



## Electronic Discovery Vendor Standard

### Introduction

The State of Oklahoma requires a robust, flexible and secure platform to deliver electronic discovery services. Leveraging the capabilities of a single vendor allows the state to maximize efficiency while helping ensure data confidentiality, reduce confusion for Oklahoma agencies and reduce inefficient workflow issues that using multiple vendors would cause.

### Purpose

This document establishes the standard electronic discovery vendor and corresponding related services delivered.

### Definitions

eDiscovery – For purposes of this standard, electronic discovery is the electronic aspect of identifying, collecting and producing electronically stored information in response to a request for production.

### Standard

Vendor platforms that provide eDiscovery services to the state are intended to be used for:

- Gathering data through the Office of Management and Enterprise Services managed state Microsoft Office 365 tenant which shall be limited to email, TEAMS, SharePoint and OneDrive.
- Providing data hosting, processing, review/redaction/tagging, analytics and production for requested documents.
- Consultation(s).

Each eDiscovery search requested by an agency shall include the written approval of two (2) people of elevated authority to the requestor, as follows:

- Oklahoma's Attorney General.
- Oklahoma's State Chief Operating Officer.
- The agency's cabinet secretary.
- The agency's director.
- The agency's general counsel.
- The agency's human resources director.
- The agency's public information officer.

At least one of the required approvals shall be from an owner of the agency data. If a search for state data requires a source other than the sources listed above, please contact the director of the Risk, Assessment and Compliance division of the OMES.

### Compliance

This standard shall take effect upon publication and is made pursuant to Title 51 O.S. §§ 151-172. OMES may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination

**Rationale**

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

**References**

- NIST SP 800-95, Guide to Secure Web Services.
- Statewide eDiscovery Contract [SW1044D](#).

**Revision history**

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 12/15/2022	<b>Review cycle:</b> Annual
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<b>Approved by:</b> Janet Morrow, Director of Risk, Assessment and Compliance	