



## EXCEPTION CRITERIA

### Agency One Washington Phase 1B - Budget Requests

<b>DESCRIPTION</b>	<p>This document outlines the exception criteria and justification form for the One Washington 2022 supplemental decision package in support of Fiscal Year 2023 funding for the One Washington Phase 1B implementation.</p> <p>Based on the initial analysis of the agency self-reported systems/integration readiness inventories, there are a total of three (3) agencies that were not included in the list of the 12 pre-approved agencies to submit a One Washington 2022 budget request for their finance and/or procurement system, software, or application resource needs. Additionally, six (6) of those pre-approved agencies are eligible to submit an exception request for systems that have not been deemed automatically eligible.</p> <p>It contains two key components:</p> <ol style="list-style-type: none"> <li>1. A description of circumstances that warrant agencies to submit an exception form.</li> <li>2. The justification criteria form and routing information for submission to the One Washington program team.</li> </ol>
<b>PURPOSE</b>	<p>Use this form to determine whether your agency should be eligible to submit a One Washington-related budget request.</p>
<b>AUDIENCE</b>	<p>Department of Corrections (DOC)          Department of Ecology (ECY)          Department of Enterprise Services (DES)          Department of Health (DOH)          Department of Natural Resources (DNR)          Department of Services for the Blind (DSB)          Recreation and Conservation Funding Board (RCFB)          State Investment Board (SIB)          Department of Transportation (DOT)</p>

## Information and Exception Criteria

In the fall of 2019, the One Washington program conducted a systems and interfaces inventory with agencies to assess the impact of the implementation of an enterprise resource planning software solution on their interfaces and systems. As a result of this effort, [44 agencies](#) had identified impacts.

The One Washington program's 2021-23 biennial decision package included a request for agency technical resources to support Phase 1A system modifications. This request was developed using the system and interfaces inventory and refined to include only Phase 1A ERP-impacted agency systems that would not be replaced by the ERP system and agencies did not have the internal skillset to support. The result of this approach was a \$22M request that was fully funded. In an effort to continue this success, the program will apply similar criteria for One Washington related Phase 1B agency 2022 supplemental budget requests.

Of the agencies with finance and/or procurement impacts, 9 agencies need to review this form to identify whether they qualify to submit a One Washington exception request.

**Please use the process below to determine whether your agency should be eligible to submit a One Washington-related budget request.**

As a reminder, the following agencies are automatically eligible to submit a budget request for the pre-approved systems (based on current agency readiness inventory):

1. Department of Children, Youth, and Families (DCYF)
2. Department of Corrections (DOC)
3. Department of Ecology (ECY)
4. Department of Enterprise Services (DES)
5. Department of Fish and Wildlife (DFW)
6. Department of Health (DOH)
7. Department of Revenue (DOR)
8. Department of Social and Health Services (DSHS)
9. Department of Transportation (DOT)
10. Joint Legislative Systems Committee (JLS)
11. State Investment Board (SIB)
12. Utilities and Transportation Commission (UTC)

If you are one of the 3 agencies who have identified application/system and interface impacts OR your agency is one of the 6 pre-approved agencies eligible to submit an exception request and you have identified additional finance and/or procurement application/system resource needs, please follow these steps to determine whether your agency is eligible to submit a request for exception to the One Washington program team.

Step 1: Determine if the system is eligible for an exception request based on criteria below.

Your agency is eligible to apply for an exception if/for:

- ✓ Your Phase 1B system is being replaced by the Workday ERP system and your agency does not currently have the internal skillset to support the data conversion effort.
- ✓ Your Phase 1B system meets a specific, required business process that will not be met by the Workday ERP system, it must be remediated and your agency does not have the internal skillset to support this remediation.
- ✓ There were mission-critical systems/interfaces missed on the readiness spreadsheet you submitted in 2019-2020.
  - **Definition of mission-critical:** *Widespread business stoppage with significant revenue or organizational impact; Risk to human health/environment; Public, wide-spread damage to organizations reputation.*

Your agency is **not eligible** to apply for an exception if/for:

- × The system(s) is owned by another agency.
- × Your agency has already secured funding to modify the system(s), such as:
  - Currently in M&O budget.
  - New interface/system-modifications covered in base funding.
  - Currently has an OCIO oversight project
  - Information Technology Project Assessment (ITPA) pending or approved
  - Legislative funded system, software, or application

Step 2: If your agency believes it should be eligible to submit a One Washington-related budget request, please complete the Justification Criteria Form for eligible systems.

Step 3: Submit completed form to [OneWa@ofm.wa.gov](mailto:OneWa@ofm.wa.gov) by **July 9, 2021** using 2022 Supplemental Agency Exception Request as the subject line in the email. *No late submissions will be accepted.*

Step 4: If your exception request is approved, complete the resource calculation tool and submit to One Washington ([onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov)) no later than **August 20th, 2021**.