



Superintendent's Circular

School Year 2011-2012

NUMBER:
OIIT-3

DATE:
October 17, 2011

TECHNOLOGY PURCHASING GUIDELINES

All requests to purchase technology for administrative or instructional purposes MUST adhere to the procedures below.

I. Complete a Technology Purchase Request Form (Form 40)

- Visit OIIT Online at www.bostonpublicschools.org/technology and click on [Technology Purchasing](#) for the latest request form, standards, specifications, and pricing. Technology standards and pricing change frequently. Pricing listed is subject to change. Additional options and upgrades are available. Feel free to contact Solimar Cruzado/OIIT via email at scruzado@boston.k12.ma.us if you have any questions regarding technology standards, pricing, non-standard technology, scheduling a technology purchasing consultation, and/or if you have any recommendations for new technologies.

II. When is a Technology Purchase Request (Form 40) necessary?

- When purchasing computers (i.e. desktops, laptops, touchscreens), printers, scanners, projectors, document cameras, interactive whiteboards, wireless access points, and software. If you're not sure, simply reach out to OIIT.

III. Why is a Technology Purchase Request (Form 40) necessary?

- To ensure compatibility of hardware with existing systems and infrastructure.
- To ensure conformity with long term technology planning in alignment with the Superintendent's Agenda.
- To ensure requested hardware meet instructional & administrative needs.
- To ensure network infrastructure is in place to support requested hardware.
- To ensure hardware is tagged & cataloged as BPS property.

IV. Why choose BPS Technology Standards recommended by OIIT?

- *BEST Technology:* Hardware/Software has been evaluated by OIIT technology experts and you'll rest assured that it's compatible with existing systems and infrastructure.
- *BEST Service:* Computers (i.e. desktops, laptops, touch screens) come with the standard BPS image and OIIT can service & support equipment.
- *BEST Price:* Competitive pricing has been negotiated with vendors and contracts are already in place, ready for you to order!
- *It's EASY!* Pricing listed is all inclusive (hardware, software, services, warranty, shipping).

V. What if you want to request "Non-Standard" Technology?

- Please be sure to include all supporting documentation (i.e. item descriptions, specifications, price quotes).
- All purchases of non-standard technology must abide by [BPS Purchasing Guidelines](#).
- All non-standard technology requests will be reviewed by technology experts.
- Non-standard technology must meet BPS minimum specification requirements, must be compatible with existing systems and infrastructure, must conform with long term technology planning in alignment with the Superintendent's Agenda, and must meet instructional & administrative needs.
- All non-standard technology must be tagged and cataloged by OIIT.

For more information about this circular, please contact:

Name:	Solimar Cruzado
Department:	Office of Instructional and Information Technology
Mailing Address:	26 Court St, Boston, MA 02108
Phone:	617-635-9190
Fax:	617-635-9176
E-mail:	scruzado@boston.k12.ma.us

Carol R. Johnson, Superintendent