Technology Procurement

Standards – General
In the realm of computer equipment and related software, there are a vast array of models, vendors, and brands to choose from. In order to make the most appropriate technology purchase possible, it is important to follow the Crowley ISD Finance Department Purchasing Guidelines when purchasing technology, regardless of the funding source, as stated below.

Rationale
- To ensure compatibility with all hardware and software purchases.
- To maintain an accurate inventory of technology equipment.
- To ensure the most economical purchasing.
- To ensure purchases can be supported by existing technology staff.
- To provide equitable computer systems to all students and staff.
- To continue a replacement cycle as planned on computers and required by software.

Schools may purchase their own computers, but they must contact the Technology Department, to obtain the latest standards, pricing, and quotes from Crowley ISD approved vendors.

The District cannot extend its education discount to employees for any purchase, including computers.

Any technology equipment purchased with Campus or Federal Funds must be replaced with Campus or Federal Funds.

Purchasing Process
All technology equipment / software request must be submitted to the Technology Department via Crowley ISD work order system, eduphoria!. If Instructional software is being purchased, please follow the procedures for requesting software as outlined in Administrative Regulation for EFFA (Local) Instructional Materials Selection.

The procurement process:

1. Please check with the Technology Services Online Catalog http://crowley.vicsystems.co/ to determine what is currently in use throughout our district.
2. Contact the Technology Department Secretary with what technology is needed, or submit a work order in eduphoria!; Technology >> Special Projects (Principals, Campus Secretaries, and Asst. Principals only).
3. Quotes will be gathered and attached to the work order, as well as forwarded with the item(s) and price(s) via email.
4. Complete the requisition process through Skyward Finance; budget codes and approvals needed.
5. Once the Finance Department has approved the requisition and converted it into a Purchase Order, please send a copy of the Purchase Order to the Technology Department.
   a. All Technology purchases of this type must originate from the Technology Department to our vendors.
   b. Examples of items that do not require Technology oversite are as follows:
      i. Ink for printers
      ii. Miscellaneous cords and adapters
      iii. Miscellaneous computer accessories; mice and keyboards.

6. The Technology Depart will forward to the appropriate vendor and arrange for delivery.
7. When the equipment arrives, the equipment will be inventoried, imaged, and readied for delivery to the campus.

Technology Services On-line Catalog

Crowley ISD has created an online catalog of current district approved digital tools, hardware and software. VIC Systems (Virtual Information Center) provides an easy way to search for tools that are pre-approved by the district Technology Department. VIC also provides the ability to rank and give feedback on these approved tools so that district leadership can have measurable values of these items as they relate to Crowley ISD's Blueprint for Excellence and the Crowley ISD Technology Services core values.

1. Connect the learner
2. Promote digital literacy
3. Level the playing field
4. Evaluate the processes in place for better results.

Replacement of Technology

Crowley ISD is a very technology-rich district with multiple devices utilized for teacher and student success. As with any technology, replacement is necessary on a regular cycle. However, there are events and times when replacement will be needed in advance of the scheduled replacement cycle. This is typically associated with mechanical and normal wear and tear instances, that simple upgrades or repairs will not be sufficient. These instances are handled on a case-by-case basis, but in all events, these purchases must go through the Purchasing Process mentioned previously on this document.

Technology Services is responsible for the following replacements and repairs:
- Administrative computers
- Campus Support computers
- District Support computers
- Computer labs
- Teachers computers
- Student computers/devices
- Library computers

Campus are responsible for the following:
- Movement of devices, including projectors, after installation.
- Classroom printers – The district does not purchase individual printers for classrooms.
- All computer related supplies needed after initial district purchase.
  o Batteries, mice, keyboards, usb devices, and ink.
- Repeated repairs or abuse of equipment by individual.
- Repairs or replacements needed due to negligence, ie… projector cabling ripped from wall, broken speakers, etc.