

## LUMINANCE DILIGENCE USE CASE

# Tender Document Review

The Belgian office of a leading European Engineering Consultancy firm deployed Luminance Diligence for a review of over 250 public tender documents relating to an urban regeneration project, each well over 100 pages long. A team of ten people needed to analyse the documents to identify relevant contractual obligations and potential risks, whilst also ensuring the documents fulfilled the relevant criteria. The team were against the clock to present the results back to the board within a three-week window.



Conducting the review manually was simply not feasible and would have forced the team to sample a small portion of the document set. Luminance was the only solution for the team, empowering the lawyers to gain insight into all 250 documents.

Luminance combines supervised and unsupervised machine learning algorithms to instantly read and form and understanding of documents. By employing a flexible machine learning approach, legal teams do not have to spend months training and configuring the machine to generate insight. Instead, rapidly deployed via the cloud and with minimal set-up and configuration time required, Luminance is able immediately surface standards, deviations, anomalies and hidden risks. Thus, on the first day of the review, the legal team were able to uncover crucial information such as insurance clauses, payment conditions as well as key data points such as project execution times and deadlines. This included information relating to the 'Rewarding Criteria', with Luminance then learning from the interactions the team had with the platform through its supervised machine learning algorithms to surface over 170 similar examples, despite never having been exposed to this wording before. This was all displayed to the users on Luminance's intuitive and easy-to-use interface, enabling the team to start their review in the most logical and efficient way possible.

Once identified, these key provisions could be extracted directly into a usable report within Luminance, significantly reducing the time spent on tedious administration work, so that the team could focus more time on higher level review. The team also greatly benefitted from Luminance's language-agnostic capabilities, working seamlessly with Dutch documents throughout the review. Further, Luminance's easy cloud-deployment and project management tools ensured that remote working conditions, the team were able to rapidly upload documents from any location, allocate tasks, distribute documents and track work progression in real time.

As a result of all this, the team were able to reduce the time spent reviewing each document to 41 minutes compared to the 4 hours it previously took them to complete a full screening of one tender document, a total time saving of over 80%. This meant that the results could be presented back to the board in record time, putting the firm and their client in the best possible position to move ahead with the project.



# Luminance Project Guide

## Tender Documents

### Scenario

You are a multinational corporation involved in the procurement of services via a tendering process for a number of large-scale projects. After sending out an invitation to tender you receive over 200 lengthy tender documents from prospective contractors and have just 2 weeks to conduct a full legal screening and assess the commercial merit of each bid.

Given the time pressure and the volume of documents under review, you will be deploying Luminance's market-leading artificial intelligence technology to enhance the team's ability to complete this review as it is the only technology that can adapt to the timeframes required.



### Key Benefits

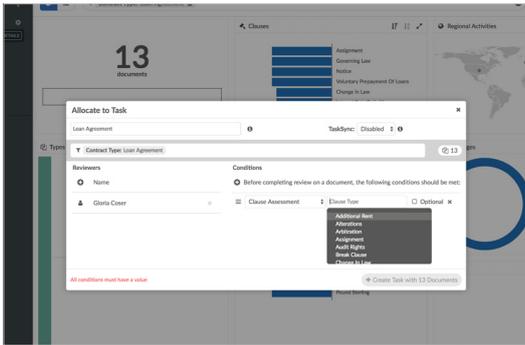
- ✓ Achieve significant time savings in a large-scale review of Tender Documents
- ✓ Quickly identify tender specific information and assess risks and obligations
- ✓ Achieve a more comprehensive review when screening the documents with added confidence in the results by removing the need to sample

### Review Process

After the documents have been uploaded into Luminance, the workflow for conducting the review comprises 5 key steps:

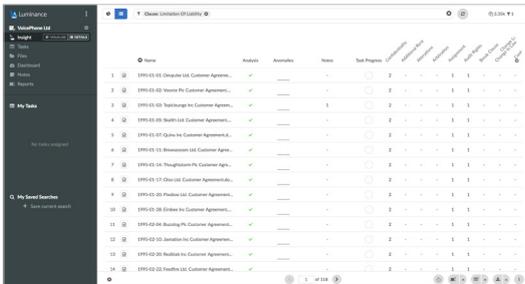
1. Assign documents to team members for review via Tasks
2. Analyse documents and clauses
3. Introduce Luminance to important Clauses and Data Points
4. Add notes in order to flag potential risks or obligations
5. Generate a Report summarising analysis

## Step 1: Assign documents to team members for review via Tasks



Isolate all of the documents relating to a specific project either via a keyword search of the project name or using Luminance's 'Folders' widget if you already have an organised folder structure. Once the relevant documents have been selected, assign these to a task making sure to add the specific user as well as any conditions or instructions necessary to streamline the review. The user reviewing the documents can then tick through documents that have been completed and the Dashboard will be updated in real time, meaning progress can be tracked and nothing is missed.

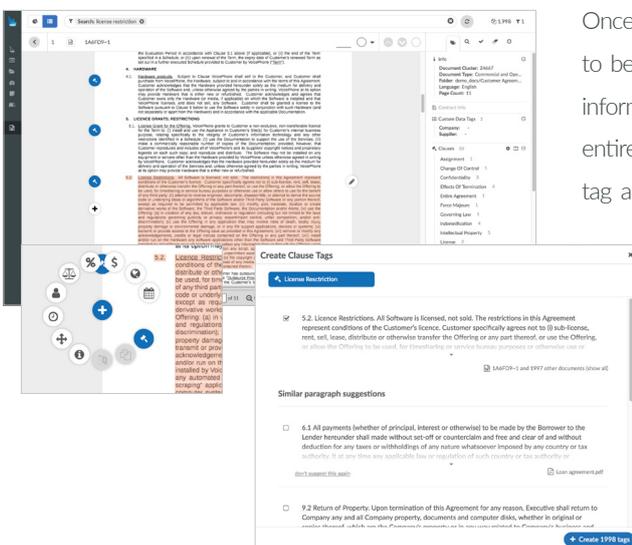
## Step 2: Analyse documents and clauses



To review important provisions within the documents you have been assigned, after selecting the relevant task, apply the 'Clause' filter from the Filter Bar, e.g. "Clause: Limitation of Liability". Luminance will then show all of the instances where there is reference to limiting or excluding liability, and this will appear within the relative column in the Details screen. This will allow you to rapidly move through examples of the clause to review, removing the need to open every individual document.

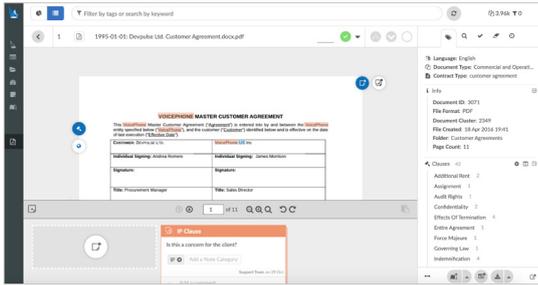
To find provisions which have not been already identified by Luminance, simply type the relevant keyword into the filter bar, e.g. 'Selection Criteria' or 'Evaluation Criteria'. Luminance will search across the entire task and present instances where the keyword appears.

## Step 3: Introduce Luminance to important Clauses and Data Points



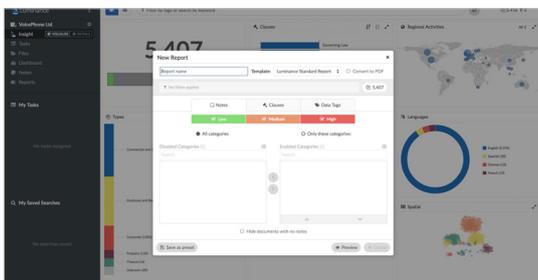
Once the key information has been identified, click on the page number to be taken to the relevant paragraph in the Document View screen. For information such as 'Selection Criteria' or 'Evaluation Criteria' select the entire paragraph and add a clause tag, Luminance will then automatically tag any other exact examples of this language, as well as suggest similar paragraphs in the document set that follow a similar pattern of language. By selecting or rejecting these similar suggestions, you are speeding up the time it takes to identify the concept across the documents. For more specific information such as 'Project Deadline' use a data point tag (in this case Date) to introduce Luminance to this concept. Once tagged, Luminance will look at the context surrounding the data point and also offer similar suggestions to be reviewed by the user.

## Step 4: Add notes in order to flag potential risks or obligations



As you continue the review of the documents, add a Note to an area of interest to flag a potential risk. Utilise the Bulk notes to draft your comments, simultaneously applying the same note on other instances of the paragraph highlighted, that Luminance has identified across the project. Use the Note Categories to further organise the analysis. By introducing 'Risk' as a category, for example, you will then be able to filter down to all the notes categorised as 'Risk'.

## Step 5: Generate a report summarising analysis



To generate a report that summarises the information you have both tagged and annotated in Luminance, filter to the relevant documents and select the information to include in the report (e.g. 'Grounds for Exclusion' clause and all Notes within the 'Grounds for Exclusion' category). Make sure to also select the relevant template for your report (i.e. 'Luminance Red Flag Report' if you are only interested in Notes, or 'Luminance Details Report' if you want all of the selected information exported into an Excel spreadsheet). The report can then be downloaded from the Reports section and refreshed to include the most up-to-date information.