



## Guilford County Schools Software/Hardware Acquisition Procedures

To better support your efforts in bringing innovative technology solutions into our school district. Technology Services has created this guide to assist you in the process of Software/Hardware Acquisition.

### Software/Hardware Selection Assistance (available upon request)

If your school/department has determined a need but not a solution, please feel free to contact Technology Services. Someone can be assigned to assist you in product/technology reviews and to determine the impact on the district network.

Each school/department has many unique qualities. There must also be an understanding that if your school/department finds a solution that fulfills your need there should also be a goal that the solution should be scalable to other schools, region or the entire district. We recommend you review the "Project Advice" document, to help guide you to a successful completion of your product acquisition.

### Approved List for Software

Prior to the purchase of all technology solutions, please verify whether the selected hardware/software is on the pre-approved list. Those list are available at <http://www.qcsnc.com/technology/hardware.htm> and <http://www.qcsnc.com/technology/software.html>

Technology Services has determined that these programs and equipment will work with the network infrastructure and can be supported by the districts technicians.

### TARC (Technology Applications Review Committee)

For Purchase of new software /hardware please verify whether it is on the pre-approved list. If not, please submit a TARC Application to Technology Services to review.

You may check the approved list at: [www.qcsnc.com/technology](http://www.qcsnc.com/technology) and go to the link for software or hardware as per you need. If the product you are looking to purchase is not on the list please use the link for policies and forms to download a TARC application.

### Assistance with Pricing

If the selected hardware/software is on the approved list please contact Technology Services for current price quotes.

Prices and models of equipment change often. Technology Services can provide up to date quotes for approved hardware/software.

### Additional Technology Considerations

The degree a software program/hardware fits the needs of your school or department will need to be evaluated by your school/department. Technology Services will also need to determine if there are additional considerations.

Technology Services will need to determine whether or not a program will work with the school/district specific infrastructure. Some consideration may include purchase of additional or newer software/hardware to make a selected product work. It must also be determined that there is available electrical outlets, network cabling and air conditioning. Any additional cost will need to be covered by the school/department.

### Approval without Support

Schools/Departments may determine the need for a specific solution that is not supported by Technology Services.

Technology Services may approve the purchase with the understanding that the school/department will need to provide for all support and repair of the software or device. For example: (purchase of laptop not supported by Technology Services may be approved if the school purchases a service agreement and understands that Technology Services will not place the device on network or support the device.)

**Purchasing Considerations:**

**The final product decision is with the school/department.**

Purchasing policies will remain in effect for all purchases. Please refer to the purchasing policies and procedures in reference to the cost threshold before a product must be put out on bid. Purchasing will review all Purchase Requisitions and will not approve any which involve the purchase of technology resources unless there is a signed approval from Technology Services.

**Grant Considerations:**

**The decision of which grants to pursue remain with the schools, departments, and grant writer(s).**

Any school, department, or grant writer in the process of applying for a grant which involves the use of any program, hardware, and/or network resource will consult with the Technology Services Department and in the case of non-standard software or hardware will submit a TARC application. Any school, department, or grant writer may also request Software/Hardware selection assistance (see above).