

TECHNOLOGY PURCHASE REQUEST (TPR)

Please complete the form below and submit it to technologyrequests@mdek12.org.

TECHNOLOGY PURCHASE INFORMATION

(To be Completed by Requesting Program Office)

Name of Product/Service:		Date:	
Requestor Name/Title:		Requesting Office:	
Email:		Phone:	

Technology Type: Hardware Software Maintenance

Request Type: New Replacement Renewal

Number of Years Required: _____

Potential vendors and email to receive the RFQ/IFB/RFP (if applicable):

Project Description: Provide a brief description and quantity of the product(s) or service(s) needed.

Justification: Provide detailed information to justify the purchase request. Include information about how the product(s) or service(s) will be used and who will be using them.

FOR SOFTWARE PURCHASE ONLY

For renewals, provide amount spent to date.		Will software access student-level data?	
Named User(s):			
Anticipated Lifecycle Cost:		Anticipated Lifecycle Project Years:	

FUNDING DETAILS: BUDGET CODES

I certify that the budget codes provided above have adequate budget authority available for this purchase.

Budget Year:		Fund:	
Cost Center:		Internal Order:	

Budget Designee Signature: _____ Date: _____

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PROGRAM OFFICE APPROVAL

I have reviewed this technology purchase request and have determined that these products and/or services are needed.

Bureau Director or Above Signature: _____ **Date:** _____

OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES

(To be Completed by OTSS)

I have reviewed this technology purchase request and have determined that the products and/or services are appropriate and integrate with MDE's infrastructure. I recommend proceeding with the following procurement method.

- New Equipment/Software (Quotes) New Custom Solution (Development)
 New Professional Services (Consulting) Other _____ EPL (Quotes)
 NASPO (Quotes) ITS Procurement Program Office (Quote Process)

Senior Communications Analyst Signature: _____ **Date:** _____

- Approved Disapproved

If disapproved, provide reason. _____

IT Director, if applicable: _____ **Date:** _____

Chief Information Officer Signature: _____ **Date:** _____

THE OFFICE OF PROCUREMENT

(To be Completed by Procurement)

I have reviewed this technology procurement request and have determined that the request complies with the applicable policies and procedures for the Mississippi Board of Education (SBE) and/or the Mississippi Information Technology Services (ITS).

Awarded Vendor Name:

Term, if applicable:

Final Cost:

TECHNOLOGY PURCHASE REQUEST (TPR)

Technology Procurement Analyst Signature: _____ Date: _____

Submit required documents for purchase order processing to:

- purchasingrequests@mdek12.org for Equipment
- [Shopping Cart in MAGIC](#) for Hardware or Software
- grantsandcontracts@mdek12.org for Agreements

Attach a signed **Technology Justification Form** to process vendor agreements and ITS contracts