



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

1500 Jefferson Street SE • Olympia, Washington 98504-1501

June 3, 2025

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

FROM: William S. Kehoe, Director & State Chief Information Officer

A handwritten signature in blue ink that reads "William S. Kehoe".

SUBJECT: 2026 Supplemental Budget Information Technology Decision Packages

As outlined in the Office of Financial Management's (OFM) Supplemental Operating Budget Instructions Chapter 10, agencies are required to consult with WaTech before submitting an IT-related Decision Package (DP) request to OFM.

The purpose of the DP consultations is to partner with agencies to strengthen the quality and effectiveness of their proposals by focusing on the business and IT strategic alignment and outcomes of the investment request. This approach helps WaTech understand how your proposed DPs align with strategic priorities for the state and your agency. It also assists WaTech in the review and scoring of the submitted DP.

WaTech Business Relationship Managers are scheduling consultations now through Aug. 31, 2025. When you submit a request, WaTech will send a meeting notice to your agency. Feel free to forward the meeting notice to relevant business leaders within your agency to ensure broad alignment across strategic roadmaps and associated investments. This collaborative approach supports the development of high-quality, well-aligned proposals for OFM's consideration.

Along with the consultation requirement, agencies are required to:

- Complete an IT Addendum on all Decision Packages (DP) with an IT cost component. This has been updated for the supplemental budget and reflects changes to strategic priorities. Agencies must submit a PDF copy of their responses as an attachment to the DP submittal with OFM.
- Complete the IT fiscal estimate workbook in the IT Addendum **(for all DPs with an IT cost component)** and submit it as an attachment to the DP submittal with OFM.

Other resources available to agencies:

- An updated Statewide Technology Strategic Plan is available for use in developing decision packages. The plan is posted at: Enterprise IT Strategic Plan.
- Agencies can find a posted copy of the Decision Package Prioritization Criteria used to evaluate DPs on the WaTech website.

All decision package requests are due to OFM by Sept. 15, 2025. We look forward to working with you and your agency staff.

If you have questions, please contact your WaTech Business Relationship Manager.

cc: Deanna Brocker, Deputy Director, Strategy & Management
Mark Quimby, Deputy Director, Technology & Operations
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