



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS  
Office of the Chief Information Officer

1500 Jefferson Street SE ▪ Olympia, Washington 98504-1501

August 7, 2019

**TO:** Agency Directors  
Deputy Directors  
Chief Financial Officers  
Chief Information Officers

**FROM:** James Weaver, State Chief Information Officer

**SUBJECT:** **2020 Information Technology Decision Packages**

A handwritten signature in black ink that reads "James R. Weaver".

The Office of Financial Management (OFM) [2019-21 biennial budget instructions – Chapter 10](#) includes requirements to consult with Washington Technology Solutions (WaTech) services and the Office of the Chief Information Officer (OCIO).

New requirements for information technology (IT) decision packages (DPs) are contained in the [2019-21 operating budget](#) (Sec. 152 (4)(a)). To comply with the new requirements, agencies must:

- Complete the IT fiscal estimates work sheet (Excel workbook) and submit that as an attachment to the DP. This workbook is embedded in the IT addendum within the Agency Budget System (ABS).
- Provide the OCIO with a copy of the agency DP prioritization listing already submitted to OFM. This information should be sent to [ocioconsultants@ocio.wa.gov](mailto:ocioconsultants@ocio.wa.gov) no later than Sept. 20, 2019.

Agencies are also requested to take the following steps for any IT decision packages:

- **Complete a services consultation with WaTech before final submission of your DP to OFM:** Submit a request to the WaTech Support Center at [support@watech.wa.gov](mailto:support@watech.wa.gov) using the subject line: ***DP consultation request for 2019-21 supplemental budget submittal for (insert your agency name and DP title)***. In this email, please include an agency point of contact, their full name and contact details (both email and telephone number), and a copy of the draft DP or related documentation detailing the request. A consultation will be conducted and a WaTech Customer Account Manager will provide documentation summarizing the understanding of the project and the impacts considered, which may include budgetary estimates for WaTech services.
- **Coordinate with the OCIO before final submission of DP:** Agencies are strongly encouraged to meet with the OCIO before developing their DP and IT addendum to ensure the DP is aligned with state IT strategy and best practices. Meeting with the OCIO for guidance will help ensure high quality DPs are being proposed. Agencies can find a posted copy of the criteria used to

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evaluate DPs on the [OCIO website](#). **Submit an [IT Project Assessment \(ITPA\)](#) for all IT decision packages:** These should be flagged as a decision package ITPA. The addition of this requirement was an important lesson from the biennial DP process. The result of the ITPA will guide both the agency and the OCIO on proposed investments likely to be considered as major projects. These projects are likely to require a higher level of project management and independent quality assurance. The ITPA costs should be included in the decision package estimates.

Agency operating and capital budget requests are due to OFM Sept. 20, 2019. I encourage you to submit your agency requests to WaTech as soon as possible. We look forward to working with you and your agency staff.

If you have questions please contact your [WaTech customer account manager](#) and/or the [OCIO consultant team](#).

cc: Sue Langen, Deputy State CIO, WaTech  
Scott West, Deputy Director, WaTech  
WaTech Customer Account Managers