S-4029.3			
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## SUBSTITUTE SENATE BILL 6456

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State of Washington 52nd Legislature 1992 Regular Session

By Senate Committee on Ways & Means (originally sponsored by Senators Cantu, Madsen, McDonald and Talmadge; by request of Department of Information Services and Office of Financial Management)

Read first time 02/11/92.

- 1 AN ACT Relating to state information resources; amending RCW
- 2 43.105.017, 43.105.020, 43.105.032, 43.105.041, 43.105.047, 43.105.052,
- 3 43.88.030, 39.29.006, 43.19.1901, 43.131.353, and 43.131.354;
- 4 reenacting and amending RCW 43.88.030; adding new sections to chapter
- 5 43.105 RCW; repealing RCW 43.105.005; providing an effective date;
- 6 providing an expiration date; and declaring an emergency.
- 7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:
- 8 Sec. 1. RCW 43.105.017 and 1990 c 208 s 2 are each amended to read
- 9 as follows:
- 10 It is the intent of the legislature that:
- 11 (1) State government provide leadership, direction, and assistance
- 12 <u>in the state's</u> use ((<del>voice, data, and video telecommunications</del>
- 13 technologies)) of information resources to:

- 1 (a) Transmit and increase access to live, interactive classroom
- 2 instruction and training((+
- 3 (b) Provide for)) and promote interactive public affairs
- 4 presentations, including a public forum for state and local issues;
- (((c))) (b) Facilitate communications and exchange of information
- 6 among state and local elected officials and the general public; and
- 7  $((\frac{d}{d}))$  (c) Enhance state-wide communications within state
- 8 agencies; ((and
- 9 (e) Through the use of telecommunications, reduce time lost due to
- 10 travel to in-state meetings;
- 11 (2) ((Information be shared and administered in a coordinated
- 12 manner, except when prevented by agency responsibilities for security,
- 13 privacy, or confidentiality;
- 14 (3)) A formal process and procedures be established to guide and
- 15 control the use of information resources. It is intended that the
- 16 planning, budgeting, and management of information will be based upon
- 17 cost-effective and efficient use of resources and that information
- 18 systems will support program goals and objectives. The development and
- 19 implementation of information systems will be subject to the
- 20 requirements of this chapter, which create and establish a process for
- 21 the phased funding and implementation of all information systems,
- 22 unless a system is determined by the department to be exempt under
- 23 <u>section 7 of this act. Information is a state resource and it is the</u>
- 24 <u>intent of the legislature that all elements of state government</u>
- 25 cooperate in moving towards comprehensive and integrated information
- 26 systems that support improved service delivery;
- 27 (3) Information systems reflect and support agency missions and
- 28 <u>functions</u> and this linkage be established by agency management
- 29 participating in strategic planning activities; strategic plans direct
- 30 the agency requests for resources to design, build, implement, and

- 1 operate these systems; construction of every information system be
- 2 explicitly controlled by the agency to assure success in a timely and
- 3 cost-efficient manner; and agencies monitor expenditures and
- 4 performance in constructing information systems;
- 5 (4) All data collected, created, and generated by state government
- 6 be treated as a resource of the state to be managed by the state, in
- 7 accord with security and privacy requirements; access to data be shared
- 8 and administered in a coordinated manner among state agencies and
- 9 between the executive, legislative, and judicial branches of state
- 10 government, except when prevented by the need to protect accuracy,
- 11 integrity, security, privacy, or confidentiality; data be used for
- 12 setting strategic directions, improving agency management, and
- 13 directing agency operations, and all these uses are appropriate and to
- 14 be taken into consideration when organizing data collection and
- 15 processing;
- 16 (5) To minimize risk, information systems are developed in an
- 17 incremental manner that allows for periodic user validation;
- 18 (6) The state maximize its opportunities to readily and easily
- 19 exchange and share data and information systems between agencies and
- 20 between the executive, legislative, and judicial branches of government
- 21 by moving towards the implementation of open systems architecture;
- 22 (7) State statutes on public records and data confidentiality are
- 23 not superseded or modified by this chapter;
- 24 (8) Agencies accurately state the costs of their information system
- 25 projects, define their benefits in measurable terms, state their risks
- 26 and identify how these risks can be mitigated; and all agency
- 27 information system projects be an identifiable element of agency
- 28 strategic plans and support the strategic directions of the state;
- 29 <u>(9) Budgetary review of all agency requests for information</u>
- 30 resources be required to assure that agency missions and objectives,

- 1 strategic directions, and information system projects are congruent.
- 2 This budgetary review will consider the impact of information resources
- 3 on agency services, the likelihood of information projects success,
- 4 consistency with agency plans, and the costs and benefits of the
- 5 <u>information technology</u>;
- 6 (10) The primary responsibility for the management and use of state
- 7 agency, legislative, and judicial information ((-,)) and information
- 8 ((systems, telecommunications, equipment, software, and services))
- 9 <u>resources</u> rests with ((each agency)) the agency head of the agency
- 10 planning, acquiring, or managing the resources, such as the director of
- 11 an executive agency, the chief justice of the supreme court, or, in the
- 12 case of the legislature, jointly with the president of the senate and
- 13 the speaker of the house of representatives, or their designated
- 14 <u>representatives</u>;
- 15  $((\frac{4}{}))$  (11) Information resources shall be  $(\frac{\text{used in the most}}{})$
- 16 efficient manner and services be shared when cost-effective)) planned,
- 17 <u>acquired</u>, and managed in a manner that takes into consideration such
- 18 factors as quality of service, consistency with the state information
- 19 technology plan, and data sharing potential;
- 20  $((\frac{5}{}))$  (12) A structure be created to:
- 21 (a) Plan and manage telecommunications and computing networks;
- 22 (b) Increase ((agencies')) awareness of information sharing
- 23 opportunities among all three branches of state government and with
- 24 <u>local governments</u>; and
- 25 (c) Assist agencies and the judiciary in identifying and
- 26 implementing such shared possibilities;
- 27 (((6))) (13) An acquisition process for ((equipment, proprietary))
- 28 software, and related services)) information resources be established
- 29 that meets the needs of the users, considers the relevant exchange of

- 1 information among all government agencies, and promotes fair and open
- 2 competition;
- 3 ((<del>(7) The state improve</del>)) <u>(14) Agencies receive assistance in</u>
- 4 improving recruitment, retention, and training of professional and
- 5 <u>technical</u> staff, <u>including individuals who possess state-of-the-art</u>
- 6 skills in planning information systems, and acquiring and managing
- 7 <u>information resources</u>;
- 8  $((\frac{8}{(8)}))$  (15) Plans, proposals, and acquisitions for information
- 9 services be reviewed from a financial and management perspective as
- 10 part of the budget process; and
- 11 (((9))) (16) State government adopt policies and procedures that
- 12 maximize the <u>effective</u> use of ((existing video telecommunications))
- 13 <u>information</u> resources, coordinate and develop ((<del>video</del>
- 14 telecommunications)) information resources in a manner that is cost-
- 15 effective and encourages shared use, when feasible, and ensures the
- 16 appropriate use of ((video telecommunications)) these resources to
- 17 fulfill identified needs.
- 18 **Sec. 2.** RCW 43.105.020 and 1990 c 208 s 3 are each amended to read
- 19 as follows:
- 20 As used in this chapter, unless the context indicates otherwise,
- 21 the following definitions shall apply:
- 22 (1) "Department" means the department of information services;
- 23 (2) "Board" means the information services board;
- 24 (3) "Local governments" includes all municipal and quasi municipal
- 25 corporations and political subdivisions, and all agencies of such
- 26 corporations and subdivisions authorized to contract separately;
- 27 (4) "Director" means the director of the department;
- 28 (5) "Purchased services" means services provided by a vendor to
- 29 accomplish routine, continuing, and necessary functions. This term

- 1 includes, but is not limited to, services acquired for equipment
- 2 maintenance and repair, operation of a physical plant, security,
- 3 computer hardware and software installation and maintenance, data
- 4 entry, keypunch services, programming services, and computer time-
- 5 sharing;
- 6 (6) (("Backbone network" means the shared high-density portions of
- 7 the state's telecommunications transmission facilities. It includes
- 8 specially conditioned high speed communications carrier lines,
- 9 multiplexors, switches associated with such communications lines, and
- 10 any equipment and software components necessary for management and
- 11 control of the backbone network;
- 12 (7) "Telecommunications" means the transmission of information by
- 13 wire, radio, optical cable, electromagnetic, or other means;
- 14 (8) "Information processing" means the electronic capture,
- 15 collection, storage, manipulation, transmission, retrieval, and
- 16 presentation of information in the form of data, text, voice, or image
- 17 and includes telecommunications and office automation functions;
- 18 <del>(9)</del>)) "Information ((<del>services</del>)) <u>resources</u>" means data processing,
- 19 telecommunications, and office automation equipment, systems, and
- 20 purchased services, including proprietary software;
- 21 (((10))) (7) "Equipment" means the machines, devices, and
- 22 transmission facilities used in information processing, such as
- 23 computers, word processors, terminals, telephones, and cables;
- (((11))) (8) "Proprietary software" means that software offered for
- 25 sale or license;
- 26  $((\frac{12}{12}))$  "Video telecommunications" means the electronic
- 27 interconnection of two or more sites for the purpose of transmitting
- 28 and/or receiving visual and associated audio information and is
- 29 considered a component of information resources. ((Video
- 30 telecommunications shall not include existing public television

- 1 broadcast stations as currently designated by the department of
- 2 community development under chapter 43.63A RCW.))
- 3 (10) "Major project" means an information resources project that
- 4 has a significant impact upon the state's, an agency's, or a program's
- 5 operations, as determined by the department;
- 6 (11) "Open systems architecture" means a systems environment based
- 7 on interface standards that provides application portability, data
- 8 portability, and interoperability;
- 9 (12) "State agency," "agency," or "agencies" means any executive
- 10 branch agency in which the chief executive officer is appointed
- 11 directly by the governor or by a board that is appointed in whole or in
- 12 part by the governor. "State agency," "agency," or "agencies" also
- 13 includes, but is not limited to, the offices of other independently
- 14 elected state officials such as the lieutenant governor, the
- 15 superintendent of public instruction, the insurance commissioner, the
- 16 state treasurer, the state auditor, the secretary of state, the
- 17 commissioner of public lands, the attorney general, and includes state
- 18 universities and colleges;
- 19 (13) "Agency head" means the director, secretary, or commissioner
- 20 of an executive agency as defined in RCW 43.17.020 and 50.08.010. This
- 21 definition includes, but is not limited to, other independently elected
- 22 state officials such as the lieutenant governor, the superintendent of
- 23 public instruction, the insurance commissioner, the state treasurer,
- 24 the state auditor, the secretary of state, the commissioner of public
- 25 lands, the attorney general, and presidents of state universities and
- 26 colleges; and
- 27 (14) "User validation" means an evaluation process that emphasizes
- 28 <u>involvement of the system's end users. This process involves the</u>
- 29 testing of prototypes, system demonstrations, and the testing of
- 30 <u>deliverables</u> in production.

- 1 Sec. 3. RCW 43.105.032 and 1987 c 504 s 4 are each amended to read
- 2 as follows:
- 3 There is hereby created the Washington state information services
- 4 board. The board shall be composed of nine members. ((Seven)) Five
- 5 members shall be appointed by the governor, ((and serving at the
- 6 governor's pleasure as follows: Three representatives from cabinet
- 7 agencies,)) one of which shall be a representative from higher
- 8 education((, one representative from a noncabinet executive agency, and
- 9 two representatives from the private sector)). One member shall
- 10 represent the judicial branch and be appointed by the chief justice of
- 11 the supreme court. One member shall ((represent the legislative branch
- 12 and shall be selected)) be appointed by the president of the senate and
- 13 one member shall be appointed by the speaker of the house of
- 14 representatives. One member shall be the director of the department.
- 15 These members shall constitute the membership of the board with full
- 16 voting rights. ((The director shall be an ex officio, nonvoting member
- 17 of the board.)) Members of the legislature and the director of
- 18 financial management are not eligible to serve as members of the board.
- 19 Members of the board shall serve at the pleasure of the appointing
- 20 <u>authority</u>. The board shall select a chairperson from among its
- 21 members.
- 22 Vacancies shall be filled in the same manner that the original
- 23 appointments were made.
- 24 A majority of the members of the board shall constitute a quorum
- 25 for the transaction of business.
- Members of the board shall be compensated for service on the board
- 27 in accordance with RCW 43.03.240 and shall be reimbursed for travel
- 28 expenses as provided in RCW 43.03.050 and 43.03.060.

- 1 Sec. 4. RCW 43.105.041 and 1990 c 208 s 6 are each amended to read
- 2 as follows:
- 3 The board shall have the following powers and duties related to
- 4 information ((services)) resources:
- 5 (1) To develop standards <u>and policies</u> governing ((the acquisition
- 6 and disposition of equipment, proprietary software and)) purchased
- 7 services, <u>information resources</u>, and <u>the accuracy</u>, <u>integrity</u>, <u>security</u>,
- 8 privacy, and confidentiality of computerized data;
- 9 (2) To purchase, lease, rent, or otherwise acquire, dispose of, and
- 10 maintain ((equipment, proprietary software, and)) purchased services
- 11 and information resources, or to delegate to other agencies and
- 12 institutions of state government, under appropriate standards, the
- 13 authority to purchase, lease, rent, or otherwise acquire, dispose of,
- 14 and maintain ((equipment, proprietary software, and)) purchased
- 15 services and information resources: PROVIDED, That, agencies and
- 16 institutions of state government are expressly prohibited from
- 17 acquiring or disposing of ((equipment, proprietary software, and))
- 18 purchased services and information resources without such delegation of
- 19 authority. The acquisition and disposition of ((equipment, proprietary
- 20 software, and)) purchased services and information resources is exempt
- 21 from RCW 43.19.1919 and, as provided in RCW 43.19.1901, from the
- 22 provisions of RCW 43.19.190 through 43.19.200. This subsection does
- 23 not apply to the legislative branch;
- 24 (3) ((To develop state-wide or interagency technical policies,
- 25 standards, and procedures;
- (4)) To assure the cost-effective development and incremental
- 27 implementation of a state-wide video telecommunications system to
- 28 serve: Public schools; educational service districts; vocational-
- 29 technical institutes; community colleges; colleges and universities;

- 1 state and local government; and the general public through public
- 2 affairs programming;
- $((\frac{5}{}))$  (4) To  $(\frac{provide}{})$  establish direction concerning strategic
- 4 planning goals and objectives for the state. The board shall seek
- 5 input from the legislature and the judiciary;
- 6 (((6))) To develop and implement a process for the resolution
- 7 of appeals by:
- 8 (a) Vendors concerning the conduct of an acquisition process by an
- 9 agency or the department; or
- 10 (b) A customer agency concerning the provision of services by the
- 11 department or by other state agency providers;
- 12  $((\frac{7}{}))$  (6) To establish policies for the periodic review by the
- 13 department of agency performance which may include but are not limited
- 14 to analysis of:
- 15 (a) Planning, management, control, and use of information services;
- 16 (b) Training and education; and
- 17 (c) Project management;
- 18  $((\frac{8}{1}))$  (7) To set its meeting schedules and convene at scheduled
- 19 times, or meet at the request of a majority of its members, the chair,
- 20 or the director; ((and
- (9)) (8) To review and approve that portion of the department's
- 22 budget requests that provide((s)) for support to the board:
- 23 (9) To review and approve the state strategic information
- 24 <u>technology plan;</u>
- 25 (10) To approve, require revision of, or reject agency information
- 26 <u>technology plans;</u>
- 27 (11) To review the state information technology performance report;
- 28 (12) To approve the employment or termination of the assistant
- 29 director for the planning and regulation division; and

- 1 (13) To adopt rules and policies necessary for carrying out the
- 2 provisions of this chapter as provided in chapter 34.05 RCW.
- 3 Sec. 5. RCW 43.105.047 and 1987 c 504 s 6 are each amended to read
- 4 as follows:
- 5 There is created the department of information services. The
- 6 department shall be headed by a director appointed by the governor with
- 7 the consent of the senate. The director shall serve at the governor's
- 8 pleasure and shall receive such salary as determined by the governor.
- 9 The director shall:
- 10 (1) Appoint a confidential secretary and such deputy and assistant
- 11 directors as needed to administer the department((. However, the total
- 12 number of deputy and assistant directors shall not exceed four));
- 13 (2) Maintain ((and fund a planning component)) a planning and
- 14 regulation division separate from the services component of the
- 15 department. The planning and regulation division shall be managed as
- 16 a separate component of the department for accounting and auditing
- 17 purposes, and shall operate solely on funds appropriated by the
- 18 legislature for administering the duties of the division;
- 19 (3) Appoint such professional, technical, and clerical assistants
- 20 and employees as may be necessary to perform the duties imposed by this
- 21 chapter;
- 22 (4) Appoint, with approval of the board, the assistant director for
- 23 the planning and regulation division. Removal of the assistant
- 24 <u>director is subject to the approval of the board;</u>
- 25 (5) Approve, with the director of financial management and the
- 26 director of each agency undertaking a major project, a project
- 27 <u>agreement as described in section 8 of this act;</u>
- 28 <u>(6) Upon reviewing a proposed major project's expected or actual</u>
- 29 performance as outlined in section 8(1) of this act, have the authority

- 1 to approve or disapprove and terminate a major project or recommend
- 2 <u>termination to the legislature;</u>
- 3 (7) Report to the governor and the board any matters relating to
- 4 abuses and evasions of this chapter; and
- 5 (((5))) Recommend statutory changes to the governor and the
- 6 board.
- 7 **Sec. 6.** RCW 43.105.052 and 1990 c 208 s 7 are each amended to read
- 8 as follows:
- 9 The department shall:
- 10 (1) ((Perform all duties and responsibilities the board delegates
- 11 to the department, including but not limited to:
- 12 (a) The review of agency acquisition plans and requests; and
- 13 (b) Implementation of state-wide and interagency policies,
- 14 standards, and guidelines)) Provide leadership, direction, and
- 15 assistance to agencies and the judiciary in acquiring, developing,
- 16 managing, and using information resources in a government setting;
- 17 (2) Make available information services to state agencies and local
- 18 governments on a full cost-recovery basis. These services may include,
- 19 but are not limited to:
- 20 (a) Telecommunications services for voice, data, and video;
- 21 (b) Mainframe computing services;
- 22 (c) Support for departmental and microcomputer evaluation,
- 23 installation, and use;
- 24 (d) Equipment acquisition assistance, including leasing, brokering,
- 25 and establishing master contracts;
- 26 (e) Facilities management services for information technology
- 27 equipment, equipment repair, and maintenance service;

- 1 (f) ((Negotiate [Negotiation] with local cable companies and local
- 2 governments to provide for connection to local cable services to allow
- 3 for access to these public and educational channels in the state;
- 4 (g))) Office automation services;
- 5  $((\frac{h}{h}))$  (g) System development services; and
- 6  $((\frac{(i)}{(i)}))$  (h) Training.
- 7 These services are for discretionary use by customers and the
- 8 customer((s)) may elect other alternatives for service if the customer
- 9 <u>demonstrates that</u> those alternatives are more cost-effective or provide
- 10 better service((. Agencies may be required to use the backbone network
- 11 portions of the telecommunications services during an initial start-up
- 12 period not to exceed three years));
- 13 (3) Negotiate with local cable companies and local governments to
- 14 provide for connection to local cable services to allow for access to
- 15 these public and educational channels in the state;
- 16 (4) Establish rates and fees for services provided by the
- 17 department to assure that the services component of the department is
- 18 self-supporting. A billing rate plan shall be developed for a two-year
- 19 period to coincide with the budgeting process. The rate plan shall be
- 20 subject to review at least annually by the customer oversight
- 21 committees. The rate plan shall show the proposed rates by each ((cost
- 22 center)) product or service and will show the components of the rate
- 23 structure as mutually determined by the department and the customer
- 24 oversight committees. The same rate structure will apply to all user
- 25 agencies of each ((cost center)) product or service. The rate plan and
- 26 any adjustments to rates shall be approved by the office of financial
- 27 management. The services component shall not subsidize the operations
- 28 of the planning ((component)) and regulation division. The department
- 29 may use contract vendors to collect the rates and fees under this
- 30 <u>subsection</u>;

- 1 ((4) With the advice of the information services board and
- 2 agencies, develop and publish state wide goals and objectives at least
- 3 biennially;
- 4 (5) Develop plans for the department's achievement of state-wide
- 5 goals and objectives. These plans shall address such services as
- 6 telecommunications, central and distributed computing, local area
- 7 networks, office automation, and end user computing. The department
- 8 shall seek the advice of customer oversight committees and the board in
- 9 the development of these plans;
- 10  $\frac{(6)}{(6)}$ ) (5) Under direction of the information services board and in
- 11 collaboration with the department of personnel, the higher education
- 12 personnel board, and other agencies as may be appropriate, develop
- 13 training plans and coordinate training programs that are responsive to
- 14 the needs of agencies;
- 15  $((\frac{7}{}))$  (6) Identify opportunities for the effective use of
- 16 information ((services)) resources and coordinate appropriate responses
- 17 to those opportunities;
- 18  $((\frac{8}{1}))$  (7) Assess agencies' projects, acquisitions, plans, or
- 19 overall information processing performance as requested by the board,
- 20 agencies, the director of financial management, or the legislature.
- 21 Agencies may be required to reimburse the department for agency-
- 22 requested reviews;
- 23 ((<del>(9)</del> Develop planning, budgeting, and expenditure reporting
- 24 requirements, in conjunction with the office of financial management,
- 25 for agencies to follow;
- 26 (10) Assist the office of financial management with budgetary and
- 27 policy review of agency plans for information services;
- 28 (11))) (8) Provide ((staff support from the planning component to
- 29 the board for)) a planning and regulation division which shall:
- 30 (a) Provide staff support to the board for:

- 1 (i) Meeting preparation, notices, and minutes;
- 2 ((\(\frac{(b)}{(b)}\)) (ii) Promulgation of policies, standards, and guidelines
- 3 adopted by the board;
- 4 (((c))) (iii) Supervision of studies and reports requested by the
- 5 board; and
- 6  $((\frac{d}{d}))$  (iv) Conducting reviews and assessments as directed by the
- 7 board;
- 8 (((12))) (b) Be the primary department division responsible for
- 9 enforcement of policies, standards, and guidelines adopted by the
- 10 board;
- 11 (c) Perform all duties and responsibilities the board delegates to
- 12 the division, including but not limited to:
- 13 (i) The review of agency acquisition plans and requests; and
- 14 (ii) Implementation of state-wide policies, standards, and
- 15 quidelines;
- 16 (d) Develop a state strategic information technology plan for board
- 17 review and adoption. The purpose of the plan is to set direction for
- 18 information technology in the state and formally establish the state's
- 19 mission, goals, and objectives for information technology. The
- 20 <u>department shall forward copies of the approved plan to the board,</u>
- 21 office of the governor, office of financial management, legislative
- 22 <u>fiscal committees</u>, and state agency directors;
- 23 (e) Using agency performance reports, prepare an annual state
- 24 performance report on information technology. The purpose of the report
- 25 is to evaluate state performance in the field of information resources
- 26 against stated objectives and to describe the state's resource
- 27 management activities for the previous year. The report shall include
- 28 <u>an assessment of progress made toward implementing the state's</u>
- 29 strategic information technology plan and an inventory of the state's
- 30 major information technology resources which specifically identifies

- 1 major resources acquired during the previous fiscal year. The report
- 2 shall be distributed to the office of financial management, appropriate
- 3 legislative committees, and agency directors;
- 4 (f) Develop planning, budgeting, and expenditure reporting
- 5 requirements, in conjunction with the office of financial management,
- 6 for agencies to follow;
- 7 (g) Review and provide recommendations to the office of financial
- 8 management regarding agency budget requests for information resources.
- 9 Each agency will be provided a copy of the department's recommendations
- 10 on its information technology budget request. Copies of the
- 11 <u>department's recommendations will be submitted to appropriate</u>
- 12 <u>legislative committees, concurrently with submission of the governor's</u>
- 13 <u>budget</u>;
- 14 (h) Approve each phase of a major project undertaken by an agency.
- 15 Work on a phase shall not begin until the department has approved the
- 16 work performed on the previous phase;
- 17 <u>(i) At key decision points, mutually agreed upon by the department</u>
- 18 and the agency undertaking the project, recommend whether a project
- 19 proceed to its next phase; and
- 20 (j) Review agency information systems or information technology
- 21 projects when requested by the information services board, the office
- 22 of financial management, or the legislature by concurrent resolution,
- 23 bill, or budget proviso;
- 24 (9) Be the lead agency in coordinating video telecommunications
- 25 services for all state agencies and develop, pursuant to board
- 26 policies, standards and common specifications for leased and purchased
- 27 telecommunications equipment. The department shall not evaluate the
- 28 merits of school curriculum, higher education course offerings, or
- 29 other education and training programs proposed for transmission and/or
- 30 reception using video telecommunications resources. Nothing in this

- 1 section shall abrogate or abridge the legal responsibilities of
- 2 licensees of telecommunications facilities as licensed by the federal
- 3 communications commission on March 27, 1990; ((and
- 4 (13))) (10) Adopt rules and policies necessary to carry out this
- 5 chapter, as provided in chapter 34.05 RCW; and
- 6 (11) Perform all other matters and things necessary to carry out
- 7 the purposes and provisions of this chapter.
- 8 <u>NEW SECTION.</u> **Sec. 7.** (1) In addition to the requirements
- 9 established by RCW 43.88.030, each agency's budget request shall
- 10 specifically identify those portions of the request related to
- 11 information resources and additional information related to information
- 12 resources deemed pertinent by the office of financial management.
- 13 Agency requests shall be related to the agency goals and objectives for
- 14 each program as required by RCW 43.88.090(2).
- 15 (2) The department shall develop criteria for the review of agency
- 16 budget requests for information resources. The criteria shall include,
- 17 but are not limited to, program impacts of the information technology,
- 18 the risks to successful implementation and use of the information
- 19 resource, consistency with agency strategic information resources
- 20 plans, consistency with the state strategic information resources plan,
- 21 and costs and benefits. Following this review, the department will
- 22 provide the office of financial management and the legislative fiscal
- 23 committees with its recommendations for funding all or part of the
- 24 request. At a time specified by the office of financial management,
- 25 these recommendations are to be submitted by the department to the
- 26 office of financial management and will be submitted to the legislative
- 27 fiscal committees concurrently with submission of the governor's
- 28 budget. The department is authorized to exempt, from review under this
- 29 subsection, those portions of agency budget requests which do not

- 1 contain major projects or initiatives and to develop criteria which
- 2 will determine at what level projects will be exempted from review.
- 3 However, no exemption for the review of any portion of an agency budget
- 4 request for information resources shall be given by the department to
- 5 any agency for which the legislature has requested a complete review
- 6 under RCW 43.105.052(9)(i).
- 7 (3) Funds shall be released by the office of financial management
- 8 to agencies receiving appropriations based upon the determination by
- 9 the department that the requirements of section 8 of this act,
- 10 establishing agency project management, have been met, but in no case
- 11 shall funds be released for the succeeding phase of an agency project
- 12 until all of the requirements of the prior phase have been met.
- 13 (4) All fiscal information regarding information resources shall be
- 14 in the form, and in formats, established by the state budgeting,
- 15 accounting, and reporting system. To the greatest extent practicable,
- 16 fiscal information regarding information resources is to be captured by
- 17 existing state-wide fiscal systems so as to reduce the reporting burden
- 18 on agencies and increase the comparability of fiscal information across
- 19 state government.
- 20 (5) All benefits, cost avoidance, and cost savings resulting from
- 21 the implementation of new information systems and the operation of
- 22 existing information resources shall be reported to the office of
- 23 financial management as part of each agency budget submittal.
- 24 Following the identification of these cost savings, the director of
- 25 each agency shall develop, with the director of financial management,
- 26 a fiscal agreement determining what portion of the savings will be
- 27 recommended for retention in the governor's budget recommendation for
- 28 that agency and the portion to be made available for reallocation in
- 29 the governor's recommended budget.

- 1 <u>NEW SECTION.</u> **Sec. 8.** (1) Major projects shall be funded on an
- 2 incremental basis, which consists of the following increments:
- 3 (a) Needs assessment and project definition;
- 4 (b) Definition of requirements and general design and preparation
- 5 of a feasibility study; and
- 6 (c) Design, construction, and implementation.
- 7 (2) Major projects shall follow a systems development life cycle,
- 8 which is composed of a needs assessment and project definition, a
- 9 requirements definition and general design, and feasibility study
- 10 design; construction implementation of the system; and review of the
- 11 achievements of the system. Major information technology projects or
- 12 initiatives which are proposed, in process, or in operation shall be
- 13 identified in the agency strategic plans. The following requirements
- 14 apply to agencies undertaking major information technology projects:
- 15 (a) For proposed projects, a needs assessment and project
- 16 definition shall be prepared, in a format prescribed by the department,
- 17 which will provide an initial and preliminary estimate of the
- 18 functions, scope, risks, and costs and benefits of the proposed system.
- 19 These estimates are tentative and shall be modified in the following
- 20 phases of the project when more accurate information becomes available.
- 21 The planning and regulation division shall evaluate the needs
- 22 assessment and project definition and shall submit to appropriate
- 23 legislative committees a recommendation on the proposed project.
- 24 (b) An agency receiving an appropriation for a proposed project
- 25 shall prepare a project requirements statement and general design in a
- 26 format prescribed by the department. The department will specify the
- 27 criteria for the review and approval of these documents. If these
- 28 documents are approved, the agency shall prepare a project feasibility
- 29 study for departmental review and approval in a format specified by the
- 30 department. The feasibility study will provide detailed and specific

- 1 statements of scope, functionality, development tasks and times, and
- 2 estimated costs and benefits. These estimates are subject to change,
- 3 and may be modified by the agency, subject to formats and procedures
- 4 prescribed by the department. The planning and regulation division
- 5 shall evaluate the agency's feasibility study and shall submit to
- 6 appropriate legislative committees a recommendation on the proposed
- 7 project, including estimated costs and benefits.
- 8 (3) An agency requesting funds for a proposed major information
- 9 technology project shall request incremental funding for phases of the
- 10 proposed system in a format established by the office of financial
- 11 management. The development of needs assessments and project
- 12 definitions, requirements definition and general design, and the
- 13 feasibility study may occur with existing resources and without
- 14 specific funding, with the concurrence of the department. Funding for
- 15 major projects shall be requested for each of the remaining phases and,
- 16 if appropriated, funds shall be released by the office of financial
- 17 management only on a phase-by-phase basis and only where the prior
- 18 phase is completed.
- 19 (4) An agency receiving an appropriation for a major information
- 20 technology project shall prepare a project agreement in a format
- 21 prescribed by the department. The project agreement shall address
- 22 factors critical to the success of the overall project, including, but
- 23 not limited to:
- 24 (a) Project organization;
- 25 (b) Scope, change, and cost control;
- 26 (c) Risk assessment and mitigation;
- 27 (d) Project monitoring and quality assurance; and
- 28 (e) A project work plan, specifying timelines and deliverables.
- 29 (5) The agency head, the director, and the director of financial
- 30 management shall evaluate and approve the project agreement. A copy of

- 1 the final project agreement shall be provided to the legislative fiscal
- 2 committees. The submittal shall include quantified benefits, cost
- 3 avoidances, and cost savings resulting from implementation of the
- 4 project. These amounts shall be identified for each affected agency
- 5 and program by fiscal year, showing funding sources and staffing
- 6 levels. Any changes to the agreement shall only be made with the
- 7 mutual consent of the parties. The legislative fiscal committees shall
- 8 receive written notification of all changes.
- 9 (6) An agency shall conduct decision point reviews upon reaching
- 10 the key decision points identified in the work plan of the project
- 11 agreement. The agency will prepare a report of its findings and
- 12 recommendations in a format prescribed by the department, which review
- 13 shall be submitted to the department and the office of financial
- 14 management. The department will consider the agency report and
- 15 recommend to the office of financial management whether the project
- 16 should continue to the next phase or not. The office of financial
- 17 management will consider the department's recommendation in determining
- 18 if the agency should begin the next phase of the project. If the
- 19 decision point review coincides with the end of a project phase,
- 20 appropriated funds will be released by the office of financial
- 21 management only if the requirements of the current phase have been met.
- 22 If the office of financial management, after consultation with the
- 23 department, determines that an agency has failed to meet its project
- 24 agreement responsibilities, the office of financial management shall
- 25 withhold all further releases of appropriated funds for the project, or
- 26 shall require the agency to accomplish specific corrective actions
- 27 prior to further release of funds and notify the legislative fiscal
- 28 committees of this action. Key decision point reviews include, but are
- 29 not limited to:
- 30 (a) Progress in meeting project objectives;

- 1 (b) Effectiveness of project management;
- 2 (c) Changes in project scope or objectives;
- 3 (d) User validation of project progress;
- 4 (e) Project expenditures and variance reporting, including an
- 5 explanation of the cause of the variance;
- 6 (f) Changes in benefits expected from the project;
- 7 (g) Risk management and mitigation; and
- 8 (h) Such additional information as is requested by the department.
- 9 (7) At the direction of, and in a format and time frame prescribed
- 10 by the department, an agency shall submit regular project progress and
- 11 risk assessment reports. The department shall prepare a consolidated
- 12 report which shall be distributed to the board, appropriate legislative
- 13 committees, agency directors, and the office of financial management.
- 14 (8) Upon the implementation of a new information system, project,
- 15 or application, an agency shall prepare a written postimplementation
- 16 review to determine the effectiveness of the system in supporting the
- 17 agency's goals and objectives. The review shall be in a format
- 18 prescribed by the department and shall include, but is not limited to:
- 19 (a) Determination of the extent to which the project accomplished
- 20 its objectives;
- 21 (b) Statement of the actual costs of development and an analysis of
- 22 the variance from the original estimated costs;
- 23 (c) Determination of the benefits of the system, including
- 24 measurable reductions in costs and intangible benefits; and
- 25 (d) Significant lessons learned which will be useful for future
- 26 development efforts of the agency or state government, unanticipated
- 27 problems which were encountered and how they were resolved, and users'
- 28 evaluation of the performance of the new system.

- 1 <u>NEW SECTION.</u> **Sec. 9.** (1) Each agency, based upon the state
- 2 strategic information technology plan, shall adopt a strategic
- 3 information technology plan and submit it to the department for review
- 4 and recommendations to the board. The plan shall be prepared in a
- 5 format prescribed by the department. The plan shall be approved by the
- 6 agency director. The purpose of the plan is to establish directions
- 7 and priorities for the agency. The plan shall include, at a minimum:
- 8 (a) A statement of the agency's mission, goals, and objectives for
- 9 information technology;
- 10 (b) An explanation of how (a) of this subsection supports the state
- 11 strategic information technology plan as adopted by the board; and
- 12 (c) Major projects and resources required to meet the strategic
- 13 information management objectives, as well as an estimated schedule for
- 14 the proposed projects, and, when accurate estimates have been
- 15 developed, total projected costs of the projects.
- 16 An approved plan shall be amended by the agency to reflect major
- 17 changes in the direction of a major project. An approved plan may also
- 18 be amended to reflect other changes which the agency determines warrant
- 19 amendment. Amendments shall be submitted to the department for
- 20 approval. Copies of approved amendments shall be provided to the
- 21 board, the office of financial management and the legislative fiscal
- 22 committees.
- 23 (2) An agency shall prepare a tactical information technology plan
- 24 based upon funds appropriated. The plan shall be in a format
- 25 prescribed by the department and shall include, at a minimum:
- 26 (a) Major projects, services, and support activities to be
- 27 undertaken;
- 28 (b) Project objectives based upon funds appropriated; and
- 29 (c) Objectives and actions planned for all agency information
- 30 technology activities, based upon appropriations received.

- 1 (3) Each agency shall prepare an annual performance report and
- 2 inventory which shall be submitted to the department. The performance
- 3 report shall be in a format prescribed by the department. The purpose
- 4 of the report is to evaluate the agency's performance in the field of
- 5 information resources management against state and agency objectives
- 6 and describe its information resource management activities for the
- 7 previous year, and shall include, at a minimum:
- 8 (a) A summary of the agency's information resource management
- 9 activities;
- 10 (b) An explanation of the agency's major successes and failures in
- 11 its information technology program;
- 12 (c) An assessment of progress made toward implementing the agency's
- 13 projects defined in its strategic information and tactical technology
- 14 plans;
- 15 (d) An assessment of progress made toward implementing the agency's
- 16 objectives for information technology management services and support;
- 17 (e) A comparison and assessment of the agency's estimated
- 18 expenditures for information resources management for the prior fiscal
- 19 year and appropriations for those resources contained in the agency's
- 20 approved budget. Major differences between expenditures and
- 21 appropriations shall be noted and justified;
- 22 (f) An inventory list, by major categories, of the agency's
- 23 information technology resources which specifically identifies
- 24 resources acquired during the previous fiscal year;
- 25 (g) An assessment of opportunities for agency participation in
- 26 multi-agency information resources management activities;
- 27 (h) Lessons learned as a result of the year's activities; and
- 28 (i) Other items deemed necessary by the department.

- Sec. 10. RCW 43.88.030 and 1991 c 284 s 1 are each amended to read as follows:
- (1) The director of financial management shall provide all agencies 3 4 with a complete set of instructions for submitting biennial budget requests to the director at least three months before agency budget 5 6 documents are due into the office of financial management. The budget document or documents shall consist of the governor's budget message 7 which shall be explanatory of the budget and shall contain an outline 8 9 of the proposed financial policies of the state for the ensuing fiscal 10 period and shall describe in connection therewith the important features of the budget. The message shall set forth the reasons for 11 salient changes from the previous fiscal period in expenditure and 12 revenue items and shall explain any major changes in financial policy. 13 14 Attached to the budget message shall be such supporting schedules, 15 exhibits and other explanatory material in respect to both current operations and capital improvements as the governor shall deem to be 16 17 useful to the legislature. The budget document or documents shall set 18 forth a proposal for expenditures in the ensuing fiscal period based 19 upon the estimated revenues as approved by the economic and revenue 20 forecast council for such fiscal period from the source and at the rates existing by law at the time of submission of the budget document. 21 However, the estimated revenues for use in the governor's budget 22 document may be adjusted to reflect budgetary revenue transfers and 23 24 revenue estimates dependent upon budgetary assumptions of enrollments, workloads, and caseloads. All adjustments to the approved estimated 25 revenues must be set forth in the budget document. The governor may 26 additionally submit, as an appendix to each agency budget or to the 27 28 budget document or documents, a proposal for expenditures in the 29 ensuing fiscal period from revenue sources derived from proposed changes in existing statutes. 30

- 1 The budget document or documents shall also contain:
- 2 (a) Revenues classified by fund and source for the immediately past
- 3 fiscal period, those received or anticipated for the current fiscal
- 4 period, and those anticipated for the ensuing biennium;
- 5 (b) The undesignated fund balance or deficit, by fund;
- 6 (c) Such additional information dealing with expenditures,
- 7 revenues, workload, performance and personnel as the legislature may
- 8 direct by law or concurrent resolution;
- 9 (d) Such additional information dealing with revenues and
- 10 expenditures as the governor shall deem pertinent and useful to the
- 11 legislature;
- (e) Tabulations showing expenditures classified by fund, function,
- 13 activity and object;
- 14 (f) A delineation of each agency's activities, including those
- 15 activities funded from nonbudgeted, nonappropriated sources, including
- 16 funds maintained outside the state treasury; ((and))
- 17 (g) Identification of all proposed direct expenditures to implement
- 18 the Puget Sound water quality plan under chapter 90.70 RCW, shown by
- 19 agency and in total; and
- 20 (h) Recommendations of the department of information services under
- 21 section 7 of this act related to agency requests for funding
- 22 <u>information resources</u>.
- 23 (2) The budget document or documents shall include detailed
- 24 estimates of all anticipated revenues applicable to proposed operating
- 25 or capital expenditures and shall also include all proposed operating
- 26 or capital expenditures. The total of beginning undesignated fund
- 27 balance and estimated revenues less working capital and other reserves
- 28 shall equal or exceed the total of proposed applicable expenditures.
- 29 The budget document or documents shall further include:

- 1 (a) Interest, amortization and redemption charges on the state
- 2 debt;
- 3 (b) Payments of all reliefs, judgments and claims;
- 4 (c) Other statutory expenditures;
- 5 (d) Expenditures incident to the operation for each agency;
- 6 (e) Revenues derived from agency operations;
- 7 (f) Expenditures and revenues shall be given in comparative form
- 8 showing those incurred or received for the immediately past fiscal
- 9 period and those anticipated for the current biennium and next ensuing
- 10 biennium;
- 11 (g) A showing and explanation of amounts of general fund
- 12 obligations for debt service and any transfers of moneys that otherwise
- 13 would have been available for general fund appropriations;
- (h) Common school expenditures on a fiscal-year basis;
- 15 (i) A showing, by agency, of the value and purpose of financing
- 16 contracts for the lease/purchase or acquisition of personal or real
- 17 property for the current and ensuing fiscal periods.
- 18 (3) A separate budget document or schedule may be submitted
- 19 consisting of:
- 20 (a) Expenditures incident to current or pending capital projects
- 21 and to proposed new capital projects, relating the respective amounts
- 22 proposed to be raised therefor by appropriations in the budget and the
- 23 respective amounts proposed to be raised therefor by the issuance of
- 24 bonds during the fiscal period;
- 25 (b) A capital program consisting of proposed capital projects for
- 26 at least the two fiscal periods succeeding the next fiscal period. The
- 27 capital program shall include for each proposed project a statement of
- 28 the reason or purpose for the project along with an estimate of its
- 29 cost;

- 1 (c) A capital plan consisting of proposed capital spending for at
- 2 least four fiscal periods succeeding the next fiscal period;
- 3 (d) Such other information bearing upon capital projects as the
- 4 governor shall deem to be useful to the legislature;
- 5 (e) Such other information relating to capital improvement projects
- 6 as the legislature may direct by law or concurrent resolution.
- 7 (4) No change affecting the comparability of agency or program
- 8 information relating to expenditures, revenues, workload, performance
- 9 and personnel shall be made in the format of any budget document or
- 10 report presented to the legislature under this section or RCW
- 11 43.88.160(1) relative to the format of the budget document or report
- 12 which was presented to the previous regular session of the legislature
- 13 during an odd-numbered year without prior legislative concurrence.
- 14 Prior legislative concurrence shall consist of (a) a favorable majority
- 15 vote on the proposal by the standing committees on ways and means of
- 16 both houses if the legislature is in session or (b) a favorable
- 17 majority vote on the proposal by members of the legislative evaluation
- 18 and accountability program committee if the legislature is not in
- 19 session.
- 20 **Sec. 11.** RCW 43.88.030 and 1991 c 358 s 1 and 1991 c 284 s 1 are
- 21 each reenacted and amended to read as follows:
- 22 (1) The director of financial management shall provide all agencies
- 23 with a complete set of instructions for submitting biennial budget
- 24 requests to the director at least three months before agency budget
- 25 documents are due into the office of financial management. The
- 26 director shall provide agencies that are required under RCW 44.40.070
- 27 to develop comprehensive six-year program and financial plans with a
- 28 complete set of instructions for submitting these program and financial
- 29 plans at the same time that instructions for submitting other budget

requests are provided. The budget document or documents shall consist 1 2 of the governor's budget message which shall be explanatory of the budget and shall contain an outline of the proposed financial policies 3 4 of the state for the ensuing fiscal period, as well as an outline of the proposed six-year financial policies where applicable, and shall 5 6 describe in connection therewith the important features of the budget. The message shall set forth the reasons for salient changes from the 7 previous fiscal period in expenditure and revenue items and shall 8 9 explain any major changes in financial policy. Attached to the budget 10 message shall be such supporting schedules, exhibits and other explanatory material in respect to both current operations and capital 11 12 improvements as the governor shall deem to be useful to the 13 legislature. The budget document or documents shall set forth a 14 proposal for expenditures in the ensuing fiscal period, or six-year period where applicable, based upon the estimated revenues as approved 15 by the economic and revenue forecast council or upon the estimated 16 17 revenues of the office of financial management for those funds, 18 accounts, and sources for which the office of the economic and revenue 19 forecast council does not prepare an official forecast, including those 20 revenues anticipated to support the six-year programs and financial plans under RCW 44.40.070. In estimating revenues to support financial 21 plans under RCW 44.40.070, the office of financial management shall 22 rely on information and advice from the interagency revenue task force. 23 24 Revenues shall be estimated for such fiscal period from the source and 25 at the rates existing by law at the time of submission of the budget document, including the supplemental budgets submitted in the even-26 27 numbered years of a biennium. However, the estimated revenues for use 28 in the governor's budget document may be adjusted to reflect budgetary 29 revenue transfers and revenue estimates dependent upon budgetary assumptions of enrollments, workloads, and caseloads. All adjustments 30

- 1 to the approved estimated revenues must be set forth in the budget
- 2 document. The governor may additionally submit, as an appendix to each
- 3 supplemental, biennial, or six-year agency budget or to the budget
- 4 document or documents, a proposal for expenditures in the ensuing
- 5 fiscal period from revenue sources derived from proposed changes in
- 6 existing statutes.
- 7 Supplemental and biennial documents shall reflect a six-year
- 8 expenditure plan consistent with estimated revenues from existing
- 9 sources and at existing rates for those agencies required to submit
- 10 six-year program and financial plans under RCW 44.40.070. Any
- 11 additional revenue resulting from proposed changes to existing statutes
- 12 shall be separately identified within the document as well as related
- 13 expenditures for the six-year period.
- 14 The budget document or documents shall also contain:
- 15 (a) Revenues classified by fund and source for the immediately past
- 16 fiscal period, those received or anticipated for the current fiscal
- 17 period, those anticipated for the ensuing biennium, and those
- 18 anticipated for the ensuing six-year period to support the six-year
- 19 programs and financial plans required under RCW 44.40.070;
- 20 (b) The undesignated fund balance or deficit, by fund;
- 21 (c) Such additional information dealing with expenditures,
- 22 revenues, workload, performance, and personnel as the legislature may
- 23 direct by law or concurrent resolution;
- 24 (d) Such additional information dealing with revenues and
- 25 expenditures as the governor shall deem pertinent and useful to the
- 26 legislature;
- (e) Tabulations showing expenditures classified by fund, function,
- 28 activity and object;

- 1 (f) A delineation of each agency's activities, including those
- 2 activities funded from nonbudgeted, nonappropriated sources, including
- 3 funds maintained outside the state treasury; ((and))
- 4 (g) Identification of all proposed direct expenditures to implement
- 5 the Puget Sound water quality plan under chapter 90.70 RCW, shown by
- 6 agency and in total; and
- 7 (h) Recommendations of the department of information services under
- 8 section 7 of this act related to agency requests for funding
- 9 <u>information resources</u>.
- 10 (2) The budget document or documents shall include detailed
- 11 estimates of all anticipated revenues applicable to proposed operating
- 12 or capital expenditures and shall also include all proposed operating
- 13 or capital expenditures. The total of beginning undesignated fund
- 14 balance and estimated revenues less working capital and other reserves
- 15 shall equal or exceed the total of proposed applicable expenditures.
- 16 The budget document or documents shall further include:
- 17 (a) Interest, amortization and redemption charges on the state
- 18 debt;
- 19 (b) Payments of all reliefs, judgments and claims;
- 20 (c) Other statutory expenditures;
- 21 (d) Expenditures incident to the operation for each agency;
- (e) Revenues derived from agency operations;
- 23 (f) Expenditures and revenues shall be given in comparative form
- 24 showing those incurred or received for the immediately past fiscal
- 25 period and those anticipated for the current biennium and next ensuing
- 26 biennium, as well as those required to support the six-year programs
- 27 and financial plans required under RCW 44.40.070;
- 28 (g) A showing and explanation of amounts of general fund and other
- 29 funds obligations for debt service and any transfers of moneys that
- 30 otherwise would have been available for appropriation;

- 1 (h) Common school expenditures on a fiscal-year basis;
- 2 (i) A showing, by agency, of the value and purpose of financing
- 3 contracts for the lease/purchase or acquisition of personal or real
- 4 property for the current and ensuing fiscal periods.
- 5 (3) A separate capital budget document or schedule shall be
- 6 submitted that will contain the following:
- 7 (a) A capital plan consisting of proposed capital spending for at
- 8 least four fiscal periods succeeding the next fiscal period;
- 9 (b) A capital program consisting of proposed capital projects for
- 10 at least the two fiscal periods succeeding the next fiscal period;
- 11 (c) A capital plan consisting of proposed capital spending for at
- 12 least four fiscal periods succeeding the next fiscal period;
- 13 (d) A statement of the reason or purpose for a project;
- 14 (e) Verification that a project is consistent with the provisions
- 15 set forth in chapter 36.70A RCW;
- 16 (f) A statement about the proposed site, size, and estimated life
- 17 of the project, if applicable;
- 18 (g) Estimated total project cost;
- 19 (h) Estimated total project cost for each phase of the project as
- 20 defined by the office of financial management;
- 21 (i) Estimated ensuing biennium costs;
- 22 (j) Estimated costs beyond the ensuing biennium;
- 23 (k) Estimated construction start and completion dates;
- 24 (1) Source and type of funds proposed;
- 25 (m) Such other information bearing upon capital projects as the
- 26 governor deems to be useful;
- 27 (n) Standard terms, including a standard and uniform definition of
- 28 maintenance for all capital projects;
- 29 (o) Such other information as the legislature may direct by law or
- 30 concurrent resolution.

- 1 For purposes of this subsection (3), the term "capital project"
- 2 shall be defined subsequent to the analysis, findings, and
- 3 recommendations of a joint committee comprised of representatives from
- 4 the house capital appropriations committee, senate ways and means
- 5 committee, legislative transportation committee, legislative evaluation
- 6 and accountability program committee, and office of financial
- 7 management.
- 8 (4) No change affecting the comparability of agency or program
- 9 information relating to expenditures, revenues, workload, performance
- 10 and personnel shall be made in the format of any budget document or
- 11 report presented to the legislature under this section or RCW
- 12 43.88.160(1) relative to the format of the budget document or report
- 13 which was presented to the previous regular session of the legislature
- 14 during an odd-numbered year without prior legislative concurrence.
- 15 Prior legislative concurrence shall consist of (a) a favorable majority
- 16 vote on the proposal by the standing committees on ways and means of
- 17 both houses if the legislature is in session or (b) a favorable
- 18 majority vote on the proposal by members of the legislative evaluation
- 19 and accountability program committee if the legislature is not in
- 20 session.
- 21 **Sec. 12.** RCW 39.29.006 and 1987 c 414 s 2 are each amended to read
- 22 as follows:
- 23 As used in this chapter:
- 24 (1) "Agency" means any state office or activity of the executive
- 25 and judicial branches of state government, including state agencies,
- 26 departments, offices, divisions, boards, commissions, and educational,
- 27 correctional, and other types of institutions.
- 28 (2) "Client services" means services provided directly to agency
- 29 clients including, but not limited to, medical and dental services,

- 1 employment and training programs, residential care, and subsidized
- 2 housing.
- 3 (3) "Competitive solicitation" means a documented formal process
- 4 providing an equal and open opportunity to qualified parties and
- 5 culminating in a selection based on criteria which may include such
- 6 factors as the consultant's fees or costs, ability, capacity,
- 7 experience, reputation, responsiveness to time limitations,
- 8 responsiveness to solicitation requirements, quality of previous
- 9 performance, and compliance with statutes and rules relating to
- 10 contracts or services.
- 11 (4) "Consultant" means an independent individual or firm
- 12 contracting with an agency to perform a service or render an opinion or
- 13 recommendation according to the consultant's methods and without being
- 14 subject to the control of the agency except as to the result of the
- 15 work. The agency monitors progress under the contract and authorizes
- 16 payment.
- 17 (5) "Emergency" means a set of unforeseen circumstances beyond the
- 18 control of the agency that either:
- 19 (a) Present a real, immediate threat to the proper performance of
- 20 essential functions; or
- 21 (b) May result in material loss or damage to property, bodily
- 22 injury, or loss of life if immediate action is not taken.
- 23 (6) "Evidence of competition" means documentation demonstrating
- 24 that the agency has solicited responses from multiple firms in
- 25 selecting a consultant.
- 26 (7) "Personal service" means professional or technical expertise
- 27 provided by a consultant to accomplish a specific study, project, task,
- 28 or other work statement. This term does not include purchased services
- 29 as defined under subsection (9) of this section or information

- 1  $\underline{\text{resources as defined in RCW 43.105.020}}$ . This term does include client
- 2 services.
- 3 (8) "Personal service contract" means an agreement, or any
- 4 amendment thereto, with a consultant for the rendering of personal
- 5 services to the state which is consistent with RCW 41.06.380.
- 6 (9) "Purchased services" means services provided by a vendor to
- 7 accomplish routine, continuing and necessary functions. This term
- 8 includes, but is not limited to, services acquired under RCW 43.19.190
- 9 or 43.105.041 for equipment maintenance and repair; operation of a
- 10 physical plant; security; computer hardware and software maintenance;
- 11 data entry; key punch services; and computer time-sharing, contract
- 12 programming, and analysis.
- 13 (10) "Sole source" means a consultant providing professional or
- 14 technical expertise of such a unique nature that the consultant is
- 15 clearly and justifiably the only practicable source to provide the
- 16 service. The justification shall be based on either the uniqueness of
- 17 the service or sole availability at the location required.
- 18 **Sec. 13.** RCW 43.19.1901 and 1987 c 434 s 23 are each amended to
- 19 read as follows:
- 20 (1) Except as provided in subsections (2) and (3) of this section,
- 21 <u>the term "purchase"</u> as used in RCW 43.19.190 through 43.19.200(( $\frac{1}{2}$ ) and
- 22 as they may hereafter be amended, shall)) includes leasing or
- 23 renting((<del>: PROVIDED, That</del>)).
- 24 (2) The purchasing, leasing or renting of electronic data
- 25 processing equipment ((shall not be)) are not included in the term
- 26 "purchasing" if and when such transactions are otherwise expressly
- 27 provided for by law, including acquisitions under authority of the
- 28 department of information services under chapter 43.105 RCW. The
- 29 <u>department</u> of <u>information</u> <u>services</u> <u>may</u> <u>recover</u> <u>the</u> <u>costs</u> of

- 1 administration of contracts used by agencies for acquisition of
- 2 information resources. The rate plan may require such costs be
- 3 assessed based on the use of these contracts. Contract vendors may be
- 4 used to collect and remit assessments to the department for the
- 5 <u>department's contract administration</u>.
- 6 (3) The acquisition of job services and all other services for the
- 7 family independence program under chapter 74.21 RCW ((shall not be))
- 8 <u>are not</u> included in the term "purchasing" under this chapter.
- 9 **Sec. 14.** RCW 43.131.353 and 1987 c 504 s 22 are each amended to
- 10 read as follows:
- 11 The information services board and the department of information
- 12 services and their powers and duties shall be terminated on June 30,
- 13  $((\frac{1994}{)})$  1996, as provided in RCW 43.131.354.
- 14 **Sec. 15.** RCW 43.131.354 and 1987 c 504 s 24 are each amended to
- 15 read as follows:
- 16 ((Chapter 43.105 RCW shall expire June 30, 1995.
- 17 Section 7, chapter 504, Laws of 1987 and RCW 41.06.094, as now or
- 18 hereafter amended, are each repealed, effective June 30, 1995.))
- 19 The following acts or parts of acts, as now existing or hereafter
- 20 <u>amended</u>, are each repealed, effective June 30, 1997:
- 21 <u>(1) RCW 41.06.094 and 1987 c 504 s 7;</u>
- 22 (2) RCW 43.105.005 and 1990 c 208 s 1 & 1987 c 504 s 1;
- 23 (3) RCW 43.105.017 and 1992 c -- s 1, 1990 c 208 s 2, & 1987 c 504
- 24 <u>s 2 (section 1 of this act);</u>
- 25 (4) RCW 43.105.020 and 1992 c -- s 2, 1990 c 208 s 3, 1987 c 504 s
- 26 <u>3, 1973 1st ex.s. c 219 s 3, & 1967 ex.s. c 115 s 2 (section 2 of this</u>
- 27 <u>act);</u>

- 1 (5) RCW 43.105.032 and 1992 c -- s 3, 1987 c 504 s 4, 1984 c 287 s
- 2 86, 1975-'76 2nd ex.s. c 34 s 128, & 1973 1st ex.s. c 219 s 5 (section
- 3 3 of this act);
- 4 (6) RCW 43.105.041 and 1992 c -- s 4, 1990 c 208 s 6, 1987 c 504 s
- 5 <u>5, 1983 c 3 s 115, & 1973 1st ex.s. c 219 s 6 (section 4 of this act);</u>
- 6 (7) RCW 43.105.047 and 1992 c -- s 5 & 1987 c 504 s 6 (section 5 of
- 7 this act);
- 8 (8) RCW 43.105.052 and 1992 c -- s 6, 1990 c 208 s 7, & 1987 c 504
- 9 <u>s 8 (section 6 of this act);</u>
- 10 (9) RCW 43.105.055 and 1987 c 504 s 9;
- 11 (10) RCW 43.105.057 and 1990 c 208 s 13;
- 12 (11) RCW 43.105.060 and 1987 c 504 s 10, 1973 1st ex.s. c 219 s 9,
- 13 <u>& 1967 ex.s. c 115 s 6;</u>
- 14 (12) RCW 43.105.070 and 1969 ex.s. c 212 s 4;
- 15 (13) RCW 43.105.080 and 1987 c 504 s 11, 1983 c 3 s 116, & 1974
- 16 <u>ex.s.</u> c 129 s 1;
- 17 (14) RCW 43.105.900 and 1973 1st ex.s. c 219 s 10;
- 18 (15) RCW 43.105.901 and 1987 c 504 s 25;
- 19 (16) RCW 43.105.902 and 1987 c 504 s 26;
- 20 (17) RCW 43.105.--- and 1992 c -- s 7 (section 7 of this act);
- 21 (18) RCW 43.105.-- and 1992 c -- s 8 (section 8 of this act); and
- 22 (19) RCW 43.105.--- and 1992 c -- s 9 (section 9 of this act).
- 23 <u>NEW SECTION.</u> **Sec. 16.** RCW 43.105.005 and 1990 c 208 s 1 & 1987
- 24 c 504 s 1 are each repealed.
- 25 <u>NEW SECTION.</u> **Sec. 17.** Sections 7 through 9 of this act are
- 26 each added to chapter 43.105 RCW.

- 1 <u>NEW SECTION.</u> **Sec. 18.** If any provision of this act or its
- 2 application to any person or circumstance is held invalid, the
- 3 remainder of the act or the application of the provision to other
- 4 persons or circumstances is not affected.
- 5 <u>NEW SECTION.</u> **Sec. 19.** (1) This act is necessary to implement
- 6 planning for the 1993-95 biennial budget.
- 7 (2) Sections 1 through 10 and 12 through 16 of this act are
- 8 necessary for the immediate preservation of the public peace, health,
- 9 or safety, or support of the state government and its existing public
- 10 institutions, and shall take effect immediately.
- 11 (3) Section 10 of this act shall expire April 1, 1992.
- 12 (4) Section 11 of this act is necessary for the immediate
- 13 preservation of the public peace, health, or safety, or support of the
- 14 state government and its existing public institutions, and shall take
- 15 effect April 1, 1992.