

Chapter 12

Statewide Enterprise Approach for Information Technology Operation and Investment

12.1 INFORMATION TECHNOLOGY PLANNING AND BUDGET REQUESTS

This chapter will discuss specific items that are required in preparation for budget submissions related to information technology (IT) investments including:

- Consulting requirements with the Office of the Chief Information Officer (OCIO)
- IT addendum, to inform the OCIO's IT Investment Priority List
- Agency's IT investment priority ranking table
- Utility-based infrastructure services
- State Data Center service waiver requests
- State Interoperability Executive Committee (SIEC) approval for Radio over Internet Protocol (RoIP) and public safety communication systems investments

The OCIO and Budget Division will work together to develop the Governor's 2015-17 IT budget that supports implementation of the state's strategic IT plan and strategies to optimize IT resource usage.

The format of the Governor's 2015-17 IT budget will be an appendix to the budget proposal that will include the following information:

- Agency detail of all current IT expenditures. If available, this data will be pulled from the technology business management program (currently Apptio). Otherwise, information will be pulled from data coded in the Agency Financial Reporting System as Project X and Y.
- Proposed IT expenditures recommended for funding in the Governor's 2015-17 budget using information contained in the agency's IT investment priority ranking table (see Section 12.4).

Agency chief financial officers and chief information officers should ensure that IT accounting and other data are accurate as it will be used to develop the Governor's 2015-17 IT budget.

12.2 CONSULTING REQUIREMENTS WITH OFFICE OF THE CHIEF INFORMATION OFFICER

Agencies must complete a conceptual review on all IT-related decision packages before the agency budget submittal.

In preparation for concept review meetings with the OCIO, agencies should complete a concept briefing document for each IT-related decision package using the template posted as Appendix B, under Procedures for Policy #121: <http://www.ocio.wa.gov/policies/121-it-investments-approval-and-oversight/121-procedures>.

During the conceptual reviews, the OCIO IT policy team will provide agencies with relevant strategic consultation and policy guidance for each IT-related decision package. The conceptual reviews will also help the OCIO IT policy consultants gain a deeper understanding of each IT-related decision package,

which will help them be better prepared to brief the scoring panels during the OCIO decision package prioritization process.

For more information on OCIO policies and standards, visit <http://www.ocio.wa.gov/policies>.

12.3 INFORMATION TECHNOLOGY ADDENDUM AND CRITERIA FOR THE OCIO IT INVESTMENT PRIORITY LIST

In addition to the standard budget decision package for IT-related budget requests, agencies are required to submit a separate IT addendum for each IT-related decision package. IT decision packages without an IT addendum will not be considered for funding in the 2015-17 budget development process.

E-mail an electronic copy of all IT decision packages, IT addendums, agency IT investment priority ranking tables, and associated attachments to the OCIO at budgetrequest@ocio.wa.gov no later than the agency budget submission deadline.

The Chief Information Officer is required by RCW [43.88.092](#) to evaluate proposed IT expenditures and establish priority ranking categories of the proposals. Using the Decision Lens tool and the IT addendum, the OCIO will review and prioritize every IT-related decision package based on specific criteria at <http://www.ocio.wa.gov/it-decision-package-ranking-criteria>.

Please carefully address every question in the IT addendum and include the completed addendum with the associated decision package. Questions in the IT addendum align directly with the OCIO prioritization criteria.

The template for the IT addendum can be found at OFM [Budget Forms](#).

12.4 AGENCY'S IT INVESTMENT PRIORITY RANKING TABLE

Section 129(8) of the 2014 supplemental operating budget ([Chapter 221, Laws of 2014](#)) requires that agency budget requests for IT expenditures include the agency's priority ranking of each IT request; the estimated cost for the current biennium; the estimated total cost of the request over all biennia; and the expected timeline to complete the request. Agencies should provide this information for all IT-related decision packages in a single table with their budget submittal.

A template for this table is available at OFM [Budget Forms](#).

12.5 REQUESTS FOR UTILITY-BASED INFRASTRUCTURE SERVICES

Except for institutions of higher education, state agencies must move toward using Consolidated Technology Services (CTS) as their central service provider for all utility-based infrastructure services. As part of the OCIO migration strategy, an agency IT-related decision package must include documentation that utility-based infrastructure services offered by CTS have been considered.

Utility-based infrastructure services include personal computer and portable device support, servers and server administration, security administration, network administration, telephony, e-mail, and other information technology services commonly utilized by state agencies.

For decision packages that include a request for utility-based infrastructure services offered by CTS, the package also must include a cost estimate created in consultation with CTS. To avoid delays, agencies must work with CTS early in the budget cycle on all requests that include utility-based infrastructure.

12.6 DATA CENTER SERVICE WAIVER REQUIREMENTS

An agency decision package that includes a request for new servers or server upgrades must include documentation that either State Data Center (SDC) Managed Services or SDC Co-Location Services have been considered:

- **State Data Center Managed Services** include provider-managed homogeneous environments providing services such as shared and dedicated virtual servers, storage, networks, security, and email.
- **State Data Center Co-Location Services** include provision for space, racks and power for tenant-managed servers, and other IT equipment.

If a decision package includes a server request related to SDC Managed and/or Co-Location Services, it must also include a cost estimate created in consultation with CTS. To avoid any delays, agencies must work with CTS early in the budget cycle on all requests that include servers.

If an agency's decision package includes a proposal to use servers outside the SDC, the decision package must include a waiver from the OCIO. Waivers must be based upon written justification from the requesting agency citing specific service or performance requirements for locating servers outside the state's common platform.

12.7 STATE INTEROPERABILITY EXECUTIVE COMMITTEE APPROVAL FOR CERTAIN INVESTMENTS

State Interoperability Executive Committee (SIEC)/OCIO approval is required for radio, Radio over Internet Protocol (RoIP), and public safety communication systems investments.

Agencies must receive written approval from the SIEC before beginning any major investment in radio, Radio over Internet Protocol, or public safety communication systems development, enhancement, or acquisition. (For a definition of a major project, refer to: <http://www.ocio.wa.gov/policies/121-it-investments-approval-and-oversight>.)

Approval is required regardless of the funding source or whether the request is for additional funding or for a previously approved or funded effort.

Investments must fit with state plans.

The approval process focuses on how well the proposed investment fits with the Technical Implementation Plan (TIP) (http://siec.wa.gov/pubs/files/tip/TIP_v8.0_FINAL_11302005.pdf) and the State Communication Interoperability Plan (SCIP) (<http://siec.wa.gov/plan/files/SCIP.pdf>).

If the SIEC finds that an agency lacks the information to determine if a system will involve a significant investment in radio or RoIP technology, the agency may be asked to study its needs further and resubmit its request at a later time.

Wherever possible, agencies are asked to consider common solutions rather than invest in agency-unique solutions.

However, the SIEC recognizes that alternative strategies may be necessary to accommodate urgent agency business needs that do not coincide with the established scope and schedule of the TIP and SCIP. Please note that requests to approve systems without a primary or significant focus on TIP and SCIP business processes are likely to be denied or substantially restricted unless they contribute to the state's strategic direction for interoperable public safety communications systems.