**Technology Checklist**

**The following checklist is designed to assist programs with the technology process for submitting request to purchase technology products and services.**

* + Technology Purchasing Request Form completed, signed, and submitted to [technologyrequests@mdek12.org](mailto:technologyrequests@mdek12.org)
  + Attend meetings as required to discuss and develop specifications
* **Request for Quote Process**
  + Designated program information is complete
  + Due date of response is at least 30 days from the date of release to allow time for processing.
  + Product/Manufacturer number is listed and accurate
  + Quantity has been reviewed and is accurate
  + Description is approved and accurate per OTSS specifications
  + Questions and Clarification Form completed and sent to each vendor contacted for a response
  + Questions and Clarifications Form attached to packet submitted to purchasing for processing, if applicable
* **Vendor Response**
  + Extended cost is calculated correctly (Unit Cost x Quantity = Extended Cost)
  + Product/Manufacturer number, quantity, description, and pricing correspond in both the RFQ response and quote
  + Award and non-award letter sent to all vendors responding to the RFQ
* **Required Document for Procurement Processing**
  + Signed TPR
  + Request for Quote Form
  + Vendor responses
  + Vendor agreement, if applicable
    - Board item, if applicable
  + Questions and Clarifications, if applicable
  + Award/Non Award Letters
  + Requisition
  + Designated Email Portal/Shopping Cart
    - Vendor agreement – Quote include vendor Standard Terms and Conditions [grantsandcontracts@mdek12.org](mailto:grantsandcontracts@mdek12.org)
    - Equipment – [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)
    - Software – Shopping Cart
* ITS LEAD PROCUREMENT
* Master agreement
* CP-1
* Board Item, if applicable
* Requisition
* Request PO in Shopping Cart