

2021-23 Decision Package FAQs

Question	Answer
<p>What resources are available to help me write a successful Decision Package (DP)?</p>	<p>We've compiled important links for your reference:</p> <ul style="list-style-type: none"> • Chapter 10: Information Technology budget instructions. • Memo from State CIO James Weaver. • 2021-23 biennial budget IT addendum instructions . • 21-23 IT Fiscal Estimate Workbook. (embedded in IT addendum instructions) • The 21-23 Biennium DP criteria and scoring scale. • 12 tips for writing a successful DP.
<p>Do I have to meet with WaTech before I submit my DP?</p>	<p>A consult with WaTech is required for:</p> <ul style="list-style-type: none"> • Request to fund migration to the cloud. • Request for network connections, increased bandwidth, hardware replacements, and wireless expansion. • Requests for security hardware, software and systems. • Request to add disaster recovery. • Request for new software solution. • Request for telephony equipment and service. <p>Submit a request to the WaTech Support Center at support@watech.wa.gov using the subject line: DP consultation request for 2021-23 budget submittal for (insert your agency name and DP title).</p>
<p>Do I have to meet with the OCIO before I submit my DP?</p>	<p>A meeting with the OCIO is not required prior to submitting a finalized DP. The "OCIO Consultations" are 20-minute sessions to provide tips on writing a good IT Decision Package.</p> <p>The cutoff date to schedule a meeting with the OCIO is July 31, 2020, and all meetings will be completed by August 31, 2020. For agencies wanting a 20-minute consult with the OCIO,</p>

2021-23 Decision Package

FAQs

	<p>send an email request to OCIOConsultants@ocio.wa.gov .</p>
What documents should I provide in advance of my OCIO consultation meeting, if I choose to have one?	<p>Provide a draft copy of your DP, IT Addendum and any supporting documents you plan to submit with the DP.</p> <p>Draft documents are okay to submit for this pre-review.</p> <p>It is recommended to submit documents a week prior to your schedule consultation date so the OCIO has time to review and be prepared to address any specific questions.</p>
Who should be included in my OCIO consultation meeting if I choose to have one?	<p>IT DP writing is usually joint effort between IT and Finance, so we recommend including your CIO and CFO, or appropriate representatives.</p>
We intend to document our proposed cost savings options in the form of DPs. IT reductions will be included with the reductions in other program areas. Do we need to conduct WaTech consults and/or submit IT addendums in these cases?	<p>IT Decision Packages that are solely intended to capture an IT reduction to programs do not require a consult with WaTech or an IT addendum, unless the decision package is a reduction to payment for the State Data Center (SDC) migration or services provided by WaTech.</p>
Do we need to have an OCIO consultation for maintenance level DPs?	<p>It depends. All IT DPs are required to fill out the IT Addendum. Part 3 of the Addendum will determine if you are required to proceed and answer the evaluation questions in Part 4.</p> <p>OCIO consultation meetings are intended for DPs that proceed to Part 4.</p>
Do I have to submit an IT Project Assessment?	<p>Yes, submit an IT Project Assessment (ITPA) for all IT DPs. These should be flagged as a Decision Package ITPA.</p>
Are we required to submit an ITPA if the project has already submitted an ITPA (RFP development) and is under OCIO oversight?	<p>Yes, you are still required to submit an ITPA and flag it as a Decision Package ITPA. Include any updated information since the beginning of your project.</p>
Do I have to submit an ITPA prior to an OCIO Consultation meeting, if I choose to have one?	<p>This is not a requirement to have the meeting.</p> <p>The OCIO will review all documentation received prior to the consultation. We understand that documents may still be drafts and you may not have completed the ITPA yet.</p>

2021-23 Decision Package

FAQs

Do I have to do anything special with my DP once it has been completed to comply with the OCIO's process?	The OCIO will retrieve completed IT DPs from the Agency Budget System (ABS). All information that the OCIO will need to evaluate the DP will be located in that system. Agencies will not have to perform any additional steps to intersect with the OCIO's process.
Since we send OFM a copy of our agency prioritized list of Decision Package requests, do I need to send one to OCIO?	Yes, provide the OCIO with a copy of the agency DP prioritization listing already submitted to OFM. This information should be sent to ocioconsultants@ocio.wa.gov no later than Sept. 25, 2020.
I understand that the OCIO will prioritize and score IT Decision Packages. What criteria is being used?	Refer to the Decision Package Prioritization Criteria and Scoring that will be used by the OCIO.
Overall, will there be more scrutiny given our state budget constraints?	No. The OCIO process remains the same to evaluate and rank IT Decision Packages.
One of my DPs is for an Administrative or Financial system. Is there anything special that I need to do?	Yes. All Administrative and Financial system requests must receive approval by the OCIO prior to the submission of a finalized DP. Refer to Chapter 10 of the budget instructions for more information and instructions on how to begin that process.
What if I am investing in new radio technology?	Radio investments require approval from the State Interoperability Executive Committee (SIEC). Refer to Chapter 10 of the budget instructions for more information and contact instructions.
Do I need to complete an IT Addendum for Maintenance Level DPs and Policy Level DPs?	An IT Addendum is required for all IT DPs. This includes policy and maintenance level DPs.
Where can I find an IT Addendum that I can reference when constructing my DP?	IT Addendums are available in the Agency Budget System (ABS). They are also available under Operating budget instructions forms on OFM's website.
IT Addendum Criteria Question: For Organizational Change Management, what should we include when completing an IT Addendum?	When addressing these criteria, agencies should acknowledge Organizational Change Management (OCM) needs associated with their DP. This is a great section for the agency to discuss their approach to OCM, including

2021-23 Decision Package

FAQs

	<p>existing processes already in place. Agencies should also include how their approach to OCM is appropriately sized for the proposed DP.</p>
<p>IT Addendum Criteria Question: How should we best address strategic/technical alignment questions if we don't have a selected solution?</p>	<p>If an agency is in the planning/request for proposals (RFP) stages of an investment and there is not a defined solution that the agency can describe, then the agency should include what their requirements are for their planning/RFP. Agencies should convey that they would require principles consistent with the Enterprise Technology Strategic Plan in their planning/RFP to demonstrate that they are aligning their investment with these criteria.</p> <p>Example: An agency has a business problem and identifies a need for a software solution to be procured. When completing the IT Addendum, the agency can describe that their RFP will include a requirement for a SaaS solution with out of the box capabilities to meet the business needs without customization. They can also describe how they will use this opportunity to publish open data or improve their security posture in their agency.</p> <p>In circumstances where a specific solution has not been selected, listing the requirements of your RFP and demonstrating alignment to the state Strategic Plan sufficiently addresses the strategic/technical alignment criteria as defined by the OCIO.</p>