



DEPARTMENT OF JUSTICE
ADMINISTRATIVE SERVICES DIVISION

April 6, 2021

Senator Chris Gorsek, Co-Chair
Representative Janeen Sollman, Co-Chair
Joint Committee on Ways and Means
Oregon State Legislature

Re: DOJ Response to Public Safety Subcommittee Meeting Question:
(Administrative Services Division)

Dear Senator Gorsek and Representative Sollman:

During our budget hearing on Monday, April 5th, Chair Gorsek asked a question regarding further details for Policy Option Packages (POP's) #120, #122, and #123.

POP #120 Litigation Technology

This package is to allow DOJ to provide internal resources to perform eDiscovery that has historically been performed by outside vendors. DOJ believes this function can be performed more effectively and efficiently internally, as already high demand and the complexity of litigation has continually increased. In addition to facilitating a full-service internal litigation support unit, this unit will create policies and procedures to serve as the model for other state agencies. It will have statewide impact through consultations, best practice guides, and overall risk mitigation.

DAS Risk Management has provided a letter of support (attached) recognizing that this effort could save the state significant sums of money and would be a worthwhile investment. This POP would provide DOJ with 4 positions/3.52 FTE and expenditure limitation of \$1,184,798 and would be funded through the legal rate.

POP #122 Realign IT Staff for Agency Needs

This package adds two essential technology staffing levels to meet the increasing support needs of the Department's programs, both legal and child support related. If approved, POP #122 will allow Information Services to appropriately staff the DOJ Helpdesk to meet increasing call rates, currently about 500 calls per week. It will also minimize the number of Helpdesk calls that end up being addressed by higher level (more technical) staff, because there aren't enough staff to answer all calls. This has caused a call abandonment of approximately 25% of calls received.

Additionally, POP #122 will increase the DOJ server team by one technician that will serve as a middleware administrator that focuses primarily on cloud-based systems for DOJ. The position will increase availability of other server and network staff to focus on their primary tasks. It will

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also allow DOJ to better separate technical tasks and auditing duties to meet federal requirements.

POP #122 will also provide DOJ with two technology training positions. These positions will provide much needed technical training on both litigation and legal systems, as well as the software tools that support those systems. POP #122 would provide DOJ with 5 positions/4.40 FTE \$1,046,414.

POP #123 Essential Costs for Information Technology

This package requests expenditure limitation to add the necessary hardware to ensure that DOJ meets all mandated state and federal data security requirements and provides for actual costs incurred for essential security needs. This request will also ensure that DOJ's technical environment is reliable, efficient, secure, and current. POP #123 is comprised of \$140k (biennium) of IT Expendable Property.

Sincerely,

Marc D. Williams
Director, Administrative Services



Oregon

Kate Brown, Governor

Department of Administrative Services

Enterprise Goods & Services - Risk Management

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October 15, 2020

Re: DOJ POP #120 Letter of Support

Dear Team,

DAS Risk Management supports DOJ in desiring to bring in house an eDiscovery team. We agree with the submission and its assessment of costs and benefits. DAS Risk believes the DOJ would be in the best position to bring this in house and manage case eDiscovery with dedication toward best case outcomes and reasonable cost for stakeholders.

Risk pays the cost of vendor eDiscovery that then gets incorporated into risk charge assessment for agency budgets. We are aware of the impact of eDiscovery to the cost and effectiveness of litigation.

Some benefits that we believe exist if this POP is approved:

- DOJ would have improved access to discovery resources, control of the storage of discovery costs and assistance to attorneys in organization and utilization of discovery documents.
- Cost savings on a per case basis would be realized in the short term and long term relative to the number of cases.
- Litigation best outcomes and reputational risk would be enhanced with more control over eDiscovery.
- Opposing counsel has more resources for eDiscovery and we believe DOJ should be able to match that of opposing counsel as is necessary to defend the lawsuits brought against the State.

Respectfully,

Shelly Hoffman
State Risk Manager
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