

**Network Services-Open Systems
July 2021**

Rate: Time and Materials

Standard Rates	Rate FY22	Rate FY23	Debit Code
Analysis	\$78.50/hour	\$81.50/hour	Varies
Senior	\$87.00/hour	\$90.00/hour	Varies
Lead	\$99.00/hour	\$102.00/hour	Varies

All OCIO rates can be found at: [Office of the CIO Rates and Fees PUBLISHED.xlsx \(nebraska.gov\)](#)

General Overview

Agency authorized agents can request the following for a teammate’s account.

- Email searches
- Access to an email account
- Internet history
- Copies of stored files

Service Details

Annually the OCIO sends an email to the director of each agency, board and commission asking for who is authorized within their agency to make the requests as defined in this service description. Those names then are considered the authorized agents.

Authorized agents may send requests to ocio.discovery@nebraska.gov. Only authorized agents have access to send to this email address. DO NOT enter these requests into the OCIO Service Manager Portal. When the OCIO has gathered the requested information, we will follow the directions in the request as to who to send it to.

For email searches:

- Name of the account(s) to be searched
- Keywords to search, if applicable
- Dates of search
- Where to provide the results

E-Discovery

For access to an email account:

- Name of the account(s)
- Who gets the access
- Start date of access

For internet history:

- Name of account to be searched
- Date range to be searched
- Where to provide the results

For copies of stored files:

- File types
- Specific network drive location
- Date range to be searched
- Where to provide the results

Requesting Service

Requests must be sent to ocio.discovery@nebraska.gov.

- Job Code and Work Order Number
- The information listed above for each type of request

Cost and Billing Information

The Office of the CIO uses Billing Accounts, Job Codes and Work Order numbers for authorizing work and tracking costs for specific projects. The customer may designate which job code and work order number to use or request a new job code and work order number. Contact the Office of the CIO for assistance with developing an accounting structure that meets the needs of the organization.

**For further information, please contact:
The Office of the CIO Service Desk**

Request this Service: ocio.discovery@nebraska.gov

402.471.4636 or 800.982.2468