

COMPUTER SOFTWARE ACQUISITIONS (PACKAGED-TURN KEY SOFTWARE)

Essential Questions to Answer

Are you considering purchasing software? Below are some of the questions/ considerations that will be asked by the representatives of the four required areas for approval. See the form: *Checklist for District Level Software Purchase*.

A. Network Area

1. Meet with a Network Operations Group (NOG) representative to determine if your software will run successfully on the BCPS network. Discuss bandwidth requirements, port speeds, and access to network resources.
2. The various roles need to be examined closely and really spelled out. Seek advice from the persons potentially in those roles.
3. Are there plenty of licenses? Try to avoid not having enough licenses. This can be negotiated.
4. How will data from your software be backed up and if applicable, exported to the district level?
5. Who will install your software? How will you add patches and upgrades to the servers (who is responsible)?
6. Site surveys should be performed by the software implementation leader, a NOG representative, and site tech specialist to determine the school's readiness for software. Use the following questions as part of your survey.
7. ordered separately from Software House International (SHI).
8. Make sure you have all of the licenses that you might need to work in conjunction with your software purchase. For example, do you need Microsoft Office for your workstation?
9. Plan for servers to be delivered over the summer.

B. Application/Information Area

1. Does the vendor have a clear pricing model for implementing the product? What other hardware/software must be purchased (computers, switches, servers, storage, etc)? Calculate the Total Cost of Ownership (TCO).
2. Will the system be used to store or manipulate student/teacher data? If so, is the data properly protected from improper disclosure as defined FERPA? Will the vendor sign the Brevard agreement?
3. Are there annual software support requirements? If so, what are the projected costs? Are there limitations on support costs escalations to control spending?
4. Who will be providing internal support for the software? Will it be a member of the faculty/staff? Will it be the school's technology specialist? Will it be district-level personnel?

5. Does software action plan include timeline for importing student/teacher data? Wait until after 6-day count to import student data.
- C. **Contract Administrator Supervisor-Office of Purchasing and Warehouse Services**
1. Is this software over \$25,000?
 2. Has a board agenda item been written?
- D. **Educational Technology—Curriculum and Instruction (ET-CI) Technology Committee**
1. What problem is being solved or what business/educational need is being filled by this particular software acquisition?
 2. Who will use the software? Will it be limited to one user, a few users, one or more departments or courses, faculty, staff, students, the campus, the general public? What is the estimated number and types of users?
 3. Have all stakeholders been involved in the planning process? Obtain all stakeholders buy-in for performing their assigned responsibilities.
 4. Does the vendor certify that the software is ADA (Americans with Disabilities Act) compliant? Does it meet 508 standards for accessibility? Federal Law--Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities.
 5. How does your purchase support district strategic plan and technology plan?
 6. How does your purchase accomplish the goals of your department?
 7. What is your time frame? Include a time-line analysis section in your action plan. This may affect whether or not you need to hire someone.
 8. Be mindful of other large-scale software purchases designated to be implemented during your timeline.
 9. Is training provided for all who have a special role in implementing and maintaining your software; don't forget the technology specialists and district level techs?
 10. Has adequate training in all aspects of the software's use been provided for the staff involved in the implementation?
 11. How will the training be provided and by whom? Has the district's Technology Integrator Manager been informed of this software purchase?
 12. Is the cost of the training included in the purchasing price or is it an additional expense? If an additional expense, how will the training be funded?
 13. Is there an effective leader, with appropriate decision-making authority, to manage the implementation?
 14. Consider hiring an additional person to manage a large-scale implementation.

E. Security Area

1. Is the software AD (Active Directory) compliant?
2. Is confidential data being stored, processed or transported?
 - a. If Yes to above, are data controls to include strong passwords implemented?
 - b. Has the vendor agreed to sign a confidentiality agreement for ASP based software
 - c. Have users been trained on the importance of safeguarding confidential data?

Did the training above cover CIPA and FERPA specifically?
3. Has the software's security controls and features been thoroughly tested in the BPS environment?

CRITERIA AND GUIDE FOR REVIEWING AND PURCHASING SOFTWARE**General Information****A. Product**

1. Name: _____
2. Version: _____
3. Release: _____

B. Vendor/Developer/Publisher _____**C. Cost**

1. License Options
 - a. Individual License: _____
 - b. Site License: _____
 - c. District License: _____
2. What is the cost per user? _____
3. What is the cost of annual maintenance and upgrades? _____
4. Are both operating system platforms included in the purchase price? _____

D. Support

- Is training available? _____
1. Is it free or costs extra? _____
 2. Is it offered on-site or external? _____

- E. Is software available for a trial period? _____
 Is it a full version? _____

Technical Aspects

A. System Requirements

What are the minimum system requirements for both operating system platforms?

B. Technical Support

1. Is support included in the purchase price; how long of a period; what is the cost beyond the covered period? _____
2. Is technical support offered 24/7, if not, what are the hours? _____

Software

A. Content

Appropriate for intended audience? _____

B. Educational

1. Is the software informational or instructional? _____
2. Is the software content research-based and how valid is the content?

3. Assessment
 - a. Does the program have assessment pieces? _____
 - 1) Pre-tests: _____
 - 2) Post-tests: _____
 - 3) Review Tests: _____
 - b. Does the program track student progress? _____
 - c. Are assessments aligned with the FCAT and Sunshine State Standards? _____
4. Internet
 - a. Is Internet access required? _____
 - b. Is the software or portions of the software delivered via the Internet?

Security

A. Identifications

1. Does this software require student/teacher identification for any activities?

2. Are teachers/students identified by name, social security number, or student number? _____
3. Where is this information stored (BPS servers or 3rd party servers)? _____
4. How is this information secured? _____

B. Does the company gather any data from the software? _____

APPROVAL CHECKLIST

Checklist for District Level Software Purchase

This form must be completed and attached to all requisitions for software purchases to be implemented in schools.

Software title: _____

Requested by: _____ Dept/School: _____

1. A Network Operations Group (NOG) representative has determined that this software meets all of the requirements and will work successfully on the BCPS Network. Issues regarding bandwidth requirements, port speed, resource accesses have been discussed.

N/A Approved Not Approved See Reverse Side for Comments Date: _____

NOG Representative Signature

Print Name

2. The Application/Information Services Manager representative has determined that this software vendor meets all of BPS requirements, including documents concerning vendor data and student data.

N/A Approved Not Approved See Reverse Side for Comments Date: _____

Application/Information Services Representative Signature

Print Name

3. If this software purchase is over \$25,000, the Contract Administration Supervisor – Office of Purchasing and Warehouse Services has reviewed the software contract and created the Board Agenda item. If software is less than \$25,000, check the N/A box.

N/A Approved Not Approved See Reverse Side for Comments Date: _____

Contract Administration Supervisor Signature

Print Name

4. The Educational Technology – Curriculum and Instruction Technology Committee has determined that this software action plan meets all of the essential steps required for successful implementation.

N/A Approved Not Approved See Reverse Side for Comments Date: _____

Instructional Technology Integration and Training Manager

Print Name

5. The Systems and Information Security Manager representative has determined that this software vendor meets all of BPS requirements, including system controls to maintain Confidentiality, Integrity and Availability of BPS data.

N/A Approved Not Approved See Reverse Side for Comments Date: _____

Systems and Information Security Representative Signature

Print Name

6. The Assistant Superintendent of Educational Technology has determined that this software vendor meets all of BPS requirements.

N/A Approved Not Approved See Reverse Side for Comments Date: _____

Assistant Superintendent of Educational Technology

08/03
08/09
12/09