



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS
Office of the Chief Information Officer

1500 Jefferson Street SE • Olympia, Washington 98504-1501

August 21, 2017

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

FROM: Michael Cockrill, State CIO
Office of the Chief Information Officer

A handwritten signature in blue ink, appearing to read "Michael Cockrill".

SUBJECT: 2018 Supplemental Budget - Information Technology Decision Packages

Office of Financial Management (OFM) [2017-19 Biennial Budget Instructions – Chapter 12](#) includes requirements to consult with WaTech/CTS on 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 2018 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). A consultation will be conducted and WaTech Customer Account Managers will provide documentation summarizing the services consultation and any outcomes to the agency contact. If WaTech services are identified during the consultation, the summary will include a budgetary estimate.
- **Complete an IT Investment concept review with the OCIO.** This review can take place when the DP is in draft form before your final submission to OFM, or after you have submitted the final DP to OFM. Send a request to the OCIO at budgetrequest@ocio.wa.gov with the subject line: DP Point of Contact for 2018 Supplemental Budget Submittal for (*insert your agency name*). In this email, please include an agency point of contact, their full name and contact details (both email and telephone number). OCIO will work with the agency contact during this process. This review will help the OCIO gain a deeper understanding of each IT investment to assist in the DP prioritization process.

PLEASE NOTE: The Services Consultation with WaTech is separate from the OCIO DP review. Both steps are required per the budget instructions.

We heard your feedback from previous years and worked with agencies and internal WaTech and OCIO staff in a LEAN process improvement effort. To this end, the OCIO will NOT schedule formal scoring sessions for each DP. Instead, the OCIO will score using the final DP and agency self-scoring documentation. Instructions for submitting these documents will be forwarded to the identified agency point of contact.

Supplemental budget requests are due to OFM on October 9, 2017. I encourage you to submit your agency requests to WaTech and OCIO 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](#).