



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS
Office of the Chief Information Officer

1500 Jefferson Street SE • Olympia, Washington 98504-1501

June 25, 2020

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

FROM: James Weaver, State Chief Information Officer

SUBJECT: 2021-2023 Information Technology Decision Packages

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

The Office of Financial Management (OFM) [2021-23 Operating Budget Instructions Chapter 10](#) includes requirements to consult with Washington Technology Solutions (WaTech) services and the Office of the Chief Information Officer (OCIO). To comply with the requirements, agencies must:

- Complete the [2021-23 IT fiscal estimate workbook](#) and submit that as an attachment to the DP.
- 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 no later than Sept. 25, 2020.

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 using the subject line: **DP consultation request for 2021-23 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.

Consider a consult with the OCIO before final submission of DP:

You are invited to schedule a short 20-minute with an OCIO oversight consultant to discuss your investment concept, review the OCIO's decision package evaluation process and allow you to ask specific questions regarding your decision package. The cutoff date to schedule a meeting with the OCIO is July 31, 2020, all meetings will be completed by August 31, 2020. For agencies wanting a 20-minute consult with the OCIO, send an email request to OCIOConsultants@ocio.wa.gov.

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- Agencies can find a posted copy of the criteria used to 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.

All decision package requests are due to OFM September 14, 2020. 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 Director, Strategy & Management
Mark Quimby, Deputy Director, Technology & Operations
WaTech Customer Account Managers