DUSD IT PROCUREMENT PROCEDURE

Purpose

This document outlines policies and procedures related to procurement of all technology related goods and services at DUSD. Centralization of this process ensures continuing quality of service and goods at reasonable cost.

Overview

- Technology Services manages and approves the purchase of technology related items in collaboration with the District Business Office, which has final authority for vendor selection and for all purchasing decisions.
- Technology Services is the sole authority for placing orders for technology on behalf of the District *regardless of the source of funding*. All technology related purchases require authorization by Technology Services prior to requisitioning.
- All requests for technology purchases, whether as individual items or as part of a larger project, must be sent to Technology Services for processing, as per the procurement process, defined below.

Procurement Process

- The party or parties requesting the technology purchase shall submit a vendor quote to Technology Services, along with "Instructional Software Approval Form", if applicable. Quotes submitted without the approval form will not be reviewed until receipt of the approval form.
- Technology Services will approve, decline or amend the requirements for the purchase based on the District's Information Systems, infrastructure, and security practices and protocols. As such, additional discussion between Technology Services and the vendor may be required to ensure product viability in our organization.
- Technology Services shall provide a brief explanation to the requesting manager for requests which have been declined or revised.
- Technology Services standard set-up procedure for new hardware, software and systems ensures all equipment is properly configured and that all security measures are addressed, including, but not limited to: password creation, installation of approved anti-virus software, and adding the asset into the District's asset management database.
- No software, hardware or systems shall be installed by Technology Services without prior approval, nor shall they be installed by non-department staff without prior approval;
- Technology Services will ensure that all of the District's policies, procedures and standards are followed when setting up technology.
- Technology Services shall determine all details of equipment installation, whether for replacement of old or for the addition of new equipment.
- All Technology Service hardware, software and related equipment shall be purchased on behalf of the District adhering to the appropriate Business Services procurement process.

Standardization

- Technology Services shall construct and maintain a list of standard supported technology recommended for use within DUSD. Said list shall form the basis of all purchasing contracts managed by Technology Services.
- The list of supported technology shall be reviewed at least annually and shall be published on the Technology Services website.
- Requests for products not on the list of standard supported technology shall be subject to a comprehensive evaluation of the business case, taking into account all support and maintenance implications, as well as associated risk factors.

Support

- Technology Services shall provide advice and support for all products on the list of standard supported technology.
- Technology Services shall negotiate and obtain support and maintenance contracts for all products on the list of standard supported technology.
- Support and maintenance for non-standard products must be approved by Technology Services prior to purchase of such products.

Donated Technology

All donated technology must be approved by Technology Services. Policy and procedural guidelines have been established for the donation of used computing equipment to benefit both the schools and the community.

- With the single exception noted below, no District organization (office or school) may accept any donation of used technology equipment.
- Subject to approval by the CTO, schools may accept donations of used computer equipment expressly for the purpose of hands-on, break-fix repair instruction *if* Technology Services has determined the equipment meets minimum hardware specifications and is compatible with approved DUSD curriculum.
- The donation of new technology equipment must be approved by Technology Services to ensure compatibility with the District's technology environment. Depending on the value of the donation, subject to DUSD policy, a resolution to accept the donation may be required.