



DEPARTMENT OF JUSTICE

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February 21, 2024

Senator Janeen Sollman, Co-Chair
Representative Paul Evans, Co-Chair
Joint Committee on Ways and Means, Subcommittee on Public Safety
900 Court Street NE
H-178 State Capitol
Salem, OR 97301

Dear Senator Sollman and Representative Evans:

On February 15, 2023, the Department of Justice (DOJ) made a presentation to the Subcommittee on Public Safety about the Legal Tools Replacement Project 3.0 (Legal Tools Program). On that day, co-Chair Sollman asked a question about the level of involvement and the contracted amount with Deloitte, a consultant hired through Department of Administrative Services' state procurement process to support planning and integration efforts for the Legal Tools Program.

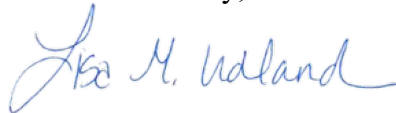
DOJ contracted with Deloitte at the end of 2022 to lead key activities and produce specific deliverables related to business requirements gathering, strategic program advisory support, and procurement support services. A total of \$1,406,027 was spent on contracted deliverables during the 2021-2023 biennium. During the 2023-2025 biennium, the contract was amended to include three additional deliverables for a total of \$343,500. The total amount DOJ has paid Deloitte to date is \$1,749,527.

Throughout 2023, Deloitte consultants worked alongside DOJ staff, attending weekly meetings, and completing the following key activities and deliverables outlined in their contract. This work was essential to DOJ's success in planning, gathering requirements, and preparing for the procurement of the solution vendor.

Tasks	Key Activities
Engagement	<ul style="list-style-type: none">• Aligned program goals and objectives; defined project practices, templates, and knowledge transfer approach
Business Requirements	<ul style="list-style-type: none">• Captured end user data to develop current state assessment• Reviewed of requirements previously developed• Facilitated end user interviews and shadow sessions for requirements gathering• Developed requirements management plan and traceability matrices• Provided iterative updates of developed requirements• Developed framework for business process transformation efforts
Strategic Program Advisory Support	<ul style="list-style-type: none">• Conducted program analysis to develop a program roadmap report and program support plan• Assisted with executive stakeholder management and communications
Procurement Support Services	<ul style="list-style-type: none">• Conducted market research, assisted with Request for Information sessions, and provided analysis and recommendations• Coordinated market research vendor demonstrations• Developed procurement support materials including, an RFP scoring template, pricing proposal worksheet, statement of work checklist, and vendor demonstration scripts

We appreciate the opportunity to provide this information. Please contact us if other questions arise.

Sincerely,



LISA M. UDLAND
Deputy Attorney General

c: John Borden, LFO Legislative Analyst
William O'Donnell, DOJ Chief Financial Officer
Richard Rylander, DOJ Chief Information Officer
Christa Harrison, DOJ Legal Tools Program Manager