



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

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June 13, 2023

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

FROM: William S. Kehoe, WaTech Director & State Chief Information Officer

SUBJECT: **2024 Supplemental Budget Information Technology Decision Packages**

As outlined in the Office of Financial Management's (OFM) [2023-25 budget Instructions, Chapter 10](#), agencies are required to consult with WaTech before submitting an IT-related Decision Package (DP) request to the Office of Financial Management (OFM).

Our focus is for DP consultations to partner with agencies and help them create the most effective and quality DP by focusing on the business and IT strategic alignment and outcomes of the investment request. This process also improves WaTech's understanding of how your planned DPs align with strategic priorities for the state and your agency that assists WaTech in the review and scoring of the submitted DP.

WaTech Business Relationship Managers are coordinating consultations now through Aug. 31, 2023. WaTech will send a meeting notice for the consult to your agency. Feel free to forward the meeting notice to other business leaders within your agency to ensure business and leadership alignment with our respective agency strategic roadmaps and associated investments. Together we will be able to assure OFM and all enterprise stakeholders that we are submitting the best, most efficient, and optimized investment proposals for their consideration.

Along with the consultation requirement, agencies are required to:

- Complete an [IT Addendum](#) on all Decision Packages (DP) with an IT cost component.
- Complete the [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.

Other resources available to agencies:

June 13, 2023

Page 2 of 2

- 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 Decision Package Prioritization Criteria used to evaluate DPs on the [OCIO Decision Package Prioritization website](#).

All decision package requests are due to OFM by Sept. 13, 2023. We look forward to working with you and your agency staff.

If you have questions, please contact your [WaTech Business Relationship Manager](#) or the [WaTech Support Center](#).

cc: Deanna Brocker, Deputy Director, Strategy & Management
Mark Quimby, Deputy Director, Technology & Operations
[WaTech Business Relationship Managers](#)
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