

Instructions for the Submission of Information Technology Decision Packages

2020-2022 Biennial Budget



Department of Planning and Budget

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Overview

These instructions provide guidance for the preparation and submission of information technology related decision packages for potential inclusion in the Governor's introduced budget for the 2020-2022 biennium. The Code of Virginia (§§ 2.2-1507 and 2.2-2007) formally tasks VITA to assist DPB in reviewing information technology (IT) related decision packages. This early submission of information technology requests is intended to provide VITA, DPB, and decision makers the time necessary for a thorough review. Submissions are due to DPB by **August 28, 2019.**

Information technology decision packages are to be submitted in the PB system using the Decision Package module (detail module instructions are available at the end of this document). This category of decision package is for proposals for information technology resources, including hardware, software (whether commercial packages or custom-developed), telecommunications equipment or services, and any related consulting, training, or support/maintenance services.

The following is a list of examples of IT decision packages:

- Funding for new systems or to upgrade existing systems, including telephonic systems;
- Funding for IT positions, such as security or on-site support staff and programmers;
- Funding for new software programs or packages, or for new hardware such as desktops, servers, or other physical components;
- Funding to address IT security compliance with state or federal requirements;

The above list is not a comprehensive list of IT decision packages subject to joint DPB and VITA review. If you have any questions about whether your request falls under this review, please contact your DPB analyst.

The *Reports* section explains the use of a special PB report that will help you summarize and manage the decision packages you have submitted specifically for your information technology needs.

Following the *Reports* section, you will find the *Decision Package Module Instructions* which provide detail instructions tailored for information technology related decision packages.

Finally, there are instructions for the "bulk" submission of your information technology related decision packages. The bulk submission functionality is optional and allows agencies with multiple information technology related decision packages to submit them all to DPB at once.

Personal Services

Benefit Rates

Most information technology requests should not involve personnel costs. If any of your requests do, you should use the rates included in the table below as applicable.

<i>Sub Object</i>	<i>Benefit</i>	<i>2020-22 Budget Development Rates/Factors¹</i>
1111	VRS Retirement Contributions	
	State Employees	13.52%
	Virginia Law Officers Retirement (VaLORS)	21.61%
	State Police (SPORS)	24.88%
	Judges (JRS)	34.39%
1112	Social Security ²	6.20% capped at \$132,900
1112	Medicare	1.45%
1114	Group Life	1.31%
1115	Annual Employer Health Insurance Premiums	
	COVA Care Single	\$8,244
	Employee + One	\$14,748
	Family	\$21,624
	COVA High Deductible Single	\$7,008
	Employee + One	\$13,032
	Family	\$19,044
	HealthAware Single	\$8,124
	Employee + One	\$14,748
	Family	\$21,624
	Kaiser Permanente Single	\$7,008
	Employee + One	\$12,420
	Family	\$18,156
	Optima Health Vantage Single	\$8,220
	Employee + One	\$14,760
	Family	\$21,420
1116	Retiree Health Insurance Credit Premium	1.17%
1117	VSDP & Long-Term Disability Insurance	0.62%
1118	Teachers Insurance and Annuity³ Plan 1	10.40%
1118	Teachers Insurance and Annuity³ Plan 2	8.50%
1119	Defined Contribution Plan⁴	10.40%
1138	Deferred Compensation Match Payments	One-half of employee's contribution per pay period, up to a max of \$20 per pay period or \$480 annually

Notes on Benefit Rates

- ¹ Percentages refer to percent of salaries. Health insurance premiums are the annual employer dollar cost for an individual.
- ² The Social Security cap applies to calendar year 2019. Future year caps are unknown at this time.
- ³ For institutions of higher education: Teachers Insurance and Annuity (subobject 1118) includes alternative retirement options, such as TIAA-CREF, for those employees as defined in § 51.1-126 of the Code of Virginia. Plan 1 employees are those employees hired before 7/1/2010. Plan 2 employees were hired after 6/30/2010.
- ⁴ Subobject 1119, is used for employees eligible for a defined contribution plan established pursuant to § 51.1-126.5 of the Code of Virginia.

Calculating the Cost of Personal Services

While the position planning grid within the Performance Budgeting system is capable of calculating the cost of personal services, it is not recommended that you use this functionality in your decision package submission. The PB system is designed to use one set of rates at a time and since this year the base budget module is also being used at the same time as the base adjustment and decision package modules, the rates being used by the Position Planning grid are more appropriate for base budget development.

Instead, it is recommended that personal services cost for this submission be calculated outside of the PB system. A position calculator has been posted on the DPB website [in the same place where you downloaded these instructions](#). This position calculator is a Microsoft Access database that will assist you with calculating personal services costs and will also help you create a file that can be uploaded into the PB system. Instructions for using this calculator and importing the resulting data into the PB system have also been posted on the DPB website.

Nonpersonal Services

For nonpersonal services, you should array any applicable changes by major object of expenditure unless a more detailed subobject detail is desired or is required to fully explain the request. You should use the allowable nonpersonal convenience subobject codes listed in the table below if you are arraying these amounts by major object. **No other budgetary convenience subobject codes should be used.**

If you choose to array nonpersonal services to a lower level of detail, you may refer to the complete subobject code listing available at the following link:

http://publicreports.dpb.virginia.gov/rdPage.aspx?rdReport=COA_SubObject.

Allowable Nonpersonal Services Convenience Codes

1295	Undistributed Contractual Services	2195	Undistributed Property and Improvements
1395	Undistributed Supplies and Materials	2295	Undistributed Equipment
1495	Undistributed Transfer Payments	2395	Undistributed Plant and Equipment
1595	Undistributed Continuous Charges	3195	Undistributed Obligations

Reports

You may run a report of your decision package submissions by clicking on the “[BD 1.17 -Agency Budget Requests](#)” report link within the Performance Budgeting system reports menu. This report contains several options that allow you to run detailed reports on requested dollar amounts and authorized positions. There are options that allow the viewing of information in a summarized form and the creation of a formatted, more detail report. To view information technology submissions, you should select “Information Technology” under the “More Filters / Agency Decision Package Category”.

The screenshot shows the "Agency Budget Requests" report configuration page. At the top, there are links for "Hide Filter | Help" and "View Bookmarks | Save Bookmark". The main configuration area includes several dropdown menus and checkboxes:

- Biennium:** 2020-2022
- Budget Round:** Initial Bill, Amended Bill, Caboose Bill
- Secretarial Areas:** Administration, Agriculture and Forestry, Central Appropriations, Commerce and Trade, Education, Executive Offices
- Agencies:** 129: Department of Human Resource Mar, 131: *Department of Veterans Affairs, 132: Department of Elections, 136: Virginia Information Technologies Ag, 149: Administration of Health Insurance, 157: Compensation Board
- Request Type Group:** Base Budget, Base Budget Adjustr, Decision Packages
- Workflow Step:** Draft, Agency Review, Ready for DPB Subm, DPB Review, Parked for Completio
- Custom Title:** Agency Budget Requests
- Select an Output Option:** ☒ Formatted, ☐ Summary Analysis Grid, ☐ Aggregate Dollars, ☐ Dollar Details Analysis Grid, ☐ Aggregate Positions, ☐ Positions Details Analysis Grid
- Numbers:** ☒ Requests, **Totals:** ☐ Grand Totals, ☐ Secretarial Totals, ☒ Agency Totals
- Narratives:** ☐ Description, ☐ Agency Comments, ☒ Agency Description, ☒ Consequences of not Funding / Justification, ☒ Alternatives Considered, ☒ Explanations and Methodologies
- More Filters:** **Agency Decision Package Category:** Caseload or workload adjustments, Discretionary Reappropriation, Emergencies, Information technology, Mandates
- Buttons:** Check All, Uncheck All, Submit

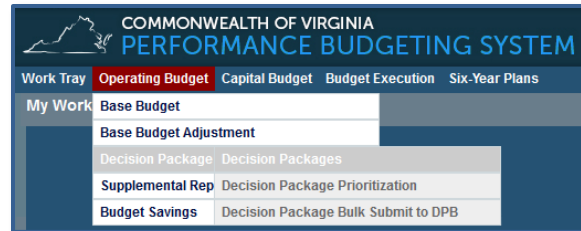
In the same place on the DPB website where you downloaded these instructions, a link has been provided to some common ways that you can run the BD 1.17 report to view your information technology requests. These links will open the BD 1.17 with various options pre-filtered however, you will need to select your agency from the “Agencies” box and click the “Submit” button at the bottom of the report after the report opens. Link: [BD 1.17 Common Report Options for Information Technology Requests](#)

Performance Budgeting System Instructions

Decision Package Module

The decision package module is used for proposals to modify your agency's budget or to modify language in the Appropriation Act. These proposals will be in the form of either non-technical requests or technical adjustments. In this submission, you will be entering technical adjustments in the Decision Package module.

To access the decision package module, select “Decision Packages” within the “Decision Package” sub-menu under the “Operating Budget” link on the Performance Budgeting System work tray / main screen.



If you have any questions of a procedural nature, please contact your DPB budget analyst. If you experience technical issues with the Performance Budgeting System, please contact the Performance Budgeting system help desk at PBHelpDesk@vita.virginia.gov.

Decision Package Module Quick Guides

AGENCY ANALYST QUICK GUIDE

1. Mouse over the Operating Budget functional area menu item and then mouse over Decision Packages. From the resulting dropdown menu, select Decision Packages and the Overview tab will appear.
2. Complete the Overview tab as described in the Overview tab instructions, paying special attention to the category selected.
3. Complete the Narratives tab as described in the Narratives tab instructions.
4. Complete the NGF Revenue Source tab as described in the NGF Revenue Source tab instructions. This tab only needs to be completed if there is an NGF Revenue impact for the decision package.
5. Complete the Position Planning tab as described in the Position Planning tab instructions. This tab only needs to be completed if positions are requested or impacted by this request, including position reductions.
6. Complete the Budget Detail tab as described in the Budget Detail tab instructions.
7. Complete the Budget Summary tab as described in the Budget Summary tab instructions.
8. The Rate Adjustment tab is not appropriate for this submission. Please ignore this tab.
9. Click Submit and select the appropriate action from the available options.
 - Continue Working - Saves the decision package and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
 - Submit for Agency Review - Submits the decision package to the next step in the workflow.
 - Void Document - Voids the decision package.

AGENCY REVIEWER QUICK GUIDE

1. Click on *Available to be Claimed* from the Work Tray.
2. Select the Document Type filter and select Decision Package to filter on the decision packages.
3. Click *Claim* next to a decision package that is ready for review. Once a decision package is claimed, the Overview tab will appear.
4. Review the Overview tab for completeness and accuracy. Refer to the DPB transmittal for any policy guidance. Ensure that the “Information Technology” category has been selected.
5. Click on the Budget Summary tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
6. Click on the Narratives tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
7. The Rate Adjustment tab is not appropriate for this submission. Please ignore this tab.
8. Click on the Budget Detail tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
9. Click on the Position Planning tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
10. The Rate Adjustment tab is not appropriate for this submission. Please ignore this tab.
11. Click Submit and select the appropriate action from the available options.
 - Continue Review - Saves the decision package and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
 - Ready For DPB Bulk Submit – Places the decision package in a batch to be submitted to DPB via the Decision Package Bulk Submit to DPB module. (Make sure you also rank the decision package in the Decision Package Prioritization module.)
 - Return for Further Data Entry - Returns the decision package to the data entry workflow step.
 - Void Document - Voids the decision package.

Overview Tab

Overview Tab Overview

The purpose of the **Overview** tab is to describe the decision package and select the level at which the budget details will be entered. Additionally, the ability to specify if new legislation or Appropriation Act language changes and attach a file related to those changes is provided.

Overview Tab Instructions

1. Click on the Overview tab.
2. Select the Agency to which the decision package will be applied.
3. Select the Biennium to which the decision package will be applied. (2020-2022 is the default.)
4. Make sure the correct budget round is selected (initial bill, amended bill, or caboose bill).
5. Enter the Title for the decision package.

Insert a short descriptive title. Remember that your title should begin with a verb such as increase, add, reduce, transfer, shift, expand, etc.

6. Select the **Information Technology** Category for the decision package.

For this submission, *Information technology* is the only valid selection.

7. Select a link for the decision package to an agency Objective/Measure in the **Strategic Link** grid if applicable. Additionally, apply a general fund percentage and nongeneral fund percentage and description of the link.
8. Agencies may link a decision package to either a measure(s) or an objective, not both. If you opt to link to a measure or measures, then you should not also link to that objective. The percentages you apply to each measure would, when added up, effectively equal the objective total. Numbers must add up to a 100 percent. Objectives/measures are from agency submissions in Virginia Performs.
9. Add rows to the **Strategic Link** grid as needed to specify objective/measure lines by using the button shown below.

10. Select the **Region** of the state that the decision package most impacts. If it impacts more than one region, select "Multiple Regions".
11. If applicable, select the statewide **Enterprise Strategy** that the decision package supports. It is not necessary to force a selection if the decision package does not clearly support any of the strategies listed.
12. Enter the Agency Description for the IT decision package.

Summarize the actions your agency proposes to take with the requested dollars or positions. If the decision package is for language only, explain what the language will allow the agency to do. In addition, provide detailed information to indicate the need for the proposed service. Cite quantitative data wherever possible.

13. Check **Will new legislation be required as a result of this request?** if new legislation is required as a result of the decision package.
14. Check **Is Appropriation Act Language required as part of this request?** if Appropriation Act language is required for the decision package.
15. Upload any supporting documentation for the decision package by clicking Browse, selecting the file to be uploaded, and clicking the Upload button.

Note: This will be required if you have determined that either new legislation or new Appropriation Act Language is required in items 13 or 14 above..

Budget Summary Tab

Budget Summary Tab Overview

The purpose of the **Budget Summary** tab is to capture the high level general fund (GF) and nongeneral fund (NGF) six-year budget impact for the decision package. The information on this tab can be entered before the **Budget Detail** tab is completed as a placeholder if an agency is unsure if they are going to submit a decision package to DPB. If the **Total Services** grid on the **Budget Detail** tab has already been entered, the Summarize Budget functionality can be used to populate the first two years of the **Summary of Costs and Positions** grid based upon the data entered in the **Total Services** grid.

The screenshot shows the 'Budget Summary' tab interface. At the top, there's a navigation bar with tabs: Work Tray, Operating Budget, Capital Budget, Budget Execution, Six-Year Plans, Narrative, Strategic Planning, Help Request, Administration, Reporting, and Logout. Below this is the 'Enter Decision Package' section with buttons for Help, Print, Save, Validate, and Submit. The 'Overview' tab is selected, showing fields for Agency (136: Virginia Information Technologies Agency), Biennium (2020-2022), Budget Round (Initial Bill), Title (Increase appropriation for extension of network to data center), and Category (Information technology). A 'Summarize Budget' button is present. Below this is the 'Summary of Costs and Positions' grid with columns for Object Type, FY 2021 Req, FY 2022 Req, FY 2023 Req, FY 2024 Req, FY 2025 Req, FY 2026 Req, and One-Time. The grid contains 8 rows of data. At the bottom, there are buttons for Import, Export, and Refresh, and a page indicator showing Page 1 of 1.

	Object Type	FY 2021 Req	FY 2022 Req	FY 2023 Req	FY 2024 Req	FY 2025 Req	FY 2026 Req	One-Time
1	GF Dollars	\$0	\$0	\$0	\$0	\$0	\$0	<input type="checkbox"/>
2	NGF Dollars	\$1,067,600	\$1,067,600	\$0	\$0	\$0	\$0	<input type="checkbox"/>
3	GF Positions	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
4	NGF Positions	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
5	Layoffs	0	0	0	0	0	0	<input type="checkbox"/>
6	GF Transfer	\$0	\$0	\$0	\$0	\$0	\$0	<input type="checkbox"/>
7	GF Revenue	\$0	\$0	\$0	\$0	\$0	\$0	<input type="checkbox"/>
8	Additions to Balance	\$0	\$0	\$0	\$0	\$0	\$0	<input type="checkbox"/>

Budget Summary Tab Instructions

1. Click on the **Budget Summary** tab.
2. If the data has already been entered in the **Total Services** grid on the **Budget Detail** tab, click Summarize Budget. This will populate the GF and NGF data for the first two years in the **Summary of Costs and Positions** grid based upon the data entered in the **Total Services** grid on the **Budget Detail** tab.
3. Enter the out-year impact for the decision package in the **Summary of Costs and Positions** grid and, if entering Budget Summary first, enter data for the two years of the biennium for which work is currently being completed. Agencies must enter data for all six years, even if the amount is zero.

If the decision package results in a change in general fund resources/revenue, enter the amount in the applicable row at the bottom of the summary grid. "GF Transfer" is for nongeneral fund cash transfers to the general fund, "GF Revenue" is for changes in general fund revenue coming in to the Commonwealth, and "Additions to Balance" is for the reversion of general fund balances from agencies to the General Fund.

Narratives Tab

Narratives Tab Overview

The purpose of the **Narratives** tab is to capture the justification for the decision package. Remember, quality is important! Decision-makers may have only your narrative as a basis for evaluating your agency's proposal. You will need to be as thorough as possible to explain what the proposal involves and why it should be funded.

The screenshot shows the 'Enter Decision Package' interface with the 'Narratives' tab selected. The form includes fields for Agency (136: Virginia Information Technologies Agency), Biennium (2020-2022), Budget Round (Initial Bill), Title (Increase appropriation for extension of network to data center), and Category (Information technology). Below these are three text areas: 'Consequences of not funding/Justification' (containing text about CESC data center migration), 'Alternatives considered (must list at least one)' (containing text about maintaining CESC data center), and 'Explanations and Methodologies' (containing detailed cost calculations for network extension). At the bottom, there is a 'Supporting Documentation' section with a 'No Files Uploaded' message and an 'Upload File' button.

Narratives Tab Instructions

1. Click on the **Narratives** tab.
2. Enter the Consequences of not funding/justification.

Indicate the consequences you expect if your IT proposal is not approved.

3. Enter the Alternatives considered (must list at least one).

Indicate any other alternatives you considered for accomplishing the objectives of the request and why you selected the proposed action. Briefly list the pros and cons of each alternative.

4. Enter the Explanations and Methodologies.

Explain how you calculated your request and any assumptions used, the methodology used. Enter as much detail as necessary to fully explain the methodologies used.

5. Attach any Supporting Documentation to further justify the need for the decision package.

Budget Detail Tab

Budget Detail Tab Overview

The purpose of the **Budget Detail** tab is to capture the budget details, line by line, for the decision package. A user will be required to enter the program (including service area), fund, subobject, and FY 20XX and 20XX dollars for each budget line associated with the decision package

The screenshot displays the 'Enter Decision Package' interface. At the top, there is a navigation bar with tabs: Work Tray, Operating Budget, Capital Budget, Budget Execution, Six-Year Plans, Narrative, Strategic Planning, Help Request, Administration, Reporting, and Logout. Below this, the 'Enter Decision Package' section includes buttons for Help, Print, Save, Validate, and Submit. The 'Budget Detail' tab is selected, showing sub-tabs: Overview, Budget Summary, Narratives, NGF Revenue Source, Budget Detail, Position Planning, Rate Adjustment, and Validation.

The form fields are as follows:

- Agency: 136: Virginia Information Technologies Agency
- Biennium: 2020-2022
- Budget Round: Initial Bill
- Title: Increase appropriation for extension of network to data center
- Category: Information technology

The 'Total Services' grid is shown below the form fields. It has columns for Program, Fund, Subobject, FY 2021 Dollars Req, FY 2022 Dollars Req, and One-time Funding?.

	Program	Fund	Subobject	FY 2021 Dollars Req	FY 2022 Dollars Req	One-time Funding?
1	82003: Network Service	06136: VITA Internal Ser	1273: Information Manag	\$1,067,600	\$1,067,600	<input type="checkbox"/>

At the bottom of the grid, there are buttons: Add, Import, Export, Clear, Choose Rows, and Refresh. The page number is 1 of 1, and the total number of rows is 100.

Budget Detail Tab Instructions

1. Click on the **Budget Detail** tab.
2. If applicable, confirm the personal services data that populated the **Total Services** grid from the **Position Planning** tab is correct. If the data is incorrect, return to the **Position Planning** tab to make corrections and then repopulate the data as described in the **Position Planning** tab instructions.
3. In the **Total Services** grid, enter the Program (program, service area and component), Fund, and Subobject for each nonpersonal services budget line.
4. Enter the FY 20XX Dollars for the budget line.
5. In the **Total Services** grid, if the budget line specified is one-time funding, then check the One-time Funding checkbox. If a budget line contains a mix of one-time and ongoing funding, create a separate line for the one-time amount and another for the ongoing funding requirements.
6. Add rows to the **Total Services** grid as needed to specify multiple nonpersonal services budget lines by using the button.
7. An Excel file can be used to populate the Total Services grid by clicking the "Import" link at the bottom of the grid. The best way to ensure that the proper Excel file layout is used, is to use the "Export" link which will create a blank Excel file with the proper columns.

Position Planning Tab

Position Planning Tab Overview

The purpose of the **Position Planning** tab is to record the authorized positions associated with a budget request. As previously indicated in the “Calculating the Cost of Personal Services” section of these instructions, while the position planning grid is capable of calculating the cost of personal services, it is not recommended that you use this functionality in this submission.

The screenshot shows the 'Position Planning' tab within the 'Enter Decision Package' window. The interface includes a top navigation bar with tabs like 'Overview', 'Budget Summary', 'Narratives', 'NGF Revenue Source', 'Budget Detail', 'Position Planning' (selected), 'Rate Adjustment', and 'Validation'. Below the navigation bar, there are input fields for 'Agency' (136: Virginia Information Technologies Agency), 'Biennium' (2020-2022), 'Budget Round' (Initial Bill), 'Title' (Increase appropriation for extension of network to data center), and 'Category' (Information technology). There are also radio buttons for 'Budget by Role or Position', 'Budget by Position', and 'Budget by Role', with 'Budget by Role' selected. A 'Not Budgeting by Role or Position' checkbox is also present. A 'Populate Total Services' button is located to the right. Below these fields is a 'Position Planning' grid with columns for Program, Fund, Salary Subobject, Role, Salary, Health Insurance, and Retirement. The grid is currently empty, showing only the header row. At the bottom, there is a footer with 'Add', 'Import', 'Export', 'Clear', 'Choose Rows', and 'Refresh' buttons, along with pagination information: 'Page 1 of 1' and 'View 1 - 1 of 1'.

Position Planning Tab Instructions

Not Budgeting by Position or Role

Use this option to record authorized positions only in the position planning grid. This is the recommended method for this submission. Use this method in conjunction with the Position Calculator on the DPB website to calculate personal services costs. See the “Calculating the Cost of Personal Services” section of these instructions for more information.

1. Click on the **Position Planning** tab.
2. Check the **Not Budgeting by Position or Role** checkbox.
3. In the **Position Planning** grid, enter the total number of positions for the Agency for both the first year and second years of the biennium in the **FY 20XX Positions** cells.
4. Add rows to the **Position Planning** grid, by clicking the **Add** button in the lower left corner of the grid as needed.
5. Authorized positions can also be uploaded from an .Excel file.

Position Planning by Role / Position Planning by Position

Using the Position Planning grid to calculate Personal Services costs by role or position is not recommended for this submissions. Instead, use the “Not Budgeting by Role or Position” option (above) for authorized positions and the Position Calculator on the DPB website to calculate the dollar costs. See the “Calculating the Cost of Personal Services” section of these instructions for more information.

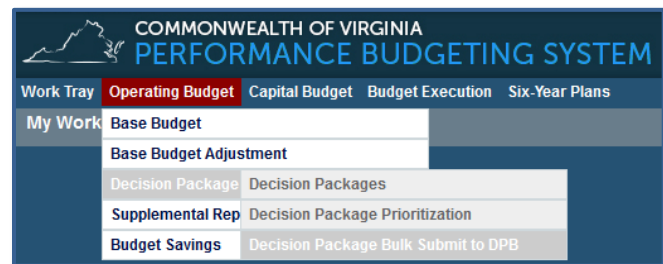
Decision Package Bulk Submit Instructions

Performance Budgeting System

Bulk Submit Overview

The purpose of the Decision Package Bulk Submit to DPB module is to allow an agency to submit all their decision packages to DPB at once.

To access the decision package bulk submit module, select “Decision Package Bulk Submit to DPB” within the “Decision Package sub-menu under the “Operating Budget” menu on the Performance Budgeting System work tray / main screen. Note: Decision Packages must be submitted as “Ready for DPB Bulk Submit” before they will appear in the bulk submit module.



Bulk Submit Instructions

1. To ensure that all requests are accounted for, look at the Document Title column to review the base budget adjustments.
2. Confirm that the Step Title and State fields are correct for each of the base budget adjustments.
3. To bulk manage the submit action, click the Set all to dropdown and select the submit action that the requests require: Submit to DPB, Continue Review, or Return to Previous Submitter. If submitting to DPB, all requests must be set to Submit to DPB. The submit actions correspond to the submit actions in the Decision Package module documentation.
4. Click the Submit button. A message will display in the text box below the submit button to alert you that the submission was successful. If you receive a message that one or more work items could not be submitted, you should navigate to the work tray and open the work items to determine if they are failing validation rules for some reason.

A screenshot of the "Decision Packages Bulk Submit to DPB" interface. The interface has a top navigation bar with "Work Tray", "Operating Budget", "Capital Budget", "Budget Execution", "Six-Year Plans", "Narrative", "Help Request", "Administration", "Reporting", and "Logout". Below this, there is a "Decision Packages Bulk Submit to DPB" section. It includes a search bar with "Agency" and "136: Virginia Information Technologies Agency". There is a "Set all to:" dropdown menu with options: "-- Please Select --", "Submit to DPB", "Continue Review", and "Return to Previous Submitter". A "Submit" button is also present. Below the dropdown menu, there is a table titled "Decision Packages Bulk Submit to DPB". The table has columns: "Agency", "Document Title", "Step Title", and "Submit Action". It contains two rows of data. At the bottom of the interface, there are links for "Export", "Choose Rows", and "Refresh", along with pagination information: "Page 1 of 1" and "100" items per page. The bottom right corner shows "View 1 - 2 of 2".

	Agency	Document Title	Step Title	Submit Action
1	136: Virginia Information Technologies Agency	DP.20-221.136.00001 Increase appropriation for extension of network to data center	Ready for DPB Submission	
2	136: Virginia Information Technologies Agency	DP.20-221.136.00002 Increase to Appropriation is Needed for Managed Security Services	Ready for DPB Submission	