

Chapter 12

Statewide Enterprise Approach for Decision Packages that Include Information Technology

12.1 INFORMATION TECHNOLOGY PLANNING AND BUDGET REQUESTS

Information technology is a common part of any initiative or investment, and the state recognizes that there is a fundamental difference between standard IT expenditures and IT projects. The Legislature has clearly indicated a desire for transparency in all IT expenditures, yet the degree to which these expenditures will be separately scrutinized will depend on the type and purpose of the investment.

Per Chapter [43.105.020 RCW](#):

“Information technology” includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

“Telecommunications” includes, but is not limited to, wireless or wired systems for transport of voice, video, and data communications, network systems, requisite facilities, equipment, system controls, simulation, electronic commerce, and all related interactions between people and machines.

For the purposes of IT budgeting, IT expenditures include the following:

- IT hardware (computers, laptops, telephones, servers, networking equipment, etc.)
- Software (licenses, development of custom software)
- IT services (software-as-a-service, infrastructure-as-a-service, platform-as-a-service)
- IT contracts, including quality assurance and independent verification and validation
- IT staff or staff who will be performing IT functions

All decision packages with IT costs must include a completed IT Addendum. The IT Addendum has two parts. Part one is a table in which you will itemize these costs. Part two is three yes/no questions to help the agency, OFM and the OCIO determine whether each decision package constitutes an IT project:

1. Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service?
2. Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.)
3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121](#).)

If the answer to any of these three questions is “yes,” the decision package tentatively qualifies as an IT project/system/investment to be reviewed and prioritized by the OCIO, as required by Chapter [43.88.092 RCW](#). The OCIO will receive copies of all decision packages with IT costs, and can include or exclude decision packages from its review at its discretion.

Email an electronic copy of all decision packages with IT costs, including the IT Addendum and any associated attachments, to the OCIO at budgetrequest@ocio.wa.gov no later than the agency budget submission deadline.

12.2 IT PROJECTS/SYSTEMS/INVESTMENTS THAT REQUIRE CONSULTATION WITH THE OFFICE OF THE CHIEF INFORMATION OFFICER

Agencies must screen all decision packages with IT costs using the three criteria listed in section 12.1 above. If the decision package meets any of those three criteria, it tentatively meets the threshold for requiring review and prioritization by the OCIO.

Agencies with decision packages that meet any of the three the criteria in section 12.1 must contact the OCIO to schedule and complete a concept review for each qualifying IT investment before the budget submission deadline. As part of the concept review, the OCIO will work with agencies as necessary to shape their requests to ensure compliance with state IT policies and guidelines, and alignment with state IT strategic goals. The concept reviews will also help the OCIO IT policy consultants gain a deeper understanding of each IT investment, which will help them be better prepared to brief the scoring panels during the OCIO decision package prioritization process. The OCIO and the agency will work together to review the OCIO Scoring Worksheet, which will be used to measure each project’s alignment to state IT strategic goals. The OCIO will use this information during the decision package ranking process.

In preparation for concept review meetings with the OCIO, agencies should follow the directions provided at <https://ocio.wa.gov/programs/project-oversight-decision-package-prioritization> for each qualifying IT investment.

12.3 IT INVESTMENTS MUST COMPLY WITH IT STATUTES AND POLICY

All IT investments — projects and nonproject expenditures — are expected to be in compliance with IT statutes and policies. The OCIO can provide [a more comprehensive list](#), but some of the most frequently used requirements are listed here for convenience.

Use of CTS for Utility-Based Infrastructure Services: State agencies must rely on the Consolidated Technology Services agency for those services with a business case of broad use, uniformity, scalability and price sensitivity to aggregation and volume. Utility-based infrastructure services include personal computer and portable device support, servers and server administration, security administration, network administration, telephony, email and other information technology services commonly used by state agencies. If the decision package includes use of any of these services, the agency must consult with CTS to get a cost estimate for these services and include the estimate with its decision package. (Chapter [43.105.007 RCW](#))

Use of the State Data Center: State agencies must locate all new servers in the State Data Center (SDC). An agency decision package that includes enhancing, modifying or expanding an agency data center must include a cost estimate from CTS for either SDC Managed Services or SDC Co-Location Services. Any agency proposing to locate servers outside the SDC must request a waiver from the OCIO in writing as specified in [Policy 103](#). An agency proposing to use cloud services does not need a waiver from the OCIO, but must still provide a comparable cost estimate from CTS. ([OCIO Policy 184](#) and Chapter [43.105.375 RCW](#))

Radio, Radio over Internet Protocol and Public Safety Communications Investments: Agencies must receive written approval from the State Interoperability Executive Committee before beginning any

major investment in radio, Radio over Internet Protocol or public safety communication systems development, enhancement or acquisition. Approval is required regardless of the funding source or whether the request is for additional funding or for a previously approved or funded effort. The OCIO can provide more information about this requirement during the project's concept review. (Chapter [43.105.331 RCW](#))

12.4 STATEWIDE IT PLAN AND TECHNOLOGY BUDGET

The OCIO and Budget Division will work together to develop the Governor's 2017–19 IT Plan and Technology Budget, as required by Chapter [43.88.092 RCW](#). This document will be an appendix to the Governor's budget proposal that will include the following information:

- Agency detail of the previous biennium's IT expenditures. If available, this data will be pulled from the technology business management program (currently Apptio). Otherwise, information will be pulled from data coded in the Agency Financial Reporting System as Project X and Y.
- IT projects included in the Governor's 2017–19 budget using information contained in the associated decision packages for each project.
- Budget information for existing IT projects under OCIO oversight, as reported by agencies to the OCIO.

Agency chief financial officers and chief information officers should ensure that IT accounting and other data are accurate as it will be published in the Governor's 2017–19 IT Plan and Technology Budget.