Decision Package Ranking Process Education and Consultation

Last updated 12-05-2022

Formal IT expenditure prioritization occurs on an annual basis as part of the state's budget building activity. The governor and the Legislature look to WaTech to provide guidance on whether an agency's proposed IT expenditure is sound and consistent with the state's IT strategy to inform policy decisions on the allocation of limited state funds.

WaTech consults with agencies with the intent to have a strategic, collaborative conversation so that agencies get the most value from the process and develop more effective decision packages and WaTech is more informed on the intent and strategic alignment of the agency decision packages (DPs).

On an annual basis, WaTech revisits and establishes prioritization criteria in response to current state business needs and changing technologies before evaluating agency funding requests (received in the form of DPs) against those values and establishes a priority ranking of all funding requests. To ensure transparency, the criteria and scoring scale are posted on the public-facing Decision Package Prioritization website.

To support the scoring and ranking process, agencies upload their funding requests into the Office of Financial Management's (OFM) Agency Budget System (ABS) in mid-September every year. WaTech partners with OFM to export copies of agency requests from the OFM Agency Budget Request (ABR) system and upload them into WaTech's scoring and ranking software.

Performance metrics:
- The ranking process will ensure no more than one-third of the proposed expenditures ranked in the highest priority category as directed in statute RCW 43.88.092 and RCW 43.105.240.
- Submission of the initial ranking report is distributed to OFM on the negotiated due date to enable them to meet their requirement to inform the governor's budget.
- The scoring team will include representatives from WaTech core business areas with over 25% of the team being members of the CIO's executive leadership team.
- One hundred percent of the Technology Services Board (TSB), Technology Management Council (TMC) and the Business Management Council (BMC) governance members will participate in the annual Decision Package criteria weighting process.

Access the 21-23 and the 23-25 Decision Package funding reports here.

Intended customers

Any agency that submits a DP with an IT component as identified in the published Office of Financial Management (OFM) budget instructions are customers of this service as well as OFM, Governor's Office and Legislature.

Helpful information

Service category
Enterprise Programs

Service availability
24/7/365

Planned maintenance
Planned maintenance of the scoring and ranking software is performed after hours and initiated by the SaaS vendor. Service notifications are sent to affected customers in advance of change.

Related services
- All Communication and Collaboration services
- All security and identity services
- Enterprise Architecture
- Enterprise Cloud Computing and hosting services
- Geospatial Portal
- IT Project Oversight Services
- Open Data Program
- State Strategic IT Plan
- WA Master Addressing services
- Washington State IT Project Dashboard

How to request service
Submit a request for service through our Customer Portal.

Service owner
Cammy Webster

Customer engagement

- Monthly TMC, BMC and TSB meetings for agency CIOs and IT leaders to inform and sponsor enterprise strategy, policy and investments. Included in this meeting is the Decision Package weighting exercise.
- Throughout the year, WaTech schedules informal recurring meeting and executive-level strategic consult sessions with agencies prior to decision package submittals to OFM. WaTech attendees include the State CIO, deputy directors and select key business managers with the customer agency, including the CIO and key line of business leaders such as the deputy of strategy and management, deputy of technology and operations, chief financial officer, chief technology officer, etc. The purpose of this direct participation with agency business leaders is to ensure positive business and leadership alignment with respective agency strategic roadmaps and investments.
- Recurring working sessions with OFM to ensure WaTech provides their office with a thorough, accurate, robust and comprehensive Decision Package Recommendation report.
- Regularly scheduled meetings between customers and Business Relationship Managers (BRM) to connect, advise, address concerns and provide solutions.
- Communication to registered users on the WaTech GovDelivery distribution List.
- Weekly group calls for state CIOs and CISOs to provide updates on important and immediate issues and actions.
- Regular outreach to solicit feedback, provide updates and inform agencies on emerging projects, initiatives, and services.
- Requests for new consultations and modifications to existing applications.

Options available with this service

- Scheduled meetings with business and IT leaders to discuss agency and IT strategic plans, state IT enterprise strategic plan, legacy modernization strategy, and decision package investment strategy.
- Informal meetings with specific WaTech staff to provide consulting advice on agency decision packages and alignment to strategy.
- WaTech will meet with any agencies wanting to participate in a strategic and collaborative conversation, so they get the most value from the DP process and are more informed on the enterprise strategic alignment of their agency DPs.

Action plan

Current activity

- Assess the 2023 – 2025 biennium DP consult process and suggest changes such as including more WaTech lines of business in the process.
- Multiple WaTech business areas will participate in consults and scoring for the 23-25 biennial Decision Package budget requests. Also, the TSB, BMC, TMC and WaTech executive team will be involved in weighting the 23-25 biennium scoring criteria.
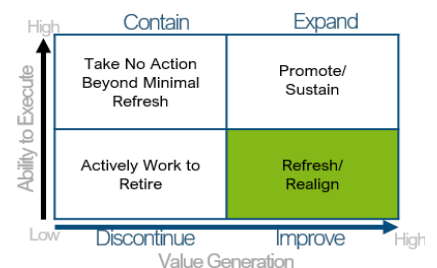

One- to two-year goals

Continue working with OFM's financial and technical teams on three efforts:
- Integrate the IT Addendum into ABS system versus requiring the agencies to upload a separate document.
- Automate a bulk export of all IT Addendum and associated DPs from ABR.
- Identify, iterate and emphasize continuous improvement on the customer engagement processes based on previous year's efforts.

Three- to five-year goals

- Identify activities that leverage the BMC and TMC to initiate conversations with WaTech, enabling agencies to discuss and prioritize their technology purchases earlier in the process prior to submitting their decision package to OFM.
- Conduct strategic consults and conversations on a recurring basis throughout the year instead of August, the month prior to DP submittals.
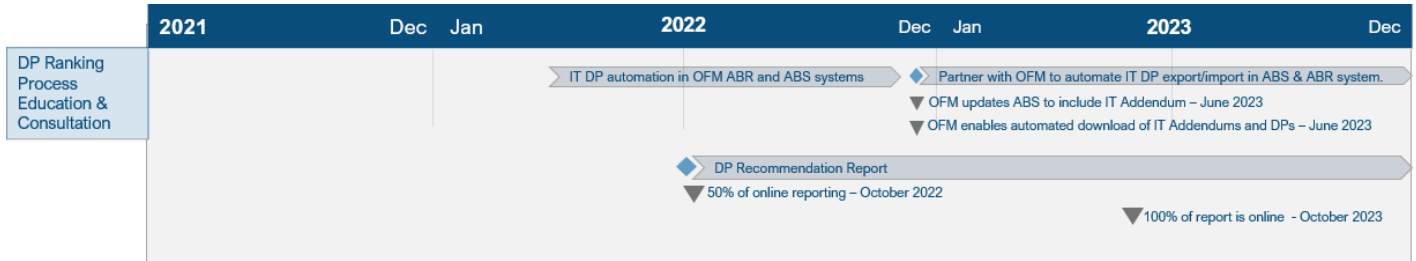
Service review and fully loaded service budget projection

Revenue source

The service is bundled and funded using revenue from the OCIO central service model.

Funding for the OCIO central service model is based on actual agency IT FTEs. OFM provides a count of actual IT FTEs. For higher education institutions (four-year institutions and the community and technical college system), only IT FTEs that support administrative functions of the institutions are counted. Instructional staff, hospital staff and other non-administrative portions of the agencies are exempted from the FTE counts. OFM maintains the source data for budgeted FTEs.

Net Income over time [1]
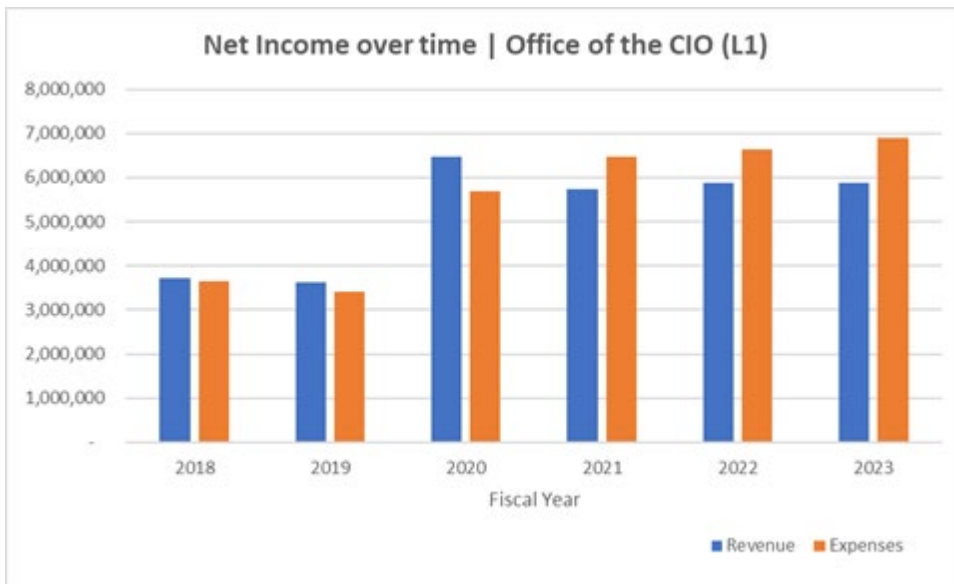
[1] Figures for FY 2018 through FY 2022 represent actuals.   FY 2023 is based on projections.