

Vendor Technology Qualifying Checklist

Product:

Vendor Contact Name:

Contact Email:

Any unanswered questions will have an assumed negative response.

TECHNICAL SERVICES

I. Installation

- What level of support is needed for this product to be installed?
 -
- The program is completely web-based requiring no installation of components on any system Yes/No (If no please explain)
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- The program requires apps to be loaded on mobile devices only, all other systems can access online with no installation Yes/No (please explain)
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- The program requires all systems to have a manual installation
 -
- Please explain the installation procedure of the product for workstations, servers, student data, etc. (Here a district tech department would add their solutions like dameware, OS packages, etc)
 -

II. Compatibility

- Explain any specific browser requirements (or if it works differently in different browsers) or plugins needed.
 -
- Program works across multiple platforms:
 - iOS (Yes/No) Windows (Yes/No) Chromebooks (Yes/No)
 - Android (Yes/No) Mac (Yes/No) iPad (Yes/No)
- Please list any versions of operating systems that DO NOT function with your program:
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III. Network Considerations

- What are the bandwidth needs of the program? Ask the vendor for stats on the amount of data that the program sends and receives.
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- Does the program operate on a shared server, dedicated server, or cloud environment?
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- Does it work with Google for single Sign on? Yes/No If yes, please explain:
 -
- Does the program require specific sites/services to be whitelisted? Please, provide a list of these requirements.
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EDUCATIONAL TECHNOLOGY

I. User Roles

- What are the available user roles for this program? (Teacher/Student/Admin/etc.)
 - Teacher (Yes/No)
 - Student (Yes/No)
 - Site Admin (Yes/No)
 - Multi-Site Teacher (Yes/No)
 - Multi-Site Student (Yes/No)
 - Resource Teacher (Yes/No) - Teacher to pull specific students from school into a custom section
 - District Coach (access to all sites for training purpose) (Yes/No)
- Does the program support specified users to Mimic or Masquerade as another user? (Yes/No)
- Can teachers share their classrooms with one another? (Yes/No) OR Is there the ability to add a co-teacher to a course section? (Yes/No)
- Does the program support the creation of custom sections of students and teachers? (Yes/No)
- List of references of multiple districts that have utilized the product/app for at least one school year including the highest levels of possible automation:
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II. Data Privacy

- Does the company comply with all current federal and state student data and privacy laws including FERPA, SOPIPA, and all others and are willing to sign a vendor compliance agreement and detail all data and privacy procedures? (Yes/No)
- NDPA - [National Data Privacy Agreement](#) must be signed without redlines.

II. District Support

- What is the process for adding licenses to the product, should enrollment increase?
 -
- What kind of teacher training is included in the purchase? What kind of teacher training is available? Train-the-trainer, On-site, video, on-demand, etc.
 -
- Does the program allow for a test school in the database for testing at an administrative level and ongoing training and support?
 -
- What tech support is included in the purchase (programming, server, phone, in-person, 24/7, limited number of calls, etc)?
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- Who can reach out to tech support? Techs, teachers, site admin? What is the number for dedicated tech support?
 -
- What is the contact information for the dedicated implementation specialist who will be working with the district or site admin?
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- As this is a site purchase, the district may not be involved in this implementation or any tech support. Please describe the process for a site admin and/or teacher to get this program up and running and to maintain this program from a site standpoint.
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INFORMATION SYSTEMS

I. Data Upload & Rostering

Does the program work with Clever.com:

- Single Sign On (Yes/No)
- Rostering Students (Yes/No)

II. Non-Clever Rostering Implementation

If not using Clever for Rostering, please comment on how the program accomplishes the following:

- How does the program allow for custom section creation?
 -
- What is the procedure for loading and maintaining student information into the program?
 - Is it automated from the Student Information System? (Yes/No)
 - Who can add students?
 -
 - Can we do nightly uploads with CSV files to ensure proper rostering? Please explain the entire procedure including new student entry and rostering. Include any information on if the district can use existing usernames, username specifications, global database vs. district-only database, password requirements, etc. (Yes/No)
 - Are there implementation costs? (Yes/No)
- What is the procedure for moving a student's work from one teacher to another during the year?
 -
- Does your program track student progress across multiple years, and how does that data transfer across years?
 -
- Is data held in the cloud, or in an on-prem server? If on prem, what specs are needed?
 -
- What is the general procedure for transferring from 1 year to the next? (data purge, data upload pause, etc.)
 -

Vendor Agreement

Vendor agrees to full refund within 120 days if any of the above statements are proved to be false (sign)

Name: _____

Date: _____

Sign: _____

