



RICHLAND ONE
OFFICE OF LEARNING ENVIRONMENTS
& INSTRUCTIONAL RESOURCES

MEMORANDUM

To: Principals & Department Heads
From: Dr. Erica Fields, Director of Learning Environments & Instructional Resources *EF*
Through: Dr. Kevin Hasinger, Executive Director of Secondary Education
Date: April 15, 2024
Re: Digital Resources Application Process (DRAPE)

As we prepare for the upcoming 2024-2025 school year, T&L departments have evaluated the use, effectiveness, and appropriateness of all digital resources that have been used in the past to make decisions regarding which resources are appropriate for the district and schools to purchase next year to support or enhance instruction.

A listing of all prior-approved vendors at the district and school levels can be accessed by clicking on the link provided. Our goal is to (1) streamline the DRAPE process for multiple requests, (2) ensure that all resources are requested early enough to ensure students have access when school starts in August, and (3) synchronize the beginning and expiration dates of all contracts. Approved resources on List A or List B still require a DRAPE submission annually since terms and conditions may have changed.

Please adhere to the following deadlines for submissions and guidelines for submitting DRAPE requests and quotes for hardware or software:

Timeline/Submission Dates for DRAPE Requests (List A & B)

- A. District Level Approved and Purchased -(List A) **DUE MAY 10TH**
- B. District Approved/School Purchased (List B)—**DUE MAY 24TH**
- C. New School Level Requested Resources (to be reviewed and approved). These are resources that are new and have never been requested or approved for use. —**DUE JUNE 10TH**

Use this link to access updated lists A and B. [Digital Resources-List A & B](#)

The only exceptions to the approval of DRAPE request beyond the dates listed above would be due to (1) new funding, (2) assistive technology needed to support students, (3) district operational needs, or (4) newly identified need based on district-level initiatives.

Instructions and Reminders for Submitting DRAPES [DRAPE Form 2024-2025--IT Website.](#)

Use the updated 2024-2025 DRAPE Form for all DRAPE submissions. The new form is attached and can also be accessed from the Information Technology (IT) website.

1. **All DRAPES must be emailed to draperequests@richlandone.org. In the subject line of the email, add DRAPE, your school or department name and the name of the resource or product you are requesting (i.e., Subject: DRAPE-Bradley-Smart Panel).**

2. Any professional learning that also includes a technology component (online modules, website login, etc.) must have a DRAPE approved prior to submitting the requisition in MUNIS.
3. Complete the DRAPE form digitally and obtain all appropriate or required signatures (supervisor, directors for federal funds, etc.) before sending to the above-referenced link for review.
4. Attach/submit quotes for all digital resources and request that vendors extend the **expiration date** of the quote to **August 15, 2024**, to allow ample time for legal review and processing requisitions entered in MUNIS.
5. All contract periods should be for one year only beginning August 1, 2024, and ending July 31, 2025.

Note: If you have a contract for a resource that is currently ending in the middle of the year or after the school year 2024 school begins, request a quote that begins at the time the quote ends through July 31, 2025, only. Do not wait to submit the quote after the school year has begun. This will ensure that all contracts are on the same renewal cycle for the 2024-2025 and that the resource must be reviewed once for the year.

6. Attach the Terms and Conditions, Privacy Policy, and any printed copies of any links that in the document as a PDF (i.e. privacy, student use information, etc.): Links will not be accepted.
 - All attached documents must be legible. Documents will be returned to the submitter if pages are incomplete, missing, or hard to read.
 - Submit the DRAPE packet electronically via the email provided above as **one PDF document** with documents in the following order: DRAPE form, quote, T&C, Privacy information, other links deemed necessary. Multiple DRAPEs from a school/department must be sent as separate emails.
7. Any requests submitted after the dates identified in this correspondence must receive Dr. Hasinger's approval before submitting to the above-referenced link for IT review.
8. If you need assistance in obtaining a quote for software, you may enter a One to One Plus ticket and select Quote Request as the ticket type. Include in the ticket the name of the vendor/product, point of contact, number of licenses, item number, and any other essential information needed to assist with obtaining a quote.
9. All quotes for technology hardware items **must** be obtained from the district by submitting a [One to One Plus](#) ticket and selecting Quote Request as the ticket type. Include in the ticket the name of the vendor/product, point of contact, item number, and any other essential information needed to assist with obtaining a quote. **Quotes for hardware must have Johnny Brown's signature or initials.**
10. Refer to the [DRAPE Addendum](#) regarding purchasing a maximum of five (5) items from the district's Approved Hardware List.
11. Information Technology (IT) will provide an Information Technology Review Form along with the signed DRAPE that will indicate if the DRAPE has been approved or denied along with additional information regarding the status of the DRAPE.
12. **FREE DIGITAL RESOURCES REQUIRE DRAPE APPROVAL.** Please be aware that any free digital resource/software that requires a teacher/student to create an account must go through the DRAPE process.

We are excited to continue with the proposed changes and believe that the request of digital resources through the DRAPE process with the targeted submission dates provided will greatly streamline and expedite the review and approval process. If you have any questions, please do not hesitate to contact me (Erica Fields) at (803) 231-6799 or via cell at (803) 206-2645.