

In order obtain the most cost effective and reliable technology equipment for Cherokee County Schools and ensure efficient processing of the equipment, the Cherokee County Schools has established a policy for technology purchases and procurement. All hardware and software purchased for Cherokee County Schools must be purchased in accordance with the following procedures.

All purchases of equipment, materials and supplies will be made in accordance with laws and applicable policies and procedures of the State Division of Purchase and Contract. All employees involved in purchasing are expected to be familiar with these requirements.

When competitive bidding is not required, purchases should be made under conditions which foster competition among potential vendors. Purchase decisions should be made after considering price, quality, suitability for specified need and timeliness of delivery and performance. The board will not enter into a contract with any supplier or contractor when performance on any previous contract has been found to be unsatisfactory by the superintendent or the board.

Records of all informal bids will be kept and will be available for public inspection. Such records should include the date the bid is received, from whom it is received, and for what item.

### **Purchasing Guidelines**

1. All network computer, printers, or devices must be purchased through the Technology Services Department.
2. Only approved software may be supported by the CCS network or Technology Services Department. Only licenses and system compatible software programs will be installed on CCS network computer systems.
3. Schools will use information provided by the Technology Services Department to make technology purchases. This information will be provided on the school system web site. Specifications for equipment will be outlined at the beginning of each year by the Technology Services Department.
4. If a school would like to purchase equipment not recommended by the Technology Services Department, it must be approved in advance.
5. All technology equipment should be shipped to the Technology Services Department. This allows for the equipment to be inventoried and properly installed for the network.
6. All orders will be processed in accordance with state and local guidelines for purchasing and will be distributed following the CCS Technology Services Deployment Procedure.
7. Hardware or software that does not meet or follow the procurement guidelines will not be supported by the CCS Technology Services department and may not be utilized on the CCS network. Any loss associated due to this policy will be the liability of the user or responsible party.

Legal References: Senate Bill 222, G.S. 115C-36, -522; 133-33; 143-52, -53.1; State Division of Purchase and Contract Purchasing Manual

Cross References: Contracts with the Board (policy 6420), State Purchasing Requirements for Equipment, Materials and Supplies (policy 6430)

Adopted: October 13, 2005