

WaTech OCIO Statutory Reports

Last updated 12-05-2022

There are several reports in statute to be produced by Consolidated Technology Services' (aka, WaTech) Office of the Chief Information Officer (OCIO), including:

- **Decision Package Ranking (yearly):** Per RCW 43.105.240 and 43.88.092, as part of the biennial budget process, the director of WaTech provides information technology budget detail. To do this, WaTech reviews agency Decision Packages (DPs) each budget cycle to assess how the agency information technology requests are aligned with the Washington State Enterprise Technology Strategy.
- **IT Biennial Report (biennium):** This report is developed to address the requirements of RCW 43.105.220. It contains an analysis of progress made toward implementing the state's strategic technology plan, an evaluation of information technology performance and an analysis of major project performance and outcomes.
- **Quarterly Quality Best Practices reports (four times per year):** This report is developed to address the requirements of Section 151(a) of the 2021-23 Operating Budget. This report considers statewide best practices from a variety of sources, including the public and private sectors, independent review and analysis, vendor management, budget and timing quality assurance, and other support of current or past IT projects in Washington state. OCIO shares these best practices with agency IT stakeholders and legislative fiscal staff at least quarterly and posts them to the statewide IT dashboard.
- **Project Suspension Report (twice per year):** This report is developed to address the requirements of Section 701(11) and Section 701(9) of the 2021-23 Operating and Transportation Budgets. This report to legislative fiscal committees provides a list of all projects under oversight that were terminated or suspended once it has been determined the project is not meeting or not expected to meet anticipated performance and technology outcomes.
- **Additional Information Technology Projects Subject to Section 701 IT Oversight Section (twice per year):** This report is developed to address the requirements of 701(12) and Section 701(10) of the 2021-23 operating and transportation budgets. This report to legislative fiscal committees is where WaTech in consultation with OFM, may identify additional projects to be subject to section 701 IT oversight, including projects that are not separately identified within an agency budget.

WaTech is required to work with the Office of Financial Management (OFM) and the Department of Enterprise Services (DES) in support of the following reports:

- **DES Contract Report (yearly):** The IT Contracts Report is required by a proviso in section 149(4) [Engrossed Substitute Senate Bill 5092] of the 2021-23 Operating Budget. The proviso requires the Department of Enterprise Services (DES) to receive, compile and submit a list of IT contracts for all state agencies and institutions of higher

Helpful information

Service category

Enterprise Programs

Service availability

24/7/365

Related services

- [Decision Package Ranking Process Education and Consultation](#)
- [IT Portfolio Management Education and Consolation](#)
- [IT Project Oversight Services](#)
- [Project Management Partner Services](#)
- [State Strategic IT Plan](#)
- [Technology Business Management](#)
- [Washington State IT Project Dashboard](#)

How to request service

Submit a request for service through our [Customer Portal](#).

Service owner

Cammy Webster

education to legislative fiscal committees by Oct. 31 each year. Consolidated Technology Services (CTS) is required by section 151(12) of the 2021-23 Operating Budget to collaborate on this report with DES and provide Apptio data and an analysis by Sept. 1 each year for all agencies.

- OFM IT Biennial Spend (biennial):** When submitting the governor’s biennial budget proposals, OFM is required by RCW 43.88.092 to include documentation on “an information technology plan and a technology budget for the state identifying current baseline funding for information technology, proposed and ongoing major information technology projects, and their associated costs.” OFM partners with WaTech to obtain this data through the Technology Business Management (TBM) program, which is authorized in RCW 43.105.054.

The performance metric for this service is that one hundred percent of the OCIO statutory reports are accurate, thorough, robust, comprehensive and submitted on or prior to the due date.

Intended customers

These statutory reports are intended for agencies, the Legislature, the governor’s office, OFM and the public on the WaTech [OCIO website](#).

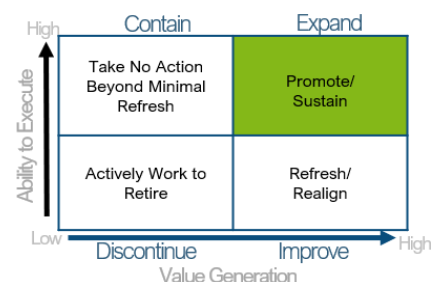
Customer engagement

- As part of the annual certification processes, agencies meet with WaTech throughout the year to have conversations that is more strategic, collaborative and effective so agencies get the most value from their process prior to the annual submittal.
- Monthly Technology Management Council (TMC) and Business Management Council (BMC) meetings for agency CIOs and IT leaders to inform and sponsor enterprise strategy, policy and investments.
- To support reporting on projects under oversight, WaTech has recurring weekly and monthly meetings with agencies to collect key performance indicators such as quality assurance information, lessons learned and agency project assessment.
- The quarterly Technology Business Management (TBM) advisory meeting provides agencies opportunities to get feedback on their IT financial profile and the program’s strategic direction.
- WaTech partners with DES and OFM on their statutory report with weekly and monthly working sessions.
- Weekly group calls for state CIOs and CISOs to provide updates on important and immediate issues and actions.
- WaTech reaches out to agency CIOs and Communications offices to gather information on projects and technologies that highlight and enhance the agency’s business capabilities.
- Regularly scheduled meetings between customers and Business Relationship Managers (BRM) to connect, advise, address concerns and provide solutions.
- 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.

Action plan

Current activity

- Hold quarterly meetings with the TBM Advisory group, one-on-one meetings with agency IT Portfolio managers and ad hoc meetings to gather feedback on reporting requirements.
- Throughout the year, briefing and presentations on these reports are reviewed and discussed with the Technology Services Board, TMC and BMC. There are several instances where the data supporting these publications are collected through regular operations.



- Weekly and monthly recurring meetings occur with OFM and DES on their reports required under statute, which are due by the end of 2022.
- Continue capturing and producing quarterly quality best-practice reports.

One- to two-year goals

- Identify projects, investments and changes that support the state’s IT strategic plan and Results Washington. This information will be captured for the next biennium reports.
- Work with Enterprise Cloud Computing Program (ECCP) to support cloud financial analysis (FinOps) reporting requirements.

Three- to five-year goals

- The state will implement an enterprise IT Portfolio system that will enable the IT Biennial report to be real-time reporting online, eliminating the need to submit a report each biennium. Agencies, the Legislature, the governor’s office and OFM will have confidence in the information contained in all the reports.
- All reports are published on time and contain accurate information.



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.

