



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

1500 Jefferson Street SE • Olympia, Washington 98504-1501

June 3, 2024

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: 2025-27 Biennial Budget Information Technology Decision Packages

As outlined in the Office of Financial Management's (OFM) [2025-2027 Biennial Operating Budget Instructions Chapter 10](#), agencies are required to consult with WaTech before submitting an IT related Decision Package (DP) request to OFM.

Our focus is to partner with agencies during consultations and help them create the most effective and quality DP by ensuring there is statewide and agency strategic alignment with clearly defined outcomes. The consultations will improve WaTech's understanding your DPs assists WaTech in the review and scoring the submitted DPs and subsequent funding recommendations to OFM and the Legislature.

WaTech Business Relationship Managers are coordinating consultations now through Aug. 31, 2024. WaTech will send a meeting notice for the DP consult to your agency. Feel free to forward the meeting notice to other business leaders within your agency to ensure business and leadership alignment with our respective agency strategic roadmaps and associated investments. Together we will be able to assure OFM and all enterprise stakeholders that we are submitting the best, most efficient, and optimized investment proposals for their consideration.

Along with the consultation requirement, agencies are required to:

- Complete an [IT Addendum](#) on all Decision Packages (DP) with an IT cost component.
- 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.

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Other resources available to agencies:

- An updated Enterprise IT Strategic Plan is available for use in developing decision packages. The plan is posted at: <https://watech.wa.gov/strategy/enterprise-it-strategic-plan>
- Agencies can find a posted copy of the Decision Package Prioritization Criteria used to evaluate DPs on the [WaTech Decision Package Prioritization website](#).

All decision package requests are due to OFM by Sept. 10, 2024. We look forward to working with you and your agency staff.

If you have questions, please contact your [WaTech Business Relationship Manager](#) or the [WaTech Support Center](#).

cc: Deanna Brocker, Deputy Director, Strategy & Management
Mark Quimby, Deputy Director, Technology & Operations
[WaTech Business Relationship Managers](#)
[WaTech TBM Program Office](#)
[WaTech Oversight Consultants](#)