

From: Dickinson, Whitney (OCIO)
To: [WaTech dl Customer Advisory Board](#)
Subject: Decision Package Prioritization Instructions
Date: Thursday, September 7, 2017 3:37:00 PM
Attachments: [image003.png](#)

If your agency is planning to submit an IT Decision Package (DP) for the supplemental budget – here is some additional information which should help you out. The OCIO has streamlined the process to lessen the number of meetings and times you need to review the content with us to support the OCIO scoring activity.

FYI - Come join me at the CIO Forum on Tuesday, September 12th at 1:30. I have a topic on the agenda to review the DP process.

[Michael Cockrill's 8/21/17 letter](#) indicated the change in process – here's how it works:

- Have your services consult with WaTech Services team. If you have questions, ask your [Customer Account Manager](#). You should initiate this now.
- Send your DP point of contact to budgetrequest@ocio.wa.gov We will contact you to review the steps in the process. We will review options for engagement for review of the decision package. If you have any questions, please feel free to contact Laura at laura.parma@ocio.wa.gov or 360-407-9014.
- Submit your **final DP with IT Addendum** and **agency self-scoring worksheet** to budgetrequest@ocio.wa.gov . **We should receive these by October 10, 2017.**
- OCIO scores final Decision Packages. If you send them in – we will score them (October 10 through Oct 22)
 - If our score is significantly different than yours, we will contact you to discuss.
- OCIO publishes ranked list to OFM and Legislature

Ways to engage with the OCIO – there are several options

1. Strategic Alignment & Scoring Criteria Information Session with Breakout Assistance

- The Governor and the Legislature look to the OCIO to provide guidance on whether an agency's proposed IT expenditure is sound and consistent with the state's IT strategy to inform policy decisions on the allocation of limited state funds. The OCIO establishes prioritization criteria in response to current state business needs and changing technologies. The OCIO evaluates agency funding requests (received in the form of decision packages) against those values and establishes a priority ranking of all funding requests. The resulting prioritized list of project funding requests is submitted to both the Governor's office and the Legislature.
- In the past, agencies have wanted to understand more about the scoring. What are the criteria used to score? They have wanted to better understand the criteria to be better positioned to write their DP to align with the criteria where applicable. So -- we are offering two opportunities for you to come learn about the criteria used to score DPs. As you know, the OCIO scores DPs with IT content and creates a ranked list of the DPs. Two sessions are scheduled – bring your draft DP for breakout assistance at the end of the session:
 - **Wednesday, September 13th**: 10:30-11:00 presentation; 11:00-12:00 breakout

sessions for assistance. In the Jefferson Building Presentation room on the 1st floor.

- **Tuesday, September 26th**: 1:00-1:30 presentation; 1:30-2:30 breakout sessions for assistance. In the Jefferson Building in the DES Training room area
 - Here is the link to the criteria and the self-scoring worksheet you will complete and submit: https://ocio.wa.gov/sites/default/files/public/2016_Agency_DP_Self-Scoring_Sheet.xls
2. **Do you want/need a meeting on your DP?** A meeting can occur whenever you feel it will be the most valuable; before budgets are due, to help shape your IT project, etc. For others it makes sense to wait until after the DPs are finalized.
- We have time blocks available (see below) or you can contact us to schedule a meeting.
 - **Monday, September 11th**: 3-5pm
 - **Monday, September 25th**: 3-5pm
 - **Monday, October 2nd**: 1-5pm
3. **OFM Budget Meeting:** Would you like to have the OCIO participate in the meeting you will have with your OFM Budget Analyst about your DP? OCIO Consultants are available to participate.

If you have questions, please contact Laura Parma at laura.parma@ocio.wa.gov or 360-407-9014.

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