



**S.B. Freeman  
Law Group,  
LLC.**  
FOCUSED. FEARLESS. FORWARD.

# HARPER SOLUTIONS

## Capability Statement

**A Small Business specializing in eDiscovery, FOIA and Project Management Solutions.**

**SAM UEI: -LGDXN8L58P73**

**Email: [sbfreeman@sbfreemanlawgroup.com](mailto:sbfreeman@sbfreemanlawgroup.com) | Phone: (240) 406-4773 | Bar: Maryland ~DC | Security Clearance: Public Trust**

### CORE COMPETENCIES

- FOIA/Privacy Act (PA) review and processing, including applications for all nine exemptions, for complex and simple requests.
- Drafting FOIA responses and redaction of sensitive records.
- Legal research and writing, with federal court litigation experience
- Proficiency in e-Discovery tools: Relativity, Concordance, Kroll Inview, Etrium, Case Central, Applied Discovery, FOIAXpress.
- Document review for privilege, confidentiality, and responsiveness in large-scale investigations.
- Proficiency in Backlog Reduction and Redaction.
- Reviewing deposition testimony, assisting with Designations and Counter designations.
- Preparing Trial exhibits, and reviewing Trial briefs and finding supporting testimony.
- Team leadership in FOIA and document review projects
- Compliance with agency-specific FOIA regulations (e.g., 16 CFR Part 1015).

### LEGAL QUALIFICATIONS

- Juris Doctor – Wayne State University, Detroit, MI (2011).
- LL.M. in Energy and Environmental Law – George Washington University, DC (2016).
- Bar Admission: Maryland ~ DC (in Good Standing)
- Public Trust Security Clearance.
- Extensive FOIA experience including work with U.S. Department of Transportation.

### BUSINESS INFORMATION

- Business Name: SB Freeman Law Group, LLC.
- Business Structure: Limited Liability Company.
- SAM.gov Registration: LGDXN8L58P73.
- NAICS Codes: 541110 (Offices of Lawyers), 561410 (Document Preparation Services), 541199 and 518210.
- DBA: Harper Solutions.

**Stephen Barnie Freeman, Esq.**

**12410 Milestone Center Drive, Suite 600**

**Germantown, MD 20876**

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### RELEVANT EXPERIENCE HIGHLIGHTS

- **FOIA Analyst** – U.S. Department of Transportation: Processed complex and simple FOIA requests, applied exemptions, managed submissions, and supported automation initiatives.
- **Document Review Attorney (FTI, EPIQ, TrustPoint, etc.):** Reviewed legal documents for responsiveness, privilege, and confidentiality in DOJ, SEC, and FTC matters.
- **Team Lead** – Managed FOIA and antitrust review teams, quality control workflows, productivity tracking, and substantive document analysis.
- **Attorney Advisor** – Board of Veterans Appeals: Drafted appellate decisions for VA claims, conducted legal research, and prepared opinions under federal regulation.

### DIFFERENTIATORS

- Over a decade of combined FOIA, litigation, and e-discovery experience
- Public Trust clearance with active federal contract history
- Demonstrated ability to lead teams and manage high-volume FOIA workflows
- Advanced legal research, writing, and analytical capabilities
- Multi-agency contract experience (DOT, DOE, VA, and more)

### CONTACT INFORMATION

- **Stephen Barnie Freeman, Esq.**
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