

BISMARCK PUBLIC SCHOOL DISTRICT NO. 1 BISMARCK, NORTH DAKOTA, 58501  ADMINISTRATIVE RULE: TECHNOLOGY PURCHASES AND SOFTWARE ACQUISITION	Descriptor Code:	Issued Date:
	DJEDA-R	11/04/2008
	Rescinds:	Issued:
	DJEDA-R	08/22/2000

**Equipment:**

All purchases of technology equipment including computers and any device that connects to a computer or the network, must be ordered using the BPSD technology ordering system. If a comparable approved item is not listed in the system a special order request may be submitted. All special order requests are reviewed by the Technology Department and may be accepted or declined based on the associated research-base, technical requirements, support requirements, and/or consistency with the district goals. Any equipment purchases that are not initiated through this process risk delayed implementation or denied support.

District technology purchases will, in accordance with Sections 54-44.4-13 and 15.1-09-34, N.D.C.C., be determined based on the existing North Dakota state contracts. All purchases that do not qualify as cooperative purchases with the Office of Management and Budget under chapter 54-44.4 will revert to the formal bid requirements of School Board Policy DJEDA.

**Software:**

All software or online subscriptions with an install-based greater than 10 licenses, including software or subscriptions associated with new textbook adoptions, must be approved by the Technology Department. Currently approved and available software can be ordered using the BPSD technology ordering system. New requests are accepted or declined based on the associated research-base, technical requirements, support requirements, and/or consistency with the district goals.

**Emergency Purchases:**

Reasonable effort will be made to insure that any emergency purchase made necessary due to equipment failure, will be made at the lowest price from a vendor able to provide the needed parts and/or equipment in an expedient manner.

