



# GOOSE CREEK CISD Technology Purchasing Procedures

Mary Garcia, RTSBO

June 2024



## Table of Contents

Overview.....	3
Department Contacts.....	3
Purchasing References.....	3
District Technology Standards.....	4
Quotes.....	5
Further Approvals.....	5
Apple Requirements.....	5
Requisition Entry.....	6
Shipping Locations.....	7
Technology Budgets.....	8
Software/DPA.....	8
Contracted Services.....	8
Special Instructions.....	9
PO and Receiving Process.....	9
Technology Items.....	10
Purchasing Contacts.....	10

## **Overview**

This guideline aims to establish a uniform process for ordering technology and maintain an updated inventory record for all GCCISD technology items. The Technology Department recognizes the precedence of the GCCISD guidelines, as outlined in the Administrative Guidelines. This procedure is designed solely to extend the district guidelines to meet the specific needs of Technology. It should not be interpreted as independent of or superior to the district guidelines.

The Technology Department oversees the district's technology integration, infrastructure, and purchases.

The Technology Department works closely with campuses and departments to assist and support questions or concerns related to the technology purchasing demands and comply with the district technology standards.

## **Department Contacts**

The Technology Department is here to help with all your technology requests. If you have any questions about Technology purchases, contact:

Mary Garcia, RTSBO

Phone: 281-420-4499 extension 73210

Email: [mary.garcia@gccisd.net](mailto:mary.garcia@gccisd.net)

Contact Name	Title
Matt Flood – <a href="mailto:matthew.flood@gccisd.net">matthew.flood@gccisd.net</a>	Chief Technology Officer
Kevin Billings – <a href="mailto:kevin.billings@gccisd.net">kevin.billings@gccisd.net</a>	Director of Technology Services
Steve Koester – <a href="mailto:steve.koester@gccisd.net">steve.koester@gccisd.net</a>	Director of Educational Technology
Gary Lackey – <a href="mailto:gary.lackey@gccisd.net">gary.lackey@gccisd.net</a>	Director of CyberSecurity Services
Alicia Brooks – <a href="mailto:alicia.brooks@gccisd.net">alicia.brooks@gccisd.net</a>	Director of Information Services
Eric Culpepper – <a href="mailto:eric.culpepper@gccisd.net">eric.culpepper@gccisd.net</a>	Associate Director of Network Services

## **Purchasing References**

1. FASRG Resource Guide - Financial Accountability System Resource Guide, Update 19  
[FAR Appendices \(PDF, 9,879 KB\)](#)
2. GCCISD Purchasing Manual  
<https://www.gccisd.net/upload/page/0355/docs/Purchasing%20Manual%20Revised%202024%20-%20Rev%205.16.24.pdf>

**District Technology Standards**

Goose Creek CISD is a technology-rich district. The CTO and Technology Services Director have set in place district standards for the purchase of technology equipment. The Technology Department has those standards posted on its website at: <https://schools.gccisd.net/page/tms.Standards>

# Technology Standards

**Apple Products**

[Apple iPad](#) | [Apple TV](#) | [Carts](#)

**Computers**

[Desktops](#) | [Laptops](#) | [Monitors](#) | [Carts](#)

**Promethean**

[ActivBoards](#) | [Devices](#) | [Parts](#)

**Document Cameras**

[Document Cameras](#)

**Scanners**

[Fujitsu ScanSnap](#) | [Eduphoria Scanner](#)

**Phones**

[Cisco Phones](#) | [Accessories](#)

**Printers**

[Black and White](#) | [Color](#)

**TV Display**

[All Required Equipment for TV Display](#)

Technology equipment is classified by categories on the website, as shown in the screenshot above. Click on the equipment needing to be purchased. Another window will display the vendor contact information and an estimated price for items in that category. See the screenshot to the right.



**GovConnection Contact**

[Shannon Mackinnon](#)  
Account Manager  
GovConnection  
800.800.0019  
Fax: 603.683.1290  
[www.govconnection.com](http://www.govconnection.com)

**CDW-G Contact**

[Alyssa Zimber](#)  
6-112 Account Representative  
CDW-G  
312.705.0996  
Fax: 312.705.6470  
[www.cdwg.com](http://www.cdwg.com)

**MCPC Contact**

[Angela Corbett](#)  
Account Manager  
MCPC  
800.777.7178  
[www.mcpc.com](http://www.mcpc.com)

**Anixter Contact**

[Bethesda Lee Jones](#)  
Account Manager  
Anixter  
281.894.3612  
Fax: 281.892.3601  
[www.anixter.com](http://www.anixter.com)

**Cost Estimates**

**Printers**

Best Use	Work Load	Part #	Description	Estimate
Workroom	Heavy (55 ppm)	K0Q14A#BG	HP LaserJet Enterprise M607n (Networking)	██████
Workroom	Heavy (55 ppm)	7PS82A#BGJ	HP LaserJet M610dn Printer (Duplex, Networking)	██████
Office	Light (40 ppm)	2Z600F#BGJ	HP LaserJet Pro 4001dn (Duplex, Networking)	██████

**Multi-Function Printers**

Best Use	Work Load	Part #	Description	Estimate
Multi-Function	Medium (42 ppm)	DCP-L5650DN	Brother DCP-L5650DN Business Laser Multifunction Copier Functions include: Copy, Print, and Scan. (Duplex, Networking)	██████

## **Quotes**

A quote will need to be obtained from the vendor by the requestor, or the requestor can submit a Technology work order requesting a quote for those specific items, whichever is preferred.

For items not listed on the district standards, the requester can obtain a quote from any awarded vendor that provides the best pricing or quality. Examples include toner, accessories like keyboards, mice, webcams, speakers, headphones, and some iPad accessories. For any questionable items, contact the Technology Department for review.

NOTE: All quotes must have an approved Purchasing Co-op contract or district-issued contract reference listed and uploaded with the requisition submission.

## **Further Approvals**

If any item is not a standard district item, a detailed email and explanation requesting the item will need to be sent to the Technology Department for further approval. Detailed information includes the item and its purpose, who requested it, and how it will be utilized.

## **Apple Requirements:**

- Before entering a requisition, the requestor must have an official quote from Apple.
- All iPad purchases must have a case and be shipped to the Technology Center. Requestors must order the district standard Logitech case for the standard entry-level iPads.
- Requisitions must be identical to the quote and must include the Engraving details along with the Apple quote number and contract reference.
- iMacs, iPads, and AppleTVs must include a five-year JAMF licensing per device.
- Apple products must be purchased from APPLE; no third-party vendors will be approved.

## Requisition Entry

When creating a requisition, select the type and press the Continue button. On the next screen, enter the vendor information first. Once the vendor is entered, select the category for the purchase. See the images below.

### Select Requisition Type

Selected Position: 102874 Role Name: Secretary 6 - 240

**Requisition Types**

Requisition Type:  Traditional (New)  
 Warehouse (New)  
 Saved Requisitions  
 Project

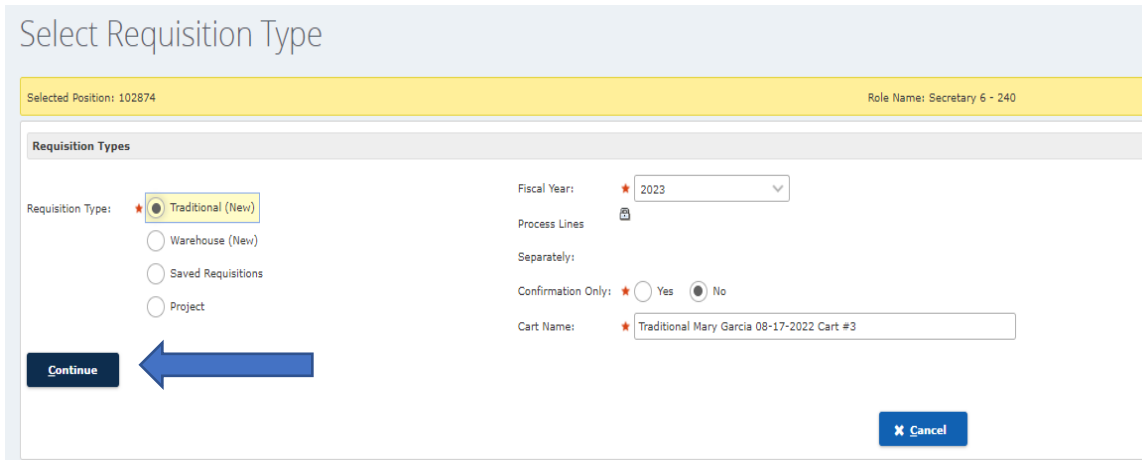
Fiscal Year:

Process Lines:

Separately:

Confirmation Only:  Yes  No

Cart Name:



### Create Traditional Requisition

Selected Position: 102874 Role Name: Secretary 6 - 240 Fiscal Year: 2023

**Create Requisition** | Line Items

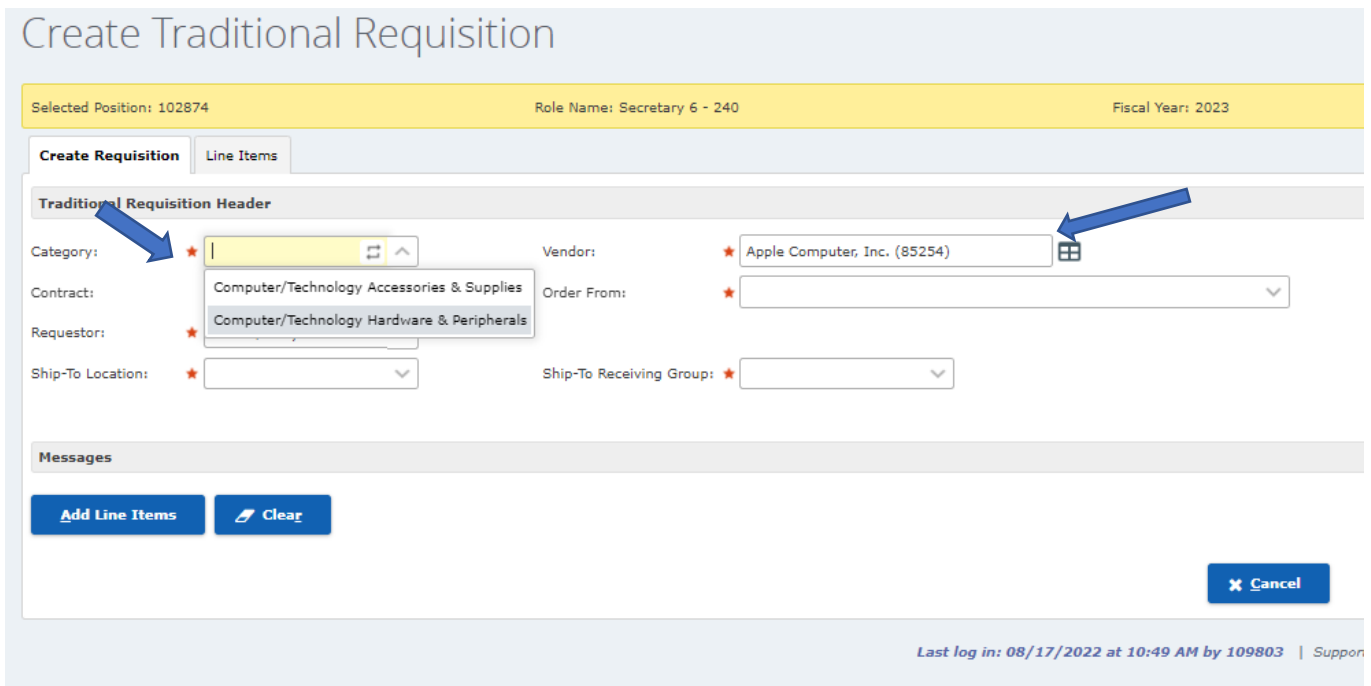
**Traditional Requisition Header**

Category:   
Contract:   
Requestor:   
Ship-To Location:

Vendor:   
Order From:   
Ship-To Receiving Group:

**Messages**

Last log in: 08/17/2022 at 10:49 AM by 109803 | Support



## Ship-To-Location

Under the ship-to-location field, select Technology Center if the purchase needs to be placed under inventory. The Technology Department has set a \$300 dollar amount requirement for inventoried items.

Examples of these items include iPads, printers, desktop scanners, laptops, computers, portable laptop monitors, TV displays, AppleTVs, document cameras, cameras, projectors, phone headsets, etc.

All other accessories, toner, replacement cases, headphones, stylus, and chargers can be shipped to the warehouse or directly to the campus. Once the ship-to location is selected, continue the requisition entry by clicking the Add Line Items button.

### Create Traditional Requisition

Selected Position: 102874      Role Name: Secretary 6 - 240      Fiscal Year: 2023

**Create Requisition**    Line Items

**Traditional Requisition Header**

Category:	★ Computer/Technology Ha	Vendor:	★ Apple Computer, Inc. - 85254
Contract:		Order From:	★ (P) Apple Computer, Inc. - 5505 W Parmer Lane Bldg 7, Austin, TX, 78727
Requestor:	★ Garcia, Mary Ellen - 1098	Ship-To Location:	★ TECHNOLOGY CENTER - Tech
Ship-To Location:	★ TECHNOLOGY CENTER - Tech	Ship-To Receiving Group:	★ Technology Center

Messages

**Add Line Items**    **Clear**      **Cancel**

Last log in: 10/18/2022 at 01:41 PM by 109803 | Support code: C

## **Technology Budgets**

Five different budgets classify technology purchases. Each line item must be charged to the correct budget if the quote has multiple items at different pricing and equipment. All technology will have an Object code of 6396; the local option is where the change will be made.

**6396-00** = Technology items that do not need to be inventoried and typically cost less than \$300 dollars per item. These items do not need to be shipped to the Tech Center. Under this budget, a technician is not required to configure or install them.

**6396-01** = Ink cartridges/toner that will not ship to the Tech Center.

NOTE: Brother Toner for the Brother Printers HLL9470CDN Color and the HL-L6415DW Black/White must be purchased from Prime Systems per contract.

**6396-02** = All printers will be shipped to the Tech Center for inventory and installation.

**6396-03** = Technology items that do need to be inventoried and typically have a unit cost equal to or greater than \$300 dollars per item. These items, including entry-level iPads and AppleTVs, must be shipped to the Tech Center. Under this budget, a technician is required to configure or install them.

**6396-04** = The initial Technology Software licensing purchase. New software platforms/programs must be reviewed for Single Sign On integration compatibility and district compliance with the Data Privacy Agreement and 3<sup>rd</sup> Party Risk Analysis.

## **Vetting Third-Party Services and Applications:**

Goose Creek CISD uses online services and integrations with third-party systems as part of its daily operations. Each of these systems must be vetted for data privacy and security prior to being utilized. It is the responsibility of every district employee to ensure that a system is vetted prior to being utilized and complies with Texas Education Code Chapter 32, Subchapter D. This includes mobile apps, computer programs, online services, etc., that may have access to district data. Before utilizing a third-party service or application, a third-party risk rating must be conducted, and a Data Privacy Agreement must be signed. Any concerns that arise from the risk rating or DPA will then be addressed with the third party to try and resolve them. Any remaining risk or concerns that cannot be resolved must be approved by the Superintendent before use. For more information on getting a third party vetted, contact the Technology Department.

Additional information about Data Privacy Agreements and 3rd Party Risk Analysis can be reviewed on the following website.

<https://schools.gccisd.net/page/tms.cybersecurity?tab=Data%20Governance>

## **Contracted Services/Maintenance Support**

**6249** = Any software maintenance, upgrades, or software support renewals.

**6299** = Technology purchases with installation/labor and the on-site or online training

Examples: Relocation of Promethean Panels, additional Data Network drops, software\equipment support training hours.



## Special Instructions

Once all line items are entered, the quote number, along with the Purchasing Co-op contract or District issued contract reference, will need to be listed on the last line item under the Special Instructions field. See the example below.

The screenshot shows a web interface for creating a requisition. At the top, there are tabs for 'Create Requisition' and 'Line Items'. Below this is a section for 'Traditional Requisition Line Items' with various filters and controls. A table of line items is displayed with columns for 'Save as Fav.?', 'Authorize Freight Charges', 'Quantity', 'Vendor Stock Number', 'Unit of Measure', 'Long Description', 'Justification', 'Special Instructions', 'Unit Price', and 'Unit Dscnt.'. The last row is highlighted in yellow and has a blue arrow pointing from its 'Special Instructions' column to a text box containing the text 'Quote: 2211171600' and 'DIR-TSO-3789'. Below the table is a section for 'Requisition Attachments' with an 'Upload' button.

Save as Fav.?	Authorize Freight Charges	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	MJQK3LL/A	Each	Magic Keyboz			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00

Quote: 2211171600  
DIR-TSO-3789

## PO and Receiving Process

Once the requisition has been approved, a Purchase Order (PO) will be created and emailed to the requisitioner. The requisitioner will then forward the PO to the vendor for processing.

If the order is shipped to the Technology Center, once delivered, a receiving process will then take place. The Technology Department will receive the delivered items assigned to that PO in TEAMS. A work order will be created for inventory, installation, and delivery.

Note: Items will not be delivered immediately once received. This will take a few days to complete, depending on the item's needs (inventory, setup, or imaging), and installation/delivery will occur.

## **Technology Items**

Some technology items can be coded to a general supply 6399 budget and under the \$300 technology budget 6396-00.

For example, laptop stands, iPad cases, stylus, etc. Those items are used for technological equipment; however, they are not technology. Technology will approve and consider accessories if coded to the 6396-00 budget. However, if coded to the 6399-00 budget, approval will be at the discretion of the purchasing department.

If you have any questions or need guidance making purchases, the Purchasing Department can be reached at the contact information listed below.

<b>Contact Name</b>	<b>Title</b>
Phillip Hill Jr. <a href="mailto:phillip.hill@gccisd.net">phillip.hill@gccisd.net</a> (281) 707-3737	Director of Purchasing
Heather Patt <a href="mailto:heather.patt@gccisd.net">heather.patt@gccisd.net</a> (281) 707-3869	Senior Buyer
Danielle Martinez <a href="mailto:danielle.martinez@gccisd.net">danielle.martinez@gccisd.net</a> (281) 707 – 3735	Procurement Specialist