WaTech
Washington Technology Solutions

2023-25 Decision Package – FAQs

Question	Answer
What resources are available to help me write a successful Decision Package (DP)?	We've compiled important links for your reference: - Chapter 10: Information Technology budget instructions. - Memo from State CIO Bill Kehoe. 2023-25 biennial budget IT addendum instructions. 23-25 IT Fiscal Estimate Workbook. (embedded in IT addendum instructions) - The 23-25 Biennium DP criteria and scoring scale. 12 tips for writing a successful DP. Your agency communications and legislative liaison staff are each an excellent resource to help assure you: - Are writing with the authorizing environment audience (Governor's Office, OFM and Legislature) and their staff in mind. - Use plain talk principles - avoid jargon and acronyms. - Keep your writing brief and clear.
What internal agency resources can agencies use to help write a successful decision package?	Your agency communications and legislative liaison staff are each an excellent resource to help assure you: - Are writing with the audience of legislators and their staff in mind as the primary audience. - Use plain talk principles - avoid jargon and acronyms. - Keep your writing brief and clear.
Do I have to meet with WaTech before I submit my DP?	A consult with WaTech is required for all policy level DPs having an IT component. Contact your WaTech Business Relationship Managers (BRM) and they will coordinate consult meetings. The "WaTech Consultations" sessions are to discuss alignment to strategy, provide tips on writing a good Decision Package and provide estimates for services if appropriate.

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	A consultation will be conducted, and the outcome will include documentation summarizing the understanding of the investment and the impacts considered, which may include budgetary estimates for WaTech services.
What documents should I provide in advance of my WaTech consultation meeting?	Link to your agency strategic plan and draft copies of available documents the agency is using to support the DP request.
Who should be included in my WaTech consultation meeting?	IT DP writing is usually joint effort between business leaders, IT and Finance, so we recommend including your Chief Information Officer (CIO) and Chief Financial Officer (CFO), Business sponsor or appropriate representatives.
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?	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 to WaTech for services provided by WaTech.
Do we need to have an WaTech consultation for maintenance level DPs?	WaTech consults are required on Policy level DPs, not maintenance level. Both require an IT Addendum.
Do I have to submit an IT Project Assessment?	IT Project Assessment (ITPA) is not required for the DP.
Are we required to submit an ITPA if the project has already submitted an ITPA (RFP development) and is under OCIO oversight?	IT Project Assessment (ITPA) is not required for the DP.
Do I have to do anything special with my DP once it has been completed to comply with the WaTech budget instruction process?	After an agency DP is submitted to OFM, WaTech will retrieve the completed DPs from the OFM Agency Budget Request (ABR) system. All information that WaTech 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 DP scoring process.

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I understand that WaTech will prioritize and score IT Decision Packages. What criteria is being used?	Refer to the <u>23-25 Decision Package Prioritization Criteria and Scoring</u> that will be used by WaTech.
Overall, will there be more scrutiny given our state budget constraints?	WaTech 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 OFM and WaTech **prior** to the submission of a finalized DP. Refer to <u>Chapter 10</u> 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 <u>Chapter 10</u> 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 <u>Operating budget instructions forms</u> 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 existing processes already in place. Agencies should also include how their approach to OCM is appropriately sized for the proposed DP.
IT Addendum Criteria Question: How should we best address strategic/technical alignment questions if we don't have a selected solution?	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 <u>Enterprise</u>

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	Technology Strategic Plan in their planning/RFP to demonstrate that they are aligning their investment with these criteria. **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. 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.