

BREAKING ORBIT



How **outsourcing NDA review** takes legal teams
to the **next level**

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TABLE OF CONTENTS

1.	Launch sequence initiated: The future of NDA review starts here	3
2.	Chapter 1: Escaping the black hole – why outsource NDA review?	4
3.	Chapter 2: Launching into a new galaxy – key steps for outsourcing NDA review	6
4.	Chapter 3: Beyond the stratosphere – additional benefits of outsourcing NDA review	8
5.	Chapter 4: Choosing your co-pilot – what to look for in an outsourced provider	9
6.	Chapter 5: Expanding the universe – outsourcing beyond NDAs	10
7.	Chapter 6: The AI hyperdrive – leveraging AI in NDA review	11
8.	The final frontier? Or just the beginning?	15
9.	About the author	16



LAUNCH SEQUENCE INITIATED

The future of NDA review starts here

Non-Disclosure Agreements (NDAs) are a critical part of doing business, whether to protect trade secrets, confidential information, or intellectual property. However, the review and negotiation of NDAs can become a time-consuming process that diverts internal resources away from more strategic tasks. Outsourcing NDA review to a third-party provider is becoming an increasingly popular option for companies looking to streamline operations, reduce costs, and improve turnaround times.

This eBook provides an overview of the key benefits of outsourcing NDA review, practical steps to get started, and important considerations to ensure a successful partnership with your third-party provider.

Chapter 1

ESCAPING THE BLACK HOLE

Why outsource NDA review?

Don't be caught in an endless loop; there's a smarter way.

Outsourcing NDA review offers several compelling benefits for organizations looking to enhance efficiency, reduce costs, and improve overall contract management processes. Below are the primary reasons to consider outsourcing:

Free up internal resources

Focus on strategic work: Outsourcing NDAs allows your internal legal team to focus on higher-value work, such as complex contracts, strategic transactions, and business-critical negotiations. By delegating routine NDA reviews, legal departments can optimize their workload and contribute to broader business goals.

Cost savings

More affordable than external counsel: While external law firms provide expert legal review, the hourly rates can be prohibitive for routine NDA work. Outsourcing providers, on the other hand, typically charge fixed fees, often at a lower cost than internal resources or external counsel.



Reduce internal resource costs: Employing full-time legal staff dedicated to NDA review can be costly. Outsourcing allows you to convert fixed costs into variable costs, paying only for the volume of work you need.

Enhanced efficiency

Faster turnaround times: Most outsourcing providers offer same-day or 24-hour service for NDA review. This is especially useful for businesses that require rapid contract execution to keep deals moving forward.

Consistent and timely results: Outsourcing providers often have teams dedicated to NDA review, which helps ensure a steady stream of reviews and fewer bottlenecks during busy periods.

Improved reporting and tracking

Detailed reports: Outsourcing providers typically offer better-reporting systems, giving you visibility into the volume of NDAs being processed, approval timelines, and any potential bottlenecks.

Key insights: You can gain insights into frequently negotiated terms, common areas of dispute, and trends that may inform future negotiations or contract processes.

Better results

Specialized expertise: Many third-party providers specialize in NDA review and negotiation, meaning they bring a wealth of experience, and a thorough understanding of the common pitfalls and nuances involved in NDAs.

Standardization: Outsourced providers follow a consistent and thorough review process, often leading to higher quality and uniformity in the reviewed NDAs.



Chapter 2

LAUNCHING INTO A NEW GALAXY

Key steps for outsourcing NDA review

A precise navigation guide to outsourcing — without getting lost in space.

To successfully outsource NDA review, you need to establish a solid foundation that includes a comprehensive playbook, clear communication, and an efficient workflow. Here are the key steps:

Create a detailed NDA playbook

A playbook is essential for providing your outsourced provider with clear guidelines on how to review and negotiate NDAs. It ensures consistency, reduces ambiguity, and aligns the provider's work with your company's risk tolerance and business goals.

Key elements to include in your NDA playbook



Preferred clauses

Provide template language for confidentiality terms, non-compete clauses, and other key provisions.



Fallback positions

Provide ample fall-back positions for counter parties who push back on your preferred clauses.



Negotiation guidelines

Specify which clauses are non-negotiable, which can be modified, and under what conditions.



Red flags

Identify common issues that should always be escalated to internal legal teams for further review.



Risk tolerance

Outline the level of risk your company is willing to accept in terms of liability, indemnification, and other critical clauses.

Set up a process for accurate and timely review

In addition to a playbook, you need to develop a process that ensures NDAs are reviewed accurately and on time.



Submission workflow

Establish a process for submitting NDAs to the outsourced provider, including how and when NDAs are assigned for review. Some common ways to submit NDAs are through a dedicated email box or a proprietary NDA platform where NDAs can be uploaded and retrieved.



Communication protocols

Set up a clear communication system for addressing any questions or issues that arise during the review process. This can include escalation procedures and regular check-ins with the provider.



Turnaround time

Ensure that the provider can meet your required turnaround times (e.g., 24 hours or same-day service) for routine NDAs.



Reporting

A good, outsourced provider will give you different options for reporting on status of NDAs. You can also request your outsourced provider to give you focused reporting and analytics around negotiated terms, most negotiated clauses, average turn-around time, etc.

Chapter 3

BEYOND THE STRATOSPHERE

Additional benefits of outsourcing NDA review

Because who would decline speed, savings, and efficiency?



Beyond cost savings and efficiency, outsourcing NDA review can bring additional benefits to your organization:

Scalability

As your business grows, the volume of NDAs will likely increase. Outsourcing provides scalability, allowing you to handle high volumes without hiring additional in-house resources or overburdening your existing team.

Expertise in various jurisdictions

Many outsourcing providers have experience working across multiple jurisdictions in the US and abroad.

Standardization across business units

Outsourcing allows for standardized review processes across different business units or regions. This reduces inconsistency and ensures that all NDAs follow the same legal and risk guidelines.

Chapter 4

CHOOSING YOUR CO-PILOT

What to look for in an outsourced provider

You need a trusted navigator to ensure smooth legal liftoff.

When engaging a third-party provider to handle NDA review and negotiation, it's essential to choose the right partner. Here are key factors to consider:

Expertise in NDA review

Ensure the provider has a strong track record in NDA review and negotiation. Ask for references, case studies, or examples of similar work they've done for other clients.

Turnaround time and capacity

Confirm that the provider can meet your specific turnaround time requirements (e.g., same-day, 24-hour, or urgent reviews) and has the capacity to handle your expected volume of NDAs.



Technology and reporting capabilities

Look for providers that use advanced contract management systems or review tools. These technologies can streamline the review process, provide better reporting, and offer insight into contract trends.

Communication and escalation protocols

Ensure there are clear communication channels and escalation procedures in place. The provider should be proactive in reaching out if there are any ambiguities or concerns about a specific NDA.

Security and confidentiality

Given the sensitive nature of NDAs, it's crucial that the provider has robust security protocols to protect confidential information. Ensure they comply with industry standards for data protection and information security.

Chapter 5

EXPANDING THE UNIVERSE

Outsourcing Beyond NDAs

If it works for NDAs, what else can lift off?

Once you've successfully outsourced the NDA review, you might consider outsourcing other legal tasks to further optimize your legal department's operations:



Contract review and management

Many companies outsource the review and management of routine contracts like vendor agreements, service agreements, and employment contracts.



Litigation support

Outsourcing document review and legal research for litigation can free up in-house resources for strategy and case management.



Compliance monitoring

Certain regulatory compliance tasks, such as tracking changes in laws and regulations or ensuring contractual compliance, can also be outsourced.

Chapter 6

THE AI HYPERDRIVE

Leveraging AI in NDA review

Why fly solo when AI and humans make the perfect crew?

The integration of artificial intelligence (AI) into NDA review processes represents a significant advancement in contract management and review. While AI tools can dramatically improve efficiency and accuracy, they work best as part of a hybrid approach that combines technological capabilities with human expertise

Key AI capabilities in NDA review

AI platforms bring several powerful features to NDA review:

Natural Language Processing (NLP)

- Automatically identifies key clauses and terms
- Flags unusual or non-standard language
- Compares agreements against your standard templates
- Detects missing critical provisions



Risk assessment

- Evaluates compliance with company policies
- Identifies potential legal and business risks
- Highlights clauses that deviate from approved parameters
- Assigns risk scores based on predefined criteria

Benefits of AI-assisted review

The implementation of AI tools in NDA review offers several advantages, and although each AI platform is unique with different features, some common benefits may include:

Speed and efficiency

- Reduces initial review time from hours to minutes
- Processes multiple agreements simultaneously

Consistency and accuracy

- Applies uniform review standards
- Reduces human error in routine checks
- Ensures no critical elements are missed
- Maintains consistency across multiple reviewers

Data analytics and insights

- Generates metrics on review processes
- Identifies common negotiation points
- Tracks acceptance rates of various clauses
- Provides insights for process improvement

Cost considerations

The financial impact of implementing AI tools varies based on several factors:

Licensing models

- Per-user pricing (typically \$100-500 per month)
- Volume-based pricing (cost per document)
- Enterprise licensing (annual contracts)
- Custom pricing for specific features

Return on investment

- Reduced manual review time
- Lower error-related costs
- Improved turnaround times
- Enhanced risk management

Implementation costs

- Initial setup and configuration
- Integration with existing systems
- Training and onboarding
- Ongoing maintenance and updates

Human oversight and limitations

While AI tools are powerful, they require human supervision and have important limitations:

Areas requiring human review

- Complex legal interpretations
- Novel or unusual provisions
- Strategic business decisions
- Risk tolerance assessments
- Final approval and signature

AI limitations

- May miss contextual nuances
- Cannot fully assess business impact
- Limited ability to negotiate
- Requires regular updates to stay current

Best practices for AI implementation

To maximize the benefits of AI while maintaining quality control:

Establish clear processes

- Define roles between AI and human reviewers
- Create escalation protocols
- Set quality control checkpoints
- Document review procedures

Quality assurance

- Regular audits of AI outputs
- Periodic review of accuracy rates
- Documentation of error patterns
- Continuous improvement protocols

Training and maintenance

- Regular updates to AI models
- Ongoing staff training
- Performance monitoring
- Feedback integration



Creating a hybrid workflow

An effective AI-assisted NDA review process typically follows this pattern:

Initial AI review

- Automatic clause identification
- Risk assessment
- Compliance check
- Template comparison

Human review

- Evaluation of AI findings
- Assessment of business context
- Strategic decision-making
- Final approval

AI-generated report

- Summary of key terms
- Highlighted deviations
- Risk flags
- Recommended actions

Continuous improvement

- Feedback collection
- Model refinement
- Process optimization
- Performance tracking

Future developments

The AI landscape for NDA review continues to evolve:

Emerging technologies

- Advanced machine learning capabilities
- Improved natural language understanding
- Enhanced prediction models
- Greater automation capabilities

Integration opportunities

- Better connectivity with existing systems
- Enhanced collaboration tools
- Improved reporting capabilities
- Expanded analytics functions

AI tools represent a powerful addition to NDA review processes, offering significant improvements in **efficiency, consistency, and risk management**. However, their optimal use requires thoughtful implementation within a framework that maintains human oversight and expertise. By combining AI capabilities with human judgment, organizations can **create a robust and efficient NDA review process that leverages the best of both worlds**.



THE FINAL FRONTIER? OR JUST THE BEGINNING?

Outsourcing the review of NDAs can provide substantial benefits, including saving money, freeing up internal resources, and improving efficiency. By creating a clear playbook, establishing solid processes, and partnering with the right provider, your organization can enhance its contract management capabilities and ensure better business outcomes.

If you're considering outsourcing NDA review, take the time to assess potential providers carefully, define your goals, and ensure the right systems are in place to manage the process effectively. With the right approach, outsourcing can be a powerful tool to improve your legal operations. It can help you move beyond and conquer newer frontiers.



MEET THE MISSION COMMANDER

About the author



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With over 20 years in the legal industry, Tariq Hafeez has practiced corporate, real estate, healthcare, and criminal law — both in private practice and as an Assistant Attorney General for Michigan. As Co-Founder of LegalEase Solutions, he has been at the forefront of legal tech innovation since 2005, helping in-house legal teams and law firms streamline research, compliance, contract management, and litigation support. Passionate about efficiency and the future of legal services, Tariq continues to drive transformation in the ever-evolving legal landscape.

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