2021-23 IT ADDENDUM

# *NOTE:* Only use this addendum if your decision package includes IT costs and DOES NOT relate to implementation of the One Washington project.

# Part 1: Itemized IT costs

Please access the 2021-23 IT Fiscal Estimate Workbook imbedded in this document below. Agencies must itemize all IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff. When itemizing costs, please consider the total cost of the combined level of effort which includes: the associated costs, from planning through closeout, of state, vendor, or both, in order to purchase, acquire, gather and document requirements, design, develop or configure, plan or conduct testing, and complete implementation of enhancement(s) to an existing system.

Please itemize all IT cost associated with this request where you are not asking for additional funding. These costs are considered in-kind and provided through existing agency base. Detailed costs from existing agency base should be entered on the in-kind tab within the 2021-23 IT Fiscal Estimate Workbook.



# Part 2: Questions that support the reuse of existing state resources

To ensure effective reuse of existing state resources, all IT investments — including project IT expenditures — are expected to comply with IT statutes and policies. The answer to these questions will help OCIO and OFM determine if the decision package will be funded.

|  |  |
| --- | --- |
| 1. Does this investment provide for acquisition of, or enhancement to, an administrative or financial system? | Yes  No |
| 1. If Yes, has this decision package gone through the Administrative and Financial System review as required in [(SAAM) section 80.30.88](https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/80.30.htm#80.30.88)?   If Yes, attach the approval letter.  If No, do not submit the decision package. Recommendation will be “Do Not Fund”. | Yes  No |
| 1. Does this decision package fund the acquisition or enhancement of equipment or facilities in any agency data centers? (See [OCIO Policy 184](https://ocio.wa.gov/policies/policy-184-data-center-investments) for definition.) | Yes  No |
| 1. If yes, do you have an approved waiver to proceed with this proposed investment?   If Yes, attach a copy of the waiver approval.  If No, do not submit this decision package. Recommendation will be “Do Not Fund”. | Yes  No |
| 1. For Health and Human Services agencies (HHS Coalition) DCYF, DOH, DSHS, HCA and Washington Health Benefit Exchange, has this project been screened for inclusion in the HHS Coalition portfolio? | Yes  No |
| If Yes, this is part of the HHS Coalition portfolio, has this project received HHS Coalition project initiation approval?  If answer to the first HHS Coalition question is Yes (or N/A for second question), attach approved HHS Coalition Project Initiation Form.  If No to either HHS question, do not submit the decision package. Recommendation will be “Do Not Fund”. | Yes  No  N/A |

# Part 3: Maintenance and policy level decision packages

Answers to these questions will be used in part to determine if the decision package will be evaluated and ranked by the OCIO as required by RCW 43.88.092.

|  |  |
| --- | --- |
| 1. Does this decision package fund the acquisition or expansion of computer hardware capacity?   If Yes, where will the hardware solution be hosted?  State Data Center  External Cloud | Yes  No |
| 1. Does this decision package fund the development or acquisition of a new or enhanced software solution or service?   If Yes, where will the software solution be hosted?  State Data Center  External Cloud | Yes  No |
| 1. If response to question B is Yes, do you expect this to solution to exchange information with the state financial system (AFRS) or the OneWA solution? | Yes  No |
| 1. If response to question B is Yes, will this investment renew or procure facial recognition service? | Yes  No |
| 1. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121](https://ocio.wa.gov/policies/121-it-investments-approval-and-oversight).)   If Yes, name the project:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Project name published on the [IT Dashboard](https://wacioportal.force.com/s/)) | Yes  No |

If you your decision package is maintenance and you answered “yes” to any of the above questions in Part 3, you must answer the questions in Part 4 below to finish the IT Addendum. All policy decision packages must answer question in Part 4.

# Part 4: IT Investment Questions

Please provide a response to the following questions. Responses will be evaluated and ranked by the OCIO as required by [RCW 43.88.092](https://app.leg.wa.gov/rcw/default.aspx?cite=43.88.092). Chapter 10 of the operating budget instructions contains the criteria used to evaluate 2021-23 decision packages.

## AGENCY READINESS

### **Due diligence**

1. Summarize the feasibility or due diligence work completed in support of this decision package. Attach a copy of the feasibility study or other documentation of due diligence to the decision package.

### **Governance and management**

1. What governance processes will support this project? Examples of governance processes include appropriately placed executive sponsor, representative steering committee, resourced vendor/contract management, change control, and incorporating stakeholder feedback into decision making processes. Provide examples of how your proposed budget includes adequate funding and planning for governance processes, if applicable.

### **Planning and readiness**

1. Describe how your agency will resource the project management of this project. Will in-house resources be used, or will resources be acquired? How has organizational change management been factored into planning and approach? Has the project requested a project management approach to be used for this project? Describe whether project and organizational change management resources are included in this request or will be provided by in-kind resources. Describe whether the proposed budget includes costs associated with independent quality assurance.

## Technical alignment

### **Strategic alignment**

1. Using specific examples, describe how this investment aligns with strategic elements of the Enterprise Technology Strategic Plan. Examples of strategic principles that tie back to tenets of the strategic plan include, but are not limited to: buy don't build, solutions hosted on modern hosting solutions, solutions promoting accessibility, early value delivery of functionality throughout the project, and modular implementation of project features.

### **Technical alignment**

1. Using specific examples, describe how this investment aligns with technical elements of the Enterprise Technology Strategic Plan. Examples of technical principles that tie back to tenets of the strategic plan include, but are not limited to: technology reuse, data minimization, incorporating security principles into system design and implementation, publishing open data, and incorporating mobile solutions into systems.

### **Reuse and interoperability**

1. Does the proposed solution support interoperability and/or interfaces of existing systems within the state? Does this proposal reuse an existing solution or existing components of a solution already in use elsewhere in the state? If the solution is a new proposal, will it allow for such principles in the future? Provide specific examples.

## Business alignment

### **Business driven technology**

1. What are the business problems to be addressed by the proposed investment? These business problems should provide the basis for the outcome discussion below. Describe how end users (internal and external) will be involved in governance and implementation activities.

### **Measurable business outcome**

1. Strategic and Performance Outcomes (Chapter 2 - 2021-23 Budget Instructions) of the decision package response will be used to identify how this proposed IT investment improves business outcomes within your agency. The description in the decision package should provide specific examples of business outcomes in use within your agency, and how those outcomes will be improved as a result of this technology investment.

## Decision Package Urgency

1. Address the urgency of implementing the technology investment in this cycle and impacts to business if technology effort doesn’t proceed as planned?