

Allocation Document (Consolidated)

Contents

- Introduction to WaTech Allocations (Allocated Rates)..... 3
 - Understanding WaTech Revenue..... 3
 - Rate Day 3
- The Allocation Process 4
 - Establishing Allocations..... 4
 - When Are Allocations Established or Adjusted?..... 4
 - Customer Base, Methodology and Invoicing Structure 5
- Do Agencies Receive Funding to Pay Allocation Charges? 6
- Implementation Timeline of WaTech Allocations..... 6
- Allocation Customers & Services 7
- Enterprise Systems Fee Allocation..... 8
 - Allocation Goal / Methodology 8
 - Evolution of the Enterprise Systems Fee 8
 - What is included in this Allocation? 9
 - What is not included in this Allocation 9
 - How is this Allocation Governed? 9
 - Leveraging this Allocation 10
 - Enterprise (Statewide) Systems by Business Owner..... 10
 - Billing Information..... 11
- Security Gateway Allocation 12
 - Allocation Goal / Methodology 12
 - What is included in this Allocation? 12
 - How is this Allocation Governed? 12
 - Leveraging this Allocation 12
 - Billing Information..... 12
- State Data Center Allocation..... 13
 - Allocation Goal / Methodology 13
 - What is included in this Allocation?..... 13
 - How is this Allocation Governed? 13
 - Leveraging this Allocation 13
 - Billing Information..... 13
- Geospatial Portal Allocation 14
 - Allocation Goal / Methodology 14
 - What is included in this Allocation?..... 14
 - How is this Allocation Governed? 15
 - Leveraging this Allocation 15
 - Billing Information..... 15
- Washington Master Addressing Services (WAMAS) 15
 - Allocation Goal / Methodology 15
 - What is included in this Allocation?..... 16
 - How is this Allocation Governed? 16
 - Leveraging this Allocation 16
 - Billing Information..... 16

Office of the Chief Information Office (OCIO) Allocation	17
Allocation Goal / Methodology	17
What is included in this Allocation?	17
How is this Allocation Governed?	17
Leveraging this Allocation	17
Billing Information.....	17
Office of Cybersecurity (OCS) Allocation	18
Allocation Goal / Methodology	18
What is included in this Allocation?	18
How is this Allocation Governed?	18
Leveraging this Allocation	18
Billing Information.....	18
State Network Allocation	18
Allocation Goal / Methodology	19
What is included in this Allocation?	19
What is not included in this Allocation	20
How is this Allocation Governed?	20
Leveraging this Allocation	20
Billing Information.....	20
Document Revision History.....	21

Introduction to WaTech Allocations (Allocated Rates)

Understanding WaTech Revenue

Unlike other state agencies who receive appropriations in the Enacted Budget, WaTech is a proprietary agency. This means that all of our revenue comes from billings to customers (primarily other state agencies).

Our revenue sources are:

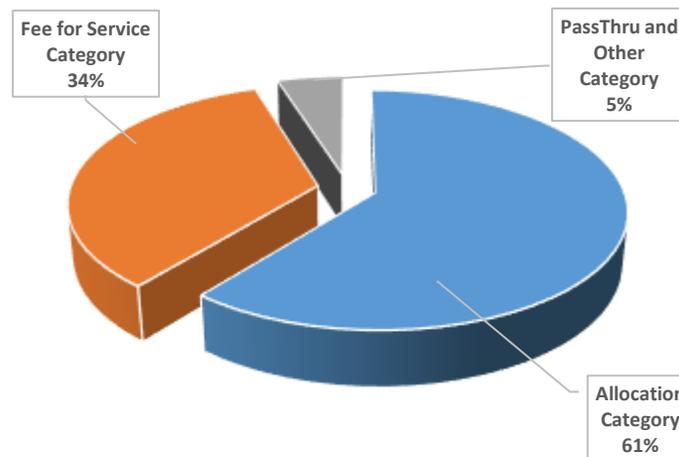
- 1) Fee for Service (billed on an 'as-used' basis)
- 2) Allocations (Allocated Rates) (billed monthly, or in 1 case, yearly)
- 3) Agreements (billed on an 'as agreed to' basis).

Allocations constitute 'fixed' revenue for WaTech, while Fee for Service and Agreements are variable revenue.

Allocations are effectively bundled services, or services provided on behalf of the state rather than directly to client agencies. Agencies that pay into the allocation are billed regardless/independent of utilization of these services.

Agencies should consult with agency budget staff, their OFM-assigned budget analyst, and the OFM Central Services budget analyst directly to better understand the relationship between allocations and associated funding.

The chart below shows the percentage of revenue WaTech received in FY17 from each revenue source.



Rate Day

Every two years, OFM holds a 'Rate Day' so that central service agencies can communicate rate changes to other agencies. This allows other agencies to build their budgets (and budget requests, aka 'decision packages') accordingly. Rate day primarily covers changes to fee-for-service rates but may also include non-routine changes to allocations (e.g. establishing/terminating allocations or a significant change to the methodology 'spread' that will affect customers).

OFM publishes the Central Service Model Allocation Methodologies and Data Sources on their public website.

The Allocation Process

Establishing Allocations

OFM and the Legislature generally choose to allocate the cost of services only if they meet the following criteria:

- The service is established and mature (costs are predictable enough to model and set)
- The service is used by most state agencies or benefits the state as a whole rather than specific clients
- The service is foundational to the enterprise of the State's business.

To create an allocation, OFM and the Legislature determine the total cost of the service or expense. Then, they identify an appropriate allocation factor to spread the cost in the fairest way. Common allocation factors are number of full time equivalent (FTE) employees budgeted in each agency, rentable square feet in Thurston County, or expected use of the service. (The expected use charge applies primarily to the Office of the Attorney General, Office of Administrative Hearings, and Office of the State Auditor, all of which charge clients an hourly rate for their services.). In some cases, the allocation methodology includes multiple factors. Then, the total cost is divided among agencies using the allocation methodology selected.

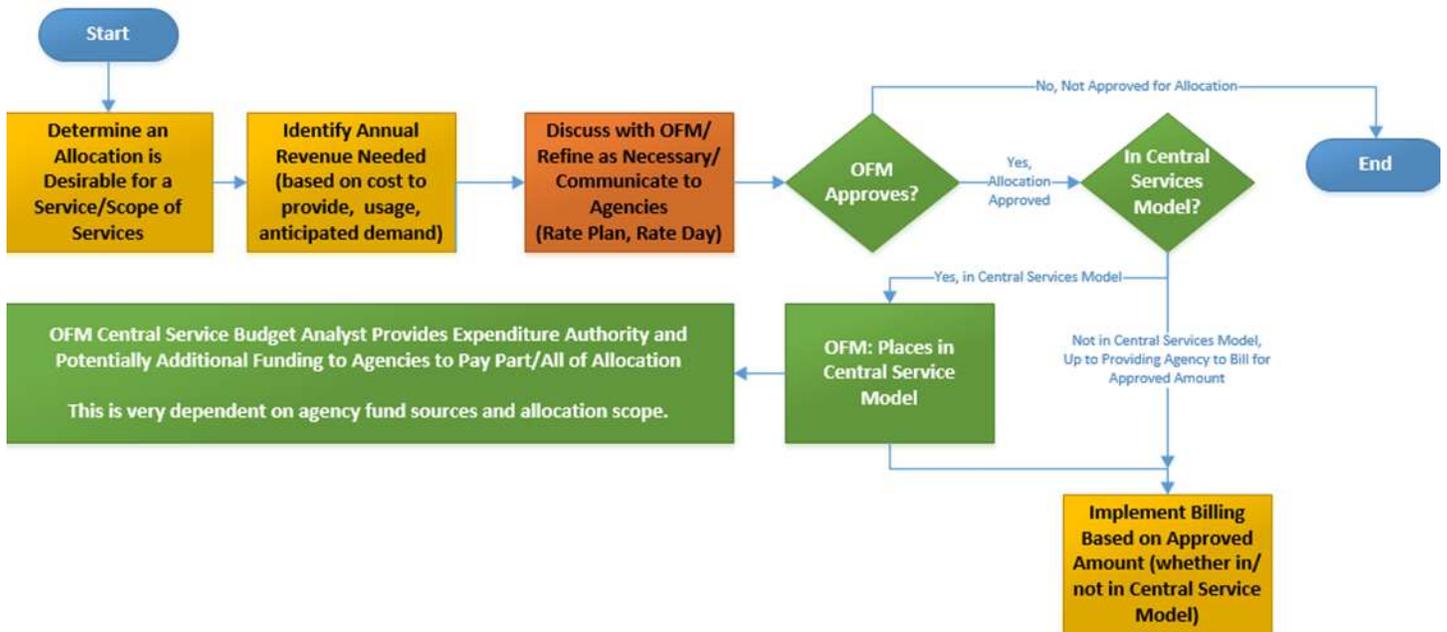
Each client agency's expenditure authority is adjusted to reflect their allocated share of the total cost. Agencies generally get expenditure authority from the funds they use to pay their operating costs, and have the opportunity to request that OFM change their fund source (called their fund split) with their annual budget request to OFM.

The cumulative impacts of all the central service allocations are collected in a tool called the Central Services Model. Though the Central Services Model is not a predictive tool, it is a convenient way to collect all the information in one place in order to upload the net impacts into OFM and the Legislature's budget systems, and report the impacts to client and provider agencies.

When Are Allocations Established or Adjusted?

Each year as part of the regular budgetary process:

1. Agencies may request to change their fund splits each fall. These requests should be submitted with agency budget requests per the OFM budget instructions.
2. OFM and the Legislature can establish, modify, or eliminate an allocation in any biennial or supplemental budget. Generally, allocations are created or eliminated in biennial budgets and minimally adjusted in supplemental budget years, but significant changes can happen in a supplemental year at the discretion of OFM and the Legislature.
3. OFM generally updates allocation data for all allocations in the biennial budget. This includes updating the number of FTEs in each agency, number of rentable square feet each agency occupies, and the amount of the service agencies are expected to use. Allocation data is only updated in supplemental budgets if there is a convincing reason to do so.
4. If the Legislature funds a decision package for an allocation service, the cost of that decision package is added to the allocation. All client agencies will see an increase in their bill to reflect their share of the total cost of the decision package. Similarly, if the Legislature reduces the budgeted expenditures for an allocated service, or if the service has accumulated too much revenue, rebates can be issued to client agencies by reducing the allocation and all client agencies will see a decrease in their bill.
5. Upon completion of the Governor's budget, OFM publishes the expected central service allocation totals to match the Governor's budget for each service, by agency. An updated version of this data is also published upon final passage of the enacted budget with allotment instructions on the OFM website.



Customer Base, Methodology and Invoicing Structure

Customer Base and Methodology

The customer base and methodology differ for each allocation.

- The customer base is selected based on existing (or anticipated) state agencies using the services bundled within a specific allocation.
- The methodology for spreading the total cost of the allocation across the customer base will be noted in each allocation below.
- OFM publishes the Central Service Model Allocation Methodologies and Data Sources on their public website. This includes all allocations from central service agencies, including those that WaTech bills for.

Invoicing (Billing) of Allocations

Central service providing agencies are responsible for setting up a particular invoicing structure that relates to their funding structure.

Determining Granularity and Frequency

OFM provides the breakdown to the service-providing agency who then incorporates this into their billing/invoicing system. The agency has some discretion in terms of how they elect to bill agencies included in that allocation in terms of frequency or granularity of detail. Regardless of agency choices in these areas, the yearly amount billed must total the total amount of that allocation. (The exception is for OAH, AGO, and SAO, which bill based on actual use of the service.)

- **Granularity Example:** WaTech requested additional revenue and expenditure authority to improve Disaster Recovery services at the Quincy Data Center. This was a request largely to fund a project with several one-time costs, but also resulted in need for ongoing cost to maintain the connectivity to the new data center. Upon approval, the Enterprise Security Infrastructure allocation amount was increased by the additional revenue needed. Internally at WaTech, a decision was made to bill this allocation using two (2) separate invoice lines (one suffixed with ‘- Other’, and the other with ‘- Disaster Recovery’).
- **Frequency Example:** The Washington Master Addressing Services (WAMAS) allocation is NOT part of the OFM Central Services Model. As a result, OFM did not allocate additional expenditure authority to agencies, who were expected to absorb this cost from savings related to using this service. Because the total amount was

small, WaTech elected to bill agencies once yearly for their portion of this allocation rather than billing very small amounts monthly.

Changes during Supplemental Years

As noted above, sometimes changes are made during a supplemental budget year. When an allocation is adjusted retroactively, the provider agency must adjust the rate for the remaining months of that (and possibly future) fiscal years and then bill or credit allocation customers to receive the appropriate revenue.

Do Agencies Receive Funding to Pay Allocation Charges?

This is a complicated question involving structure and revenue source of funds used by each agency. **Agencies should consult with agency budget staff, their OFM-assigned budget analyst, and the OFM Central Services budget analyst directly to better understand the relationship between allocations and associated funding.**

There are some general scenarios to be aware of:

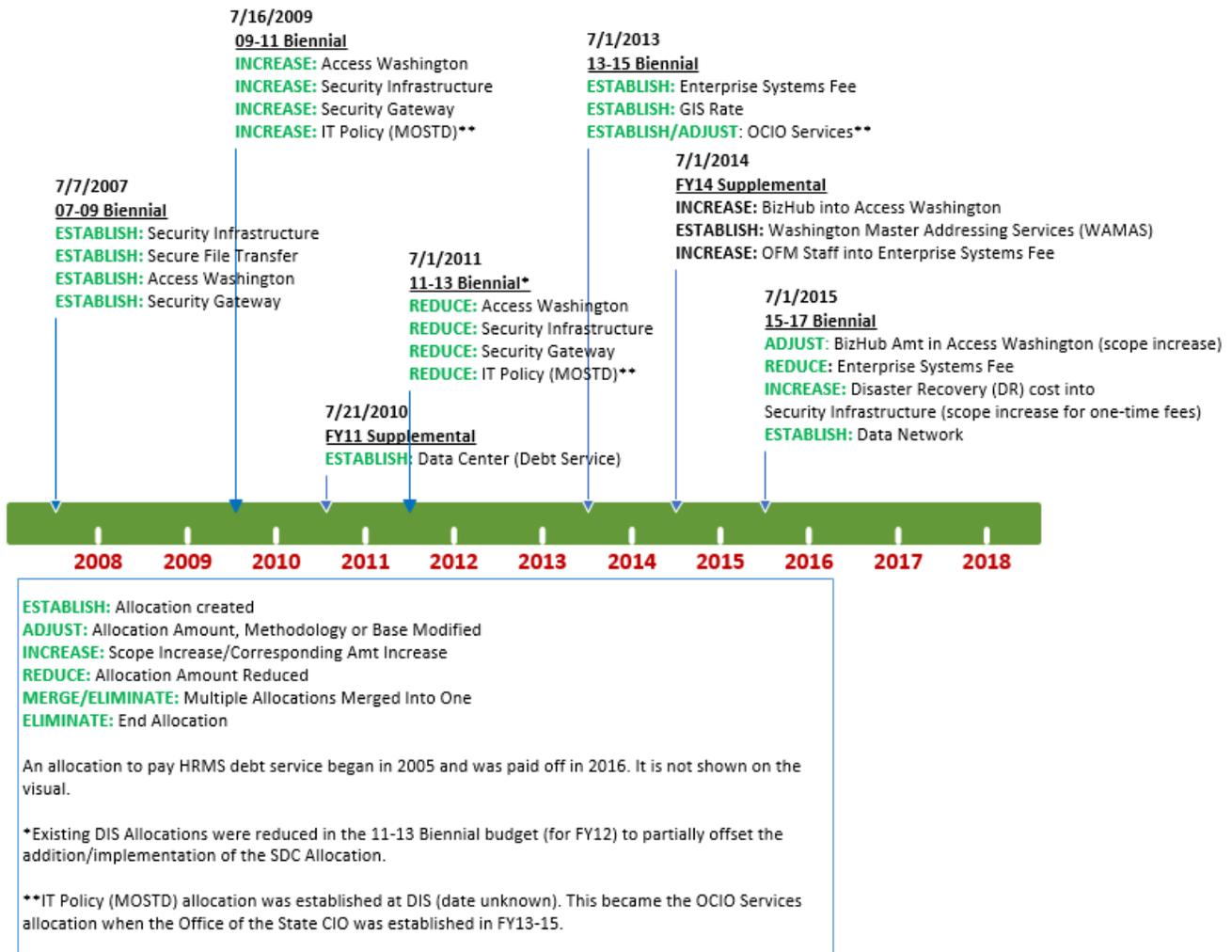
- Agencies funded predominantly by General Fund-State (GF-S) usually get a budget adjustment and related funding to pay the anticipated costs.
- Agencies that spend dedicated funds may have their expenditure authority increased but might not receive additional revenue authority; some of these agencies may be in the position of raising rates/fees or restructuring internal expenses to pay the allocations. **Agencies should contact agency and OFM budget staff directly to better understand the relationship between allocations and associated funding.**
- Other central-service providing agencies (e.g. DES and AGO) may also need to adjust their rates because of changes in the WaTech rates. Generally, for these types of central service-providing agencies, OFM adjusts the expenditure and revenue authority that allows them to cover the increased costs.

Some examples

- Commission on African American Affairs spends GF-S. If their bill increases by \$5000, OFM generally increases their budget by \$5000 GF-S to pay the higher cost.
- Office of the State Treasurer spends out of the State Treasurer's Service Account, populated from revenue generated through investments, fees, transactions, etc. Their revenue source is separate and distinct from their expenditure authority. OFM will increase their expenditure authority in order to pay the increased bill, but the State Treasurer will not see a corresponding increase in revenue.
- The AGO spends out of the Legal Services Revolving Account. If their bill will increase by \$1M, OFM would likely increase their budget by \$1M, and increase their client agencies' budgets by a total of \$1M (commensurate with the spread across the agencies) so their clients can pay the higher bills.

Implementation Timeline of WaTech Allocations

Here is a timeline of WaTech allocations currently in place, or proposed in the Governor's 17-19 Budget. Please note that some of these allocations were established for other agencies (e.g. DIS, DES, and OFM) that are now all part of WaTech.



Allocation Customers & Services

Which Customers Are Billed In Each Allocation?

The Customer Allocations spreadsheet provides a list of all of the allocations that WaTech currently charges, which customers are included in each allocation, how often, and what the biennial charge is. All customers in an allocation are entitled to all services in that allocation with no additional charge unless special conditions apply.

For your convenience, the spreadsheet contains three (3) tabs:

- Summary: Does not allow filtering by agency or allocation but shows a comprehensive view
- By Allocation: Allows users to select one or more allocations and see monthly/yearly amounts billed to the agencies included in that allocation
- By Agency: Allows users to select one or more agencies and see monthly/yearly amounts billed to that agency for each allocation.

For agencies to receive the most benefit from their allocations, they need to be aware of the services to which they are entitled.

The table below shows WaTech allocations at the OFM Central Service Model level, and the individual invoice line level along with the number of customers billed and frequency of billing for each allocation. Links will take you to a section that will describe the goal of the allocation, the services provided in that allocation, the allocation methodology (how it

is spread across the customer base), and how you as a customer can best leverage (gain most value from) the allocation you are paying for.

17-19 OFM Central Service Model Name	CTS / WaTech Invoice Line Item	# of Customers Billed	Billing Frequency
Enterprise Systems Rates	Allocation – Enterprise Services Rates (EL-L030)	100	Monthly
Location Based Allocation	Allocation – Geospatial Portal (EL-L080)	26	Monthly
OCIO Services	Allocation – Office of Chief Info Officer (EL-L050)	62	Monthly
Security Gateway	Allocation - Security Gateway (EL L020)	91	Monthly
State Data Center	Allocation - State Data Center (EL L070)	67	Monthly
State Network	Allocation - State Data Network (EL L080)	69	Monthly
Cybersecurity Services	Allocation - Office of Cybersecurity (EL L050)	57	Monthly

Enterprise Systems Fee Allocation

Allocation Goal / Methodology

The Enterprise System Rates allocation goal was to simplify and consolidate charges for all enterprise systems used by agencies into a single charge. This consolidation occurred in conjunction with the formation of the Department of Enterprise Systems (DES); more information at the rate structures in place prior to DES formation is available below.

Funding allocation for the Enterprise System Rates is based on the agency's number of budgeted FTEs. For institutions of higher education (both the four-year institutions and the community and technical college system), only FTEs that support administrative functions are counted. OFM maintains the source data for budgeted FTEs.

Evolution of the Enterprise Systems Fee

Previously, these were funded from the following fees from various agencies that were merged in whole or part into DES, and which have since been transferred into WaTech:

- Financial System Transaction Fee (OFM) – Agencies were charged \$0.011 per unit per month to cover mainframe charges based on the percentage of transactions and data records stored.
- Financial System Fee (OFM) – Other costs to operate the financial systems were allocated to agencies based on the same percentage as calculated for the Financial System Transaction Fee.
- Budget /Policy/ Reporting Systems Fee (OFM) - The fee was allocated based on the number of budgeted FTE's at a specific agency as a percentage of all budgeted FTEs.
- HR/Payroll Systems Fee (DOP) - Agencies paid \$10 per employee per payroll to cover the costs of HRMS. This covers the cost of system maintenance and support.
- Portion of the Personnel Services Charge (DOP) - percentage of classified staff salaries – supported some of the indirect costs related to HR/Payroll systems.
- Integration Competency Center (DIS) - A fee was billed monthly to each consuming customer at a rate of \$1,324 per month to recover the cost of the software. A transaction fee was also charged at \$0.00274 per transaction to cover the cost of FTE support.
- Portion of Access Washington and lab charges (DIS) – Portion related to usability and design services.
- Portion of the Purchasing Administration Fee (PAF, administered by GA) - Cost to support WEBS and related systems are funded from this source.

These fees were consolidated into a single Enterprise Systems Fee (ESF), and then reduced by about \$5 million dollars per biennium, beginning in FY2014. DES committed to providing the same level of service and support for enterprise

applications with the reduced revenue, but the impacts of the reduction are still felt today as the demand for, and cost of, application support continues to grow.

Every year, WaTech works with OFM and the Legislature to adjust the ESF revenue to accommodate the changing demands for application support.

What is included in this Allocation?

- Provides access and support for most systems in support of OFM business processes, including enterprise systems used by other state agencies. This includes the statewide (enterprise) financial, budget, contract, procurement, reporting and payroll systems that are available to/used by agencies. A listing of these systems, categorized by business ownership, is included below.
- Includes software licensing for SaaS systems supporting the OCIO TBM program and the Results WA program. Costs for operational staff for configuration and administration of those systems are funded via the OCIO allocation and OFM respectively.
- Provides access to and use of the WaTech usability lab and equipment. Staffing cost to support usability testing or user experience activities is not included; exception: staffing cost for these activities to support OFM, DES, and WaTech systems is included in the Access Washington Allocation – Other.
- **NEW – Starting in July 2017**, the Enterprise Systems Fee allocation includes services related to Secure File Transfer and Access Washington.
 - ***Secure File Transfer (SFT)*** is an encryption-based solution used to assist agencies in transferring data between two locations in a secure and reliable fashion. You can read more at the [Secure File Transfer page](#).
 - ***Access Washington*** web portal hosts approximately 800 template pages and nearly 7000 organized active links to all state agencies that offer an all-encompassing collection of services, resources and information. The portal is not limited to state agencies but, rather, includes towns, cities, counties, commissions and tribes. Essentially, all Washington governmental entities are represented within Access Washington. Citizens use Access Washington as their primary resource to conduct state business and gain useful information for their specific everyday needs; thus offering a hearty public service function to visitors through the portal.

What is not included in this Allocation

- [AFRS Testing Services](#)
- Access Washington – WABOS: Discontinued funding within the 2017-2019 budget.

How is this Allocation Governed?

WaTech is NOT the business owner of these systems.

The business owners are responsible for engaging with customers of these systems (agencies) to assist in determining when/if systems will be built/bought, replaced, enhanced or decommissioned and for prioritizing all such actions. See

[Enterprise \(Statewide\) Systems by Business Owner section](#) below.

- WaTech provides the staffing and skills to implement the approved and prioritized actions as well as a help desk, systems training services and integration services, providing a secure, reliable way to exchange data between enterprise systems and to provide data from those systems to customer agencies.

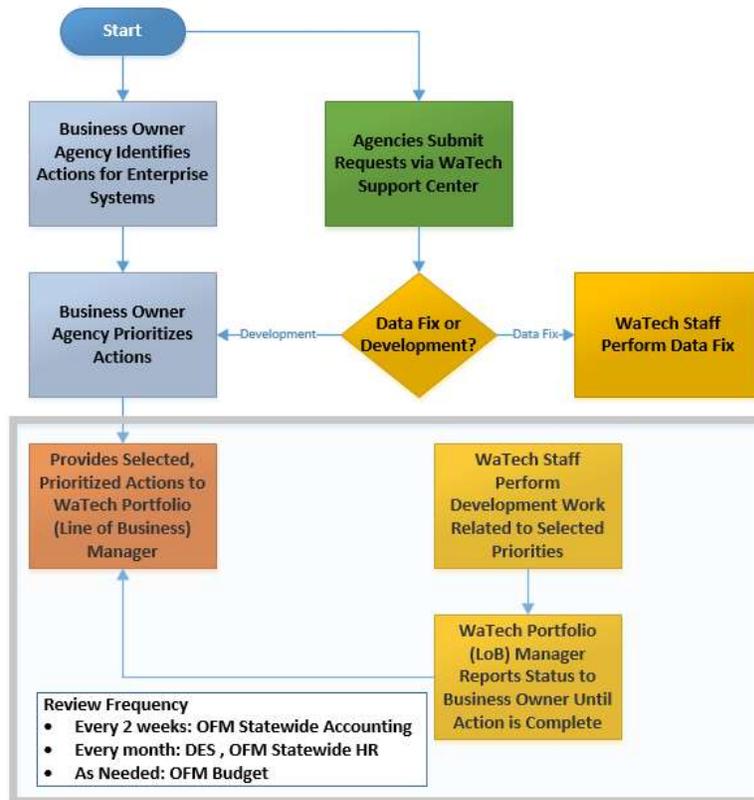


Figure 1: Governance Process Flow (June 2017)

Leveraging this Allocation

Because other agencies determine the prioritization of these systems, WaTech would direct allocation customers to discuss their needs directly with the business owning agencies or WaTech could help to facilitate this conversation. The business owners would be best able to identify ways that agencies in the allocation could fully leverage the allocation so that their usage is in line with the business owner planning for each system. See Enterprise (Statewide) Systems by Business Owner section below.

Enterprise (Statewide) Systems by Business Owner

Business Owner: Office of Financial Management (OFM) Statewide Accounting

1. 1099 Reporting
2. Agency Financial Reporting Services (AFRS)
3. Capital Asset Management System (CAMS)
4. Disclosure Forms
5. Enterprise Accounts Receivable
6. Financial Reports (ACCT) - This includes Standard Reports as well as Web Intelligence (WebI)
7. Financial Toolbox
8. Fund Reference Manual
9. HP Records Management
10. Time Management System
11. Travel & Expense Management System (TEMS)

Business Owner: Office of Financial Management (OFM) Budget

1. The Allotment System - Allotment Management & Review (TALS)
2. Bill Analysis and Tracking System (BATS)

3. Budget Development System (BDS)
4. Capital Budget System (CBS)
5. Fiscal Notes System (FNS)
6. Results Through Performance Management (RPM)
7. Version Reporting System (VRS)

Business Owner: Office of Financial Management (OFM) Statewide Human Resources (HR)

1. Employee Self Service (ESS)
2. Human Resource Management System (HRMS)
3. Salary Projection System (SPS)

Business Owner: Office of Financial Management (OFM) Results Washington

1. ResultsWA

Business Owner: Department of Enterprise Services (DES)

2. Assetworks/FA Suite (Fleet Management)
3. Client Services Contracts Database (CSCD)
4. Enterprise Contract Mgmt. System (ECMS)
5. Learning Management System (LMS)
6. Sole Source Contracts Database (SSCD)
7. Washington Electronic Business Solutions (WEBS)

Business Owner: WaTech Office of Chief Information Officer (OCIO)

1. Apptio

Billing Information

Effective 07/01/2017 all WaTech allocation invoices will begin with 907 and will be under vendor number SWV0099113-05.

The naming convention for this allocation will be “**Allocation – Enterprise System Rates (EL-L030)**”.

Security Gateway Allocation

Allocation Goal / Methodology

The Security Gateway Allocation funds a central point of authentication for all public-facing services provided by state agencies, enforcing security standards to ensure protection of WA state citizen's private information when accessing State of WA services. Provides consistent method of authentication and should result in efficiencies/savings at the agency level with these services provided at the enterprise level.

Allocation funding is based on the agency's number of budgeted FTEs and number of applications each agency has using the gateway. OFM maintains the source data for budgeted FTEs and WaTech tracks the number of applications. Additionally, agencies with 50+ FTEs pay a yearly base fee of \$1500.

What is included in this Allocation?

- Secure Access Washington (SAW) Web/Content filtering
- Web application firewall services for Application security monitoring (Limited for SAW)
- Reverse proxy services (Limited for SAW)
- Adaptive Authentication for SAW
- Security certificates

How is this Allocation Governed?

WaTech recommends the allocation methodology for this allocation, and OFM builds the calculations into the Central Services Model. The Legislature provides final approval through the enacted budget.

Leveraging this Allocation

WaTech is still in process of fully documenting services provided in this allocation. Check back for content.

Billing Information

Effective 07/01/2017 all WaTech allocation invoices will begin with 907 and will be under vendor number SWV0099113-05.

The naming convention for this allocation will be "**Allocation – Security Gateway (EL L020)**".

State Data Center Allocation

Allocation Goal / Methodology

The data center facility, and the attached office building, are modern, LEED-silver facilities are expensive to own and operate. Though ideally WaTech would pay for the cost of the building using the revenue generated by the services provided within the building, this model does not work for the state data center because the revenue generated is nowhere near sufficient. To help establish a sustainable financial model for the state data center, the cost of the debt service for the state data center is spread across all state agencies as a stand-alone allocation. This prevents WaTech from needing to dramatically increase rates for their services just to pay for the state's debt service.

Funding for the State Data Center is based on total agency IT spend. Agencies document their IT expenditures by coding transactions as project type X or Y in AFRS. OFM extracts the total amount of project X/Y expenditure from the most recent completed fiscal year from AFRS.

What is included in this Allocation?

There are no services associated with this allocation. The State Data Center Allocation was established solely to pay for the debt service on the state data center building. It does not pay for the rent for the office building, and does not pay for the operations of the state data center.

How is this Allocation Governed?

OFM calculates the allocation methodology and builds the calculations into the central services model. The Legislature approves this methodology by appropriating the expenditures into the operating and transportation budgets.

Leveraging this Allocation

This allocation is used to pay for the debt service on the state data center building. There are no services associated with the allocation, but establishing a dedicated revenue source for the debt service payments allows WaTech to avoid raising service rates.

Billing Information

Effective 07/01/2017 all WaTech allocation invoices will begin with 907 and will be under vendor number SWV0099113-05.

The naming convention for this allocation will be "**Allocation – State Data Center (EL L070)**".

Location Based Services (GIS Rates) Allocations

There are two allocations that comprise enterprise support of Location Based Services, providing a common point of access to services that promote use of location-enriched data and services. Both were approved by OFM, but only the Geospatial Portal Allocation is in the OFM Central Services Model.

Geospatial Portal Allocation

Allocation Goal / Methodology

The Geospatial Portal Allocation goal is reduction of cost and complexity otherwise borne individually by state agencies for data storage, infrastructure, software and staffing costs needed to support Geographic Information System (GIS) efforts. The Geospatial Portal enables access to 100+ geospatial and data imagery services in one location.

This service was funded by voluntary contributions from select agencies from 2006-2013.

Our shared service objectives include:

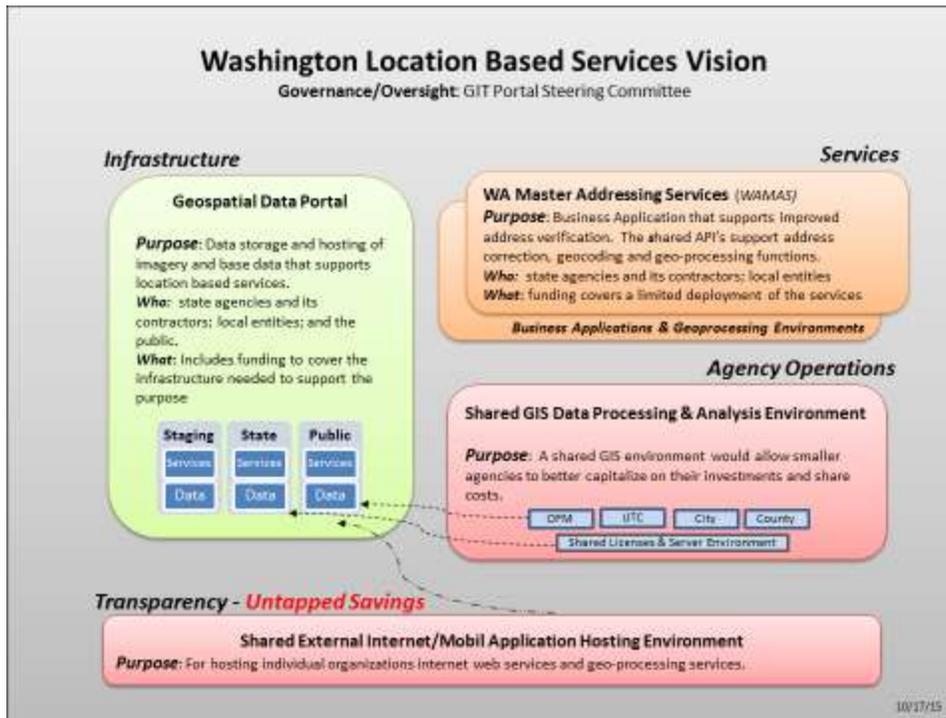
- Strategic data investments
- Coordinated data acquisitions
- Efficient data storage
- Reduced duplication of state time
- Effective software licensing
- Improved coordination
- Shared geospatial web services
- Common data distribution platform

The Geospatial Portal allocation is spread to agencies in the allocation based on a weighted 4-Part Index. The four pieces of data that comprise the index come from various sources from the OCIO and DES: IP addresses of agencies using the portal; a survey of FTEs of GIS-using agencies; an OCIO survey of annual investment in GIS services; and a point-based system based on agency size.

What is included in this Allocation?

The Geospatial Portal provides customers with the infrastructure needed to store, host and serve shared GIS resources important to conducting state business functions like permitting, licensing, taxation and protecting the public's health and environment in Washington. This includes access to quality state and local GIS resources like:

- **Data:** A place to assemble, host and serve commonly used information like statewide parcels, county and city boundaries, address locations, trails, urban growth areas and much more.
- **Imagery:** Coordinated access to valuable high resolution county and statewide imagery data that number close to 100 individual imagery services.
- **Other Services & Application program interfaces (API):** Many of the services mentioned above are available in multiple formats making it easy for end users to ingest them into their mainframe, server or desktop applications and the web.



How is this Allocation Governed?

WaTech recommends the allocation methodology for this allocation, and OFM builds the calculations into the Central Services Model. The Legislature provides final approval through the enacted budget.

Leveraging this Allocation

WaTech is still in process of fully documenting services provided in this allocation. Check back for content.

Billing Information

Effective 07/01/2017 all WaTech allocation invoices will begin with 907 and will be under vendor number SWV0099113-05.

The naming convention for this allocation will be “**Allocation – Geospatial Portal (EL L060)**”.

Washington Master Addressing Services (WAMAS)

Allocation Goal / Methodology

The goal of the Washington Master Addressing Services (WAMAS) allocation is reduction of cost and redundant effort (borne by individual agencies purchase of address correction mechanisms) and improve accuracy/reduce errors for verifying and validating address data by using a centralized consistent data source.

The WAMAS allocation was established in the 2014 Supplemental budget. Due to the nature of the service, agencies were expected to fund the cost through savings generated by using WAMAS; the WAMAS allocation is not part of the OFM Central Services Model.

The Washington Master Addressing Services (WAMAS) allocation is not part of the Central Service Model. The WAMAS allocation is spread to agencies in the allocation based on actual agency IT FTEs.

What is included in this Allocation?

WAMAS works in conjunction with the Geospatial Portal Allocation by providing three application programming interfaces (APIs) that correct and standardize an address, finds its best location on the ground (geocode) and returns its associated geography (county, legislative district, etc.).

These services can be consumed from a web page or from within a mainframe, desktop or server application. The suite of services (API's) have been developed to:

- Correct an address to US Postal Service standard format;
- Add coordinates to an address (geocode) so it can be displayed and verified on a map; and
- Locate an address in its right geographic area like a county, legislative, voting or taxing districts or other important place or area.

This enterprise approach encourages government efficiencies by reducing the duplication of data storage, decreases infrastructure needs and promotes the shared development and maintenance of services that would otherwise be repeatedly done by multiple state agencies.

This type of information can be used in the following applications:

- Verification of an address & its associated geography;
- Correction of address lists to USPS standards;
- Correct sales tax determination, collection & distribution;
- Permitting & location verification;
- Improved public safety & emergency response;
- Siting of public health services; and
- Fraud detection

Cities and counties who elect to enter into a Service Level Agreement (SLA) with WaTech to provide up-to-date address information gain free access to use this service. State agencies who are not part of the existing allocation may opt in to this service via an SLA.

WaTech monitors usage of the WAMAS service on a quarterly basis by analyzing log files. We can discern whether/not an agency is using the service, but each agency would need to perform further analysis in order to determine whether they are leveraging the service to its' full possibility.

How is this Allocation Governed?

OFM provides the IT FTE counts for billing.

Leveraging this Allocation

To gain the most value from this allocation, agencies would eliminate use of agency or division-specific mechanisms for address validation and verification and instead use the WaTech service they are paying for as part of this allocation. Agencies may also wish to expand usage by reviewing their agency data stores for additional potential usage of these services.

Billing Information

The WAMAS billing is not part of the central service allocation, therefore this annual bill will be charged on invoices beginning with 908. Agencies can expect to see these charges in September or October of each calendar year.

Office of the Chief Information Office (OCIO) Allocation

Allocation Goal / Methodology

The goals and services of this allocation, as well as how to best leverage it, will be documented by OCIO at a later date. In the interim, please visit the [OCIO website](#).

Funding for OCIO is based on actual agency IT FTEs. OFM provides a count of actual IT FTEs. For institutions of higher education (both the 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.

What is included in this Allocation?

Statewide information technology policies and oversight provided by the state Chief Information Officer

How is this Allocation Governed?

WaTech recommends the allocation methodology for this allocation, and OFM builds the calculations into the Central Services Model. The Legislature provides final approval through the enacted budget.

Leveraging this Allocation

WaTech is still in process of fully documenting services provided in this allocation. Check back for content.

Billing Information

Effective 07/01/2017 all WaTech allocation invoices will begin with 907 and will be under vendor number SWV0099113-05.

The naming convention for this allocation will be “**Allocation – Office of Chief Info Officer (EL L050)**”.

Office of Cybersecurity (OCS) Allocation

Allocation Goal / Methodology

The OCS Allocation was established to ensure consistent funding for cybersecurity policy and technology leadership for state government, as well as to promote cooperation and coordination between regional and national governments and corporations.

Priorities under this allocation include:

- Ensure the continuity of commerce for our state and our region in the event of a cyber-attack on government services and infrastructure.
- Protect individual privacy by securing personal information stored by state agencies.
- Secure the state's networks and digital infrastructure from attack.
- Engage regional and national public and private sector organizations to form deeper partnerships and build more unified response capabilities against cyber threats.
- Partner with policy, budget and organizational leaders to ensure a modern and coordinated approach to cyber security.

Agencies with 50+ FTEs pay a yearly base fee of \$2000. The remaining cost of the office is allocated based on the agency's number of budgeted FTEs. OFM maintains the source data for budgeted FTEs.

What is included in this Allocation?

- Cybersecurity standards and policy development
- Monitoring state network perimeter points to detect prevent and respond to cyber-attacks. This includes alerts to agencies of potential malicious activity.
- Statewide Incident Response in the event of a cyber-attack. Helping agencies quickly assess and address the incident.
 - Assistance with identification through system recovery is provided upon request
- Security design review
- Security risk assessments

How is this Allocation Governed?

WaTech recommends the allocation methodology for this allocation, and OFM builds the calculations into the Central Services Model. The Legislature provides final approval through the enacted budget.

Leveraging this Allocation

As agencies use the Office of Cybersecurity services, agencies will gain greater value from this allocation.

Billing Information

Effective 07/01/2017 all WaTech allocation invoices will begin with 907 and will be under vendor number SWV0099113-05.

The naming convention for this allocation will be "**Allocation – Office of Cyber Security (EL L020)**".

State Network Allocation

Allocation Goal / Methodology

The State Data Network Allocation was established to stabilize funding for the State Data Network to include equipment, software and staffing

The 2017-19 Enacted budget changed the method for allocating the State Network cost to state agencies, effective July 1, 2017. The new methodology allocates the total cost of the state network based on the number of circuits each agency has and by type of capacity (utilizing statewide cost averages for type of capacity).

How was this calculated?

This information was provided by Regan Hesse (OFM) on 09/21/2017.

WaTech provided the base cost of the state network and divided it into two components:

- \$5.4M/year for the network core, which was allocated based on FTEs.
- \$16.1M/year for data transport, which was allocated based on connectivity.
 - Each T-1 connection was \$1,200 per month,
 - a 10 mg connection \$1,250/month,
 - a 100mg connection \$1,850/month,
 - a 1 GB connection \$2,800/month, and
 - a SMON connection \$2,300/month.

From there, in order to use the central service model, OFM has to convert the calculations above into an allocation. So OFM took each agency's total charge (network core + connectivity = total), and divided it by the total expenditure authority for the network.

OFM uses the agency allocation percentages to spread the entire cost of the network and all its associated cost increases/decreases; OFM's calculations no longer separate the costs out by core/transport or by individual per-connection cost. OFM only used the percentage generated by the data from the bullets above.

What is included in this Allocation?

WaTech Network Services delivers the networking infrastructure and technology that provides state agencies and other authorized customers:

1. **Network Core Services:** The network segment located at the State Data Center and WaTech's use of the Quincy Data Center. Read more at the [Network Core page](#).
2. **Transport and Connectivity Services:** WaTech manages the data transported within the states Wide Area Network (WAN) and competitively acquires large amounts of bandwidth, driving down costs while boosting speed and capacity. Read more at the [Transport and Connectivity page](#).
3. **Managed Firewall Services:** Firewalls protect your network from unauthorized access and malicious attacks. Firewalls are the critical gateway into a network, and firewalls managed by WaTech come with the highest degree of attention and expertise to protect critical agency assets and provide peace of mind. Read more at the [Managed Firewall page](#).
4. **Domain Naming Services (DNS):** Manage distributed database that translates domain names such as 'google.com' (which is easier to remember) into its unique four-part Internet Protocol (IP) address (74.125.224.72).
5. **Logging and Monitoring Services (SIEM):** The Logging & Monitoring service provides a Security Information Event Management (SIEM) platform for use in monitoring targeted network, systems, applications, and security log sources

to enable reporting and alerts on abnormal traffic detection in near real time. Read more at the [Logging and Monitoring](#) page.

6. **Vulnerability Assessment Service:** WaTech operates a hardware and software vulnerability scanning platform service, which enables agency security teams to identify where vulnerabilities reside across their environment of network components, servers, workstations, databases, and installed Commercial off the Shelf Software (COTS) programs. Read more at the [Vulnerability Assessment](#) page.

Read more at the [Network page](#).

What is not included in this Allocation

1. Network Core Services:
 - a. Customers receive five network segments (Virtual Routing and Forwarding tables (VRFs)). Additional services can be purchased through the fee for service offering.
 - b. Customers network segments used for cloud services.
 - c. Customer access to WaTech’s internal management tools, appliances, and software.
2. Transport and Connectivity:
 - a. Non-Recurring Costs (NRC) exceeding a set amount. If you have questions about NRC, please Email the WaTech Support Center or call 855.WaTech1 or 360.586.1000 and ask to open a service request for Network services.
 - b. Termination Liability for circuits cancelled by customer prior to the end of the requested term
 - c. Non-standard/exceptional (one off) costs
 - d. Purchase and maintenance of Customer Edge (CE) devices
 - e. Funding multiple circuits to one site/customer (Example, Transport & Connectivity Services for Disaster Recovery/Business Continuity purposes)
3. Managed Firewall Services:
 - a. Customers receive three firewalls. Additional firewalls can be purchased through the fee for service offering.
 - b. Customers firewalls used for cloud services.

How is this Allocation Governed?

WaTech recommends the allocation methodology for this allocation, and OFM builds the calculations into the Central Services Model. The Legislature provides final approval through the enacted budget.

Leveraging this Allocation

Customers can further leverage this allocation by continuing to move their equipment into the State Data Center or the Quincy Data Center utilizing WaTech Colocation service offerings. Additionally, customers can continue using and moving to WaTech’s Transport and Connectivity and Managed Firewall, DNS, and SIEM services.

Billing Information

Effective 07/01/2017 all WaTech allocation invoices will begin with 907 and will be under vendor number SWV0099113-05.

The naming convention for this allocation will be “**Allocation – State Data Network (EL L080)**”.

Document Revision History

Document Version	Revision Date	Revision Description	Author
1.0	2017 October 21	Initial	Tim Gallivan
1.1	2017 December 05	<ul style="list-style-type: none">• General changes to grammar.• Removed HR Forensics from OCS Section (What is not included in this service subsection.)	Tim Gallivan
1.2	2018 April 08	Added additional language to Data Network section to include detail around logging and monitoring and vulnerability assessment.	Tim Gallivan