



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS
Office of the Chief Information Officer

1500 Jefferson Street SE • Olympia, Washington 98504-1501

June 13, 2018

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

FROM: Rob St. John, Acting State CIO 
Office of the Chief Information Officer

SUBJECT: 2019 Information Technology Decision Packages

The Office of Financial Management (OFM) [2019-21 Biennial budget Instructions – Chapter 10](#) includes requirements to consult with Washington Technology Solutions (WaTech) Services and the Office of the Chief Information Officer (OCIO). Steps required for all Information Technology (IT) Decision Packages (DPs) are:

- **Complete a Services Consultation with WaTech before the 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 2019-21 Biennial 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.
- **Coordination with the OCIO prior to final submission of DP:** Agencies are strongly encouraged to meet with the OCIO prior to developing their DP in order to ensure that the DP is aligned with state IT strategy and best practice. Meeting with the OCIO for guidance will help to ensure the highest quality DPs are being proposed, and that the state is set up in the best possible way for long-term success. The OCIO will facilitate training sessions related to the Enterprise Technology Strategic Plan that agencies can attend. These training opportunities will provide transparency on the OCIO's DP evaluation process and allows the agencies to ask specific questions regarding their DP and the State's IT strategic plan. Agencies can find a posted copy of the criteria used to evaluate DPs on the [OCIO website](#).

Agency operating and capital budget requests are due to OFM on September 12, 2018. 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](#).