



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

1500 Jefferson Street SE • Olympia, Washington 98504-1501

June 22, 2022

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, appearing to read "William S. Kehoe".

SUBJECT: 2023-2025 Information Technology Decision Packages

The Office of Financial Management's (OFM) [2023-25 Operating Budget Instructions Chapter 10](#) includes requirements to consult with Washington Technology Solutions (WaTech) services prior to submitting any related request to OFM. The consult includes a detailed review of your IT requirements with WaTech subject matter experts seeking opportunities where WaTech can meet your service needs and better inform your final submittal.

To comply with the requirements, Agencies are required to:

- Complete an [IT Addendum](#) on all Decision Packages (DP) with an IT cost component.
- Complete the [2023-25 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.
- Complete a services consultation with WaTech before final submission of your DP to OFM:
 - Please submit a request to the WaTech Support Center at support@watech.wa.gov using the subject line: ***"DP Services Consult Request for 23-25 Biennium (insert your agency name and Decision Package Title)."***
 - In the email, please include an agency point of contact, their full name and contact details (both email and telephone number), and copies of all available documents (e.g., draft decision package, IT addendum, feasibility study, etc.) being used to support the DP request.

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- A consultation will be conducted, and WaTech will provide documentation summarizing the understanding of the investment and the impacts considered, which may include budgetary estimates for WaTech services. **All consults and meetings must be completed by Aug. 31, 2022.**

An updated Statewide Technology Strategic Plan is available for use in developing decision packages. The plan is posted at: <https://ocio.wa.gov/strategy>.

Agencies can find a posted copy of the Fiscal 2023-25 Decision Package Prioritization Criteria used to evaluate DPs on the [OCIO website](#).

All decision package requests are due to OFM by Sept. 20, 2022. I encourage you to submit your agency services consultation requests to WaTech as soon as possible to allow adequate time for scheduling and discussion. 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 [WaTech Support Center](#).

cc: Deanna Brocker, Deputy Director, Strategy & Management
Mark Quimby, Deputy Director, Technology & Operations
WaTech Customer Account Managers
OCIOTBMProgramOffice@watech.wa.gov