

## New VPS Digital Content and Services Integration Practices

As part of the district Design II Chapter 2 strategic plan, multiple district teams have worked together to develop new processes for evaluating and integrating digital content and services. This memo seeks to explain these new structures and processes and what you need to do if you are considering the purchase of most types of digital content and services. The goal of these new systems is to ensure that new digital content and services will work as intended for users.

Digital content and services would include any educational content that will be delivered via technology, as well as any software (or hardware) that is being considered for a department or workgroup to automate business practices. It also includes systems that would be hosted either on district servers or on the cloud.

If you are considering digital content, services, or tools for use at the building or district level, there is a required review process that must be completed prior to a recommendation to purchase. Purchasing will not process POs without the completion of this review. Here is a short summary of these new work processes. If you are unsure if your digital content or services need review, please check with Steve Bratt, Director of IT Infrastructure and Operations.

Prior to beginning this process, we anticipate that instructional leaders will engage in research and study to identify promising digital content and services solutions. When this due diligence is completed and a solution has been identified that merits consideration for a pilot or purchase, you must follow this process. Submission to this review process assumes that you have a funding source for the proposed product.

**Step 1:** Complete initial online digital content recommendation form. (<http://bit.ly/DATForm>). This short form will initiate a review by our Digital Advisory Team and provide information for our support teams to begin research with vendors to better understand the technical requirements of the proposed product or solution.

**Step 2:** Initial review by Digital Advisory Team. As a sponsor, you will be asked to attend a Digital Advisory Team (DAT) meeting to present your recommendation and to answer questions from a multi-departmental team. This is intended to provide some basic information to better understand the proposed product. The DAT team will review the proposal to identify if it should be recommended for a more detailed technical integration review by the Digital Integration Team (DIT).

**Step 3:** If recommended for additional review, the DIT team will send a technical survey to the vendor and schedule a technical Q&A session with their team. You may be engaged to participate in this process. The DIT team will prepare a report to the Digital Advisory Team based on an evaluation rubric. They will evaluate how well the digital resource or tool will work with our devices, our network, our information systems, etc.

**Step 4:** Secondary review by DAT. The DIT team will share their findings at the next DAT meeting and discuss whether to recommend a pilot or purchase of the product. As a sponsor, you may be asked to attend this meeting as well.

**Step 5:** If recommended as a pilot, you will work with appropriate departments for implementation. If recommended for purchase (beyond a pilot), a recommendation may be forwarded to either the Instructional Materials Committee (for instructional content) or if necessary, Contracts or Teaching and Learning Committee for Board review.

Both DAT and DIT teams meet monthly. The goal of this process is to be able to complete all reviews within 4-8 weeks of application. These groups do not meet in July or August, so any planned purchases for the following school year must be submitted with enough time to complete review prior to a summer purchase.

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**General:**

[Process Graphic](#)

**DAT:**

[DAT Guiding Questions to Consider](#)

[DAT Initial Survey](#)

**DIT:**

[Technical survey form](#)

**DET:**

Surveys, sample reports here

<https://drive.google.com/drive/folders/1S-dOHDwD-2PqEoGkiGvQ0h5zb-nnUoAY?usp=sharing>