

INFORMATION TECHNOLOGY

Statewide enterprise approach for decision packages that include information technology

Information technology planning and budget requests

Information technology (IT) is a common part of any initiative or investment, and the state recognizes that there is a fundamental difference between standard Information Technology expenditures and IT projects. In RCW [43.88.092](#), the Legislature clearly indicated a desire for transparency in all IT expenditures. However, the degree to which these expenditures are separately scrutinized will depend on the type and purpose of the investment. These budget instructions enable the Office of the Chief Information Officer (OCIO) and Office of Financial Management (OFM) to evaluate proposed information technology expenditures and establish priority ranking categories of the proposals.

IT definitions per RCW [43.105.020](#)

“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 budgeting purposes, 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 project management, quality assurance, independent verification and validation and other professional and consultative services related to information technology and/or telecommunications.
- IT staff or staff who will be performing IT functions.

IT investments must comply with IT policy for reuse

To support the reuse of existing state resources, all IT investments - including project IT expenditures - are expected to comply with IT statutes and policies. For a comprehensive list of state policies and standards, see OCIO [technology policies](#).

Some of the most frequently used requirements are listed here for convenience.

Use of the State Data Center. [State Technology Policy 184 - Data Center Investments](#) outlines the requirements for agencies to locate physical servers and related equipment in the state data center.

The policy describes the limited nature of equipment that may be housed at agency locations. These requirements do not apply to cloud-based services.

Radio, Radio over Internet Protocol (ROIP) and public safety communications investments.

Agencies must receive written approval from the State Interoperability Executive Committee (SIEC) before beginning any significant investment in radio, Radio over Internet Protocol or public safety communication systems development, enhancement, or acquisition. For these instructions, significant investments are defined as greater than or equal to \$250,000. 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 upon request. The SIEC can be contacted by emailing bill.kehoe@watech.wa.gov. (RCW [43.105.331](#)).

Facial recognition. Agencies must file a notice of intent and an accountability report with the Technology Services Board (TSB) if they are procuring or developing facial recognition technology. Accountability report must include all elements included in RCW 43.386. Information on submitting reports to the TSB can be found at <https://ocio.wa.gov/facial-recognition>.

Administrative and financial system approval. The Statewide Administrative and Accounting Manual (SAAM) Section 80.30.88 and [OCIO Policy 122](#) require the approval of the OCIO and OFM before an agency invests in a new or existing administrative/financial system. As part of the review process, agencies are required to demonstrate they have performed due diligence and research in investigating similar solutions that are available for reuse in state government. Requests will also be evaluated for their relationship to the One Washington program. This approval is required for new investments and enhancements to existing systems.

This approval must be obtained prior to submission of a decision package and the approval letter attached to the decision package. To initiate a request, agencies may submit an [IT Project Assessment](#) and include a note in the description that this is related to a proposed decision package or send an email request to the [OCIO Policy and Waiver mailbox](#). A table containing Administrative & Financial system categories and functions is below and can be found on the OCIO Website under [Administrative and Financial Systems Definitions](#).

Administrative/Financial Category	Business Capability
Finance	Government Accounting General Ledger Capital Asset Management/Fixed Asset Management Accounts Payable Accounts Receivable Cash Flows General Ledger Reconciliation
Management Accounting	Cost Estimate Cost Management and Control Cost Accounting/Activity Based Costing (ABC)
Budgeting	Budgetary Control Performance Budgeting
Human Resources	Appointment Change Benefits Management Diversity Management Grievance Hiring Job Application Job Classification Payroll Recruitment HR Reporting, Business Intelligence, and HR Visual Analytics Retirement Separation/Termination Strategic Workforce Planning Succession Planning Telework/Flexible work Time and Attendance Training/Development Travel Management Wellness and Safety Information Scheduling
Enterprise Risk Management	Enterprise Risk Management
Grant Management	Grant Management
Procurement	Purchasing Contracting Vendor Management Planning Inventory Management Inventory Control
Performance Audit	Performance Audit

Decision package content when there are IT costs (see page 1 for definition of IT costs)

Guidance on information to include in the decision package when there are IT costs.

Responses within the body of the decision package will be included in the OCIO evaluation and priority ranking process:

- Within the decision package section entitled **Package Description**, include a description of the feasibility study, market research or other due diligence activities leading to the proposed technology solution. More detailed documentation of these activities should be included as attachments to the decision package.
- Within the detailed **Assumptions and Calculations** section, agencies should provide a summary of assumptions influencing the requested technology amounts.
- Within the **Strategic and Performance Outcomes**, agencies should identify how this proposed IT investment improves business outcomes within your agency. The decision package should provide specific examples of business outcomes in use within your agency, and how those outcomes will be improved because of this technology.
- Within the **Other collateral connections** section, identify the business impact if this decision package (or the IT portion of the decision package) is not funded. More detailed information in this section will be used when evaluating the urgency of the decision package request.

When developing the budget associated with the decision package, agencies should take onboarding and start up activities into consideration. It is not unusual for a project to take several months to onboard project staff and develop any required approval documents that are prerequisites to starting work.

Guidance on completing the IT addendum

No IT addendum is needed for any decision package in the following two cases:

1. The agency’s investments are solely for the purpose of purchasing equipment and software — such as laptops, cell phones and applications — that will be used by new FTEs.
2. The agency’s investments are for the purpose of increasing IT FTE(s) to accommodate an agency expanding business operations.

In all other cases, decision packages with IT costs must include a completed IT addendum.

The IT addendum has five parts:

- **Part 1** requires agencies to fill out the [23-25 IT Fiscal Estimate Workbook](#) with an itemized breakdown of information technology costs. This information is needed because the costs noted in the DP are likely a blend of IT and non-IT costs. This allows OFM and the OCIO to meet reporting requirements on the IT costs.

The itemized 23-25 IT Fiscal Estimate Workbook is also available on the OFM budget forms [webpage](#).

- **Part 2** contains questions about facial recognition and the reuse of existing state resources. The answer to these questions will help the OCIO and OFM determine if the decision package will be funded. In some cases, the agency will need to attach copies of supporting documents.
- **Part 3** needs to be answered for all IT maintenance level decision packages and contains questions that will be used for reporting by the OCIO as required by RCW [43.88.092](#).

All policy-level decision packages must answer the additional questions listed in Part 4 and Part 5.

- **Part 4** needs to be answered for all IT policy-level decision packages and contains questions that will be used for reporting as required by RCW [43.88.092](#).
- **Part 5** must be answered by all policy-level decision packages and contains scoring questions that will be used to evaluate and prioritize IT decision packages.

The OCIO will review decision packages containing an IT addendum. Through this process, other decision packages may be identified as needing an IT addendum or be excluded from the prioritization process. In cases where a decision package is later determined to be an IT investment, but no IT addendum has been submitted, the OCIO will contact the agency to request the IT addendum and provide a deadline for submission.

Decision packages submitted in the Agency Budget System (ABS) with an IT addendum and 23-25 IT Fiscal Estimate Workbook will be retrieved from that system by the OCIO to complete the evaluation and prioritization process. Agencies will not have to perform additional work during the OCIO decision package evaluation process.

IT projects/systems/investments requiring consultation with Consolidated Technology Services (WaTech)

Enterprise Technology Impact Review before final submission of decision package: All policy-level decision packages require a consult with WaTech. For each decision package, the agency must submit a request to WaTech at support@watech.wa.gov with the subject line “DP services consult request for 23-25 Biennium (insert your agency name and decision package title).” In the body of the request, please provide the full name and phone number of the agency point of contact. Also attach copies of all available documents the agency is using to support the decision package request. A consultation will be conducted, and the outcome will include documentation summarizing the understanding of the investment and the impacts considered, which may include budgetary estimates for WaTech services. All consults and meetings must be completed by August 31, 2022.

Decision package criteria

The criteria scoring scale being used by the OCIO to evaluate and rank Decision Packages is available on the OCIO [Decision Package Prioritization](#) website. See [23-25 Decision Package Prioritization Criteria](#).

If you have additional question on the decision package scoring process or criteria contact ociotbmprogramoffice@watech.wa.gov.

Statewide IT plan and technology budget

The OCIO and OFM Budget Division will work together to develop the Governor’s 2023-25 IT plan and technology budget, as required by RCW [43.88.092](#). 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 will be obtained using existing data from the state’s Technology Business Management Program.

- IT projects included in the Governor’s 2021-23 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 2023–25 IT plan and technology budget.

One Washington

Background. One Washington is an OFM business transformation program tasked with modernizing the systems that support enterprise administrative operations (including finance, procurement, budget, human resources/payroll) via Workday, an Enterprise Resource Planning (ERP) system.

One Washington consists of two elements: transformation of business processes and implementation of an ERP to support those business processes.

By implementing an ERP and transforming the processes that support the state’s business, One Washington will help ensure decision makers have access to data that is accurate and timely, standardize common business processes across agencies, and enable improvements to citizen service delivery.

One Washington 2023-25 Scope. The primary focus for the 2023-25 One Washington budget build is Phase 1a- Core Financials (Agency Financial Reporting System [AFRS] replacement).

If the determination is made that your agency’s system(s) and associated funding needs are not related to functionality being modernized by One Washington (budget, finance, procurement, human resources/payroll), please refer to the beginning of this chapter for guidance.

One Washington 2023-25 budget request and related agency budget requests. All One Washington-related budget requests, including agency requests, must be submitted to One Washington to be considered for inclusion in the consolidated enterprise-wide One Washington decision package. One Washington-related agency requests will be restricted to the two pools referenced below.

One Washington agency resource requests. One Washington will collaborate with agencies to develop two agency resource pools: Legacy System Remediation (LSR) Pool and Agency Readiness Pool.

Legacy System Remediation Pool. One Washington’s LSR and budget teams are working with the 35 agencies who have Phase 1a Workday-impacted systems to determine their remediation work plan(s), schedule(s), and related resource needs. For the purposes of this work, the 35 LSR agencies have been split into 7 groups based on the number of systems and system complexity. This spring and summer, the LSR and budget teams will meet with each group in sequential order. The results of these workshops will be a work plan and schedule for each agency Phase 1a Workday-impacted system, and an estimate of the resources needed to execute the work plan(s) to remediate system(s)

in preparation for Workday Phase 1a go-live. Phase 1a LSR agencies will estimate their resource needs using a workbook, provided by the program, customized with their Phase 1a Workday-impacted system(s). As each group completes their work, each agency will be required to submit their workplan(s), schedule(s), and resource workbook to the One Washington program. Due dates are dependent on each group's timeline and will be communicated to agencies at the start of their group's workshops. Due to the complexity of decision package development, late submissions will not be considered.

Over the course of the summer, the One Washington Technology Pool Committee will review each agency's completed work plan(s), schedule(s) and resource workbook. The committee will work with agencies to gather any additional information needed to validate their requests. The committee will determine what LSR agency resource requests are included in the Legacy System Remediation Pool component of the One Washington decision package. The committee is comprised of One Washington business owners, functional (finance, human resources/payroll, budget, and procurement) leads, LSR and technology staff, and OFM IT and WaTech/OCIO staff.

Agency Readiness Pool. The modernization and replacement of AFRS will impact all agencies resulting in readiness, training, organizational change management, and other resource needs. The One Washington program will request a pool of resources to support all agencies especially those who do not have Phase 1a Workday-impacted systems but need resources to prepare for the transition to Workday.

For more information, see the [One Washington site](#), contact your One Washington [agency point of contact](#), or the One Washington Budget Manager [Briana Samuela](#).