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# JUSTIFICATION CRITERIA FORM

## FORM INSTRUCTIONS

The template below is intended to help your agency submit a justification to explain why you should be considered eligible for the submission of a One Washington-related budget request. Completed forms should be sent to [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov?subject=2022%20Supplemental%20Agency%20Exception%20Request).

The One Washington team will reply to agencies to outline the next steps of their request.

### How long does the review take?

Depending on the scope, size, and complexity of the exception request the review may be done very quickly by subset of the IT/Business only, or by members of One Washington team.

### What happens if approved?

If your exception request is approved, One Washington will provide the agency with a pre-populated resource calculation tool with the approved systems and directions for calculating the resources needed to complete the approved work.

The completed resource calculation tool will need to be submitted to One Washington ([onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov?subject=2021-23%20OneWa%20Agency%20Resource%20Calculation%20Tool%20Submission)) no later than **August 20th, 2021** to be considered for inclusion in the One Washington 2022 supplemental decision package for the phase 1B implementation.

### Can an exception request be submitted late?

**No late submission(s) will be accepted for consideration. One Washington has to be able to consolidate all agency-related requests and meet deadlines for the 2022 supplemental decision package.**

### What if I have questions?

For any questions on the process or completion of the exception form below, please contact [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov?subject=2021-23%20OneWa%20Budget%20Exception%20Request)

## BUDGET JUSTIFICATION CRITERIA FORM

|  |  |
| --- | --- |
| Agency Name | Enter Agency Name |
| Name of System, Software, or Application | Enter Name of System, Software, or Application |
| Exception Request Point of Contact | Name |
| Email |
| Technical Point of Contact for Application/System | Name |
| Email |
| Business Point of Contact for Application/System | Name |
| Email |

## Additional System Information

|  |  |
| --- | --- |
| Please provide a brief justification and business need for why this system, software, or application should be included in the One Washington budget request. Consider how this system, software, or application is impacted, to include any potential changes or other upgrades. | |
| **Agency Response.** | |
| Is this system documented on your System Readiness Spreadsheet? Add description of the system, software, or application below to provide any additional context. | |  |  | | --- | --- | | Yes | No | |  |  | |
| **Agency Response.** | |
| How would you best describe the disposition of this software/application? Please feel free to elaborate future below, such as consideration for data conversion or the complexity of a proposed integration to Workday. | |  |  | | --- | --- | |  | Retain | |  | Retire | |
| **Agency Response.** | |
| Select all the applicable type of data based on the One Washington Phase 1B functionality. | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Customer Contracts |  | Projects |  | Grants | |  | Supplier Accounts |  | Billable Projects |  | Procurement | |  | Cost Allocation |  | Consumable Inventory |  |  | |  |  |  |  |  |  | | |
| Has this system been submitted to OCIO previously and have any One Washington conditions that are applicable? If so, can you please include link to the OCIO dashboard item and or specify any One Washington-related conditions? | |  |  | | --- | --- | | Yes | No | |  |  | |
| **Agency Response.** | |
| Indicate the categories of data that can be used in this software solution if being converted or integrated. If applicable, provide a brief description of the data items [refer to [OCIO Standard 141.10](https://ocio.wa.gov/policy/securing-information-technology-assets-standards) for Data Category Definitions] | |  |  | | --- | --- | |  | Category 1 | |  | Category 2 | |  | Category 3 | |  | Category 4 | |
| **Agency Response.** | |
| Does this system contain data with specific public disclosure and records retention specifications that should be considered? | |  |  | | --- | --- | | Yes | No | |  |  | |
| **Agency Response.** | |
| Does this system support regulations/laws? Please describe in detail the system that has that regulation, such as Federal Highway, etc. and what other security requirements are needed? | |  |  | | --- | --- | | Yes | No | |  |  | |
| **Agency Response.** | |

## High-Level Cost Estimate

|  |
| --- |
| What is the high-level cost estimate of this budget request?  Please note that based on the review of this application, you may be required to fill out the One Washington Agency Resource Calculation Tool to refine these costs for your agency’s budget request to One Washington. |
| **Agency Response.** |