GOOSE CREEK CISD
Technology Purchasing Procedures

Mary Garcia, CTSBO

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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, CTSBO

Phone: 281-420-4499 extension 73210

Email: mary.garcia@gccisd.net

Contact Name	Title
Matt Flood – matthew.flood@gccisd.net	Chief Technology Officer
Kevin Billings – kevin.billings@gccisd.net	Director of Technology Services
Steve Koester – steve.koester@gccisd.net	Director of Educational Technology
Gary Lackey – gary.lackey@gccisd.net	Director of CyberSecurity Services
Alicia Brooks – alicia.brooks@gccisd.net	Director of Information Services

Purchasing References

1. FASRG Resource Guide - Financial Accountability System Resource Guide, Update 18

   FAR Appendices (PDF, 10,091 KB)

2. GCCISD Purchasing Manual

   https://www.gccisd.net/upload/page/0355/docs/Purchasing%20Manual%20Revised%202023%207.13.23.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	Computers
Apple iPad	Apple TV	Carts	Desktops	Laptops	Monitors	Carts
Promethean	**Document Cameras**
ActivBoards	Devices	Parts	Document Cameras
Scanners	**Phones**
Fujitsu ScanSnap	Eduphoria Scanner	Cisco Phones	Accessories
Printers	**TV Display**
Black and White	Color	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

GovConnection

800.800.0019
Fax: 603.683.1290
www.govconnection.com

MCPC Contact

MCPC

800.777.7178

www.mcpc.com

CDW-G Contact

CDW-G

312.705.0996
Fax: 312.705.6470
www.cdwg.com

Anixter Contact

Anixter

281.894.3612
Fax:281.892.3601
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.

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.

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.

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.

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 must be shipped to the Tech Center, including entry-level iPads and AppleTVs. 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 3rd Party Risk Analysis.

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

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.

NOTE: ONLY Apple Purchase Orders will not be sent to Apple for processing by the requisitioner. All Apple PO(s) will be sent to Mary Garcia 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.

<u>Technology Items</u>

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.

Contact Name	Title
Phillip Hill Jr. phillip.hill@gccisd.net (281) 707-3737	Director of Purchasing
Heather Patt heather.patt@gccisd.net (281) 707-3869	Senior Buyer
Danielle Martinez danielle.martinez@gccisd.net (281) 707 – 3735	Procurement Specialist