



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS  
Office of the Chief Information Officer

1500 Jefferson Street SE • Olympia, Washington 98504-1501

July 6, 2021

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

**FROM:** Mark Quimby, Acting State Chief Information Officer

**SUBJECT:** **2021-2023 Information Technology Decision Packages**

A handwritten signature in black ink, appearing to read "Mark Quimby".

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 an [IT Addendum](#) on all Decision Packages (DPs) with an IT cost component.
- Complete the [2021-23 IT fiscal estimate workbook](#) - for all DPs with an IT cost component - in the IT Addendum and submit that as an attachment to the DP.
- Submit a copy of the IT DP Prioritization listing to the mailbox, [ocioconsultants@ocio.wa.gov](mailto:ocioconsultants@ocio.wa.gov), by no later than Sept. 24, 2021.

An updated 2021-2025 Statewide Technology Strategic Plan is available for use in developing decision packages. The plan is posted at: <https://ocio.wa.gov/strategy>.

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

- **Complete a required services consultation with WaTech before final submission of the 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 services consultation request for 2022 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.
- **Consider an optional consult with the OCIO before final submission of the DP:** Agencies are invited to schedule a short (30-45-minute) consult with the OCIO to discuss the investment concept, review the decision package prioritization process and ask specific questions. Please submit consult requests to [ocioconsultants@ocio.wa.gov](mailto:ocioconsultants@ocio.wa.gov) no later than July 31, 2021. All meetings will be completed by August 31, 2021. Use the subject line: **DP OCIO Consult (insert your agency name and DP title)** in the request. To get the most value from the consult, it is recommended agencies provide any available supporting documentation (e.g., draft decision package, IT addendum, feasibility study, etc.) to the [ocioconsultants@ocio.wa.gov](mailto:ocioconsultants@ocio.wa.gov) mailbox at least one week prior to your consult.

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- Agencies can find a posted copy of the criteria used to evaluate DPs on the [OCIO website](#). If a DP with IT cost components completes Part 3 of the Addendum, **also submit an [IT Project Assessment \(ITPA\)](#)**: These should be flagged as a decision package ITPA.

All decision package requests are due to OFM on September 13, 2021. 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](#).

cc: Sue Langen, Deputy Director, Strategy & Management  
Matt Oram, Acting Deputy Director, Technology & Operations  
WaTech Customer Account Managers