistance, GGS enhanced the operational efficiency of the USAO's Criminal Division. The paralegals' contributions to case preparation, trial support, and discovery management were key to the smooth execution of legal processes at the Alexandria and Norfolk offices.

Past Performance

Project Overview

GGG was contracted by the National Park Service (NPS) to perform a title search and provide related services for land acquisitions by the United States of America. Over the two-year contract period, GGS's scope of work included conducting title searches back to patent, issuing title commitments and updates, preparing final title insurance policies, and handling closing and escrow services. The project ensured that the NPS met its due diligence requirements for acquiring property and securing legal rights over identified tracts of land.

Title Search and Commitments

GGG conducted in-depth title searches back to patent, ensuring all legal claims to the land were accounted for. The firm issued title commitments naming the United States of America as the proposed insured, and updates were provided as necessary throughout the acquisition process. GGS ensured that all commitments were in compliance with American Land Title Association (ALTA) standards, specifically the U.S. Policy 09-28-91, Revised 12-03-12.

Tax Exception Handling

As part of the title commitment process, GGS identified all taxing districts and authorities with jurisdiction over the land. The firm ensured that all outstanding taxes were accounted for, establishing an escrow fund for unpaid taxes when necessary. Federal regulations required that all taxes be cleared before closing, and GGS handled this aspect meticulously, confirming all taxes were paid or escrowed before completing the acquisition.



Title Services
Agency: National Park Service

Closing and Escrow Services

GGG facilitated the closing process for NPS by setting up an escrow account, managing the preparation and filing of closing documents, and ensuring the proper execution and recording of deeds. The team prepared closing and payment sheets detailing real estate taxes and ensured all state and county legal procedures were followed.

Title Insurance

GGG issued final title insurance policies in strict accordance with ALTA standards, listing the United States of America as the insured party. These policies covered all identified tracts of land, including easements, ensuring that NPS held clear and marketable title to the acquired property.

Document Preparation and Filing

GGG prepared and filed all necessary legal documents with county records offices, ensuring that all filings were accurate and complete. The team also provided express mail services to deliver documents to the NPS's Omaha office, ensuring timely communication and adherence to deadlines.

Throughout the project, GGS adhered to the NPS's submittal schedule and invoice processing requirements, utilizing the SAM.gov and IPP.gov platforms to manage contract compliance and ensure prompt payment for services rendered. The firm-maintained transparency by submitting draft invoices for review and approval by the NPS's Realty staff before final submission through IPP.gov.

GGG's expertise in title services, combined with its meticulous attention to detail and adherence to federal regulations, ensured the successful acquisition of land by the NPS, providing the agency with the legal security and documentation needed to proceed with its conservation and development efforts.



Title Services

Agency: National Park Service



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