

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name <i>Technology Standards and Purchasing Procedures</i>	
Procedure No. 7540-00-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540 Computer Technology and Networks 6320 Purchasing Goods and Services	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.
 In compliance with Board policies 6320 "Purchasing of Goods and Services" and 7540 "Computer Technology and Networks," the following administrative procedures have been developed for Technology Standards and Purchasing.

To establish standards and guidelines for the Cincinnati Public Schools Information Technology (IT) environment to ensure the confidentiality, integrity, and availability of company computing resources. This document outlines the technology options supported by Cincinnati Public Schools and provides guidelines for appropriate use, acquisition, and implementation.

To establish standards, guidelines, and procedures for the purchase of all information technology hardware, software, and computer-related components, as well as the purchase of all technical services. This procedure will ensure that all Cincinnati Public Schools purchases align with strategic priorities and that best value for money is obtained with all purchases.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

[Technology Standards and Purchasing Procedures](#)

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Application for Technology Initiative	<u>ATI Form online</u>	
2. Hardware Standards	<u>Hardware Standards Online</u>	
3. Software Standards	<u>Software Standards Online</u>	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.