

The following steps have been implemented in an effort to streamline the digital content procurement process while ensuring student data security, efficiency in the rostering and single sign-on (SSO) process, and adequate training and support. Schools and Departments are advised to follow the steps outlined below when purchasing any digital content/resource/program/software.

New Purchases Or Renewals:

1. When selecting digital content/resource/program/software it is recommended that your team utilize the [NC Digital Learning Initiative: Quality Review Tool for Digital Learning Resources](#) to help ensure that the product meets the school's needs and serves as the best option.
2. Once a selection has been made, schools should complete the Digital Content Procurement form below for all 418 and 411 object code purchases. The principal/department head's signature is required. Forms are submitted to the Digital Learning Department (lskidmore@duplinschools.net) to review any purchases made using the 418 object code. *Any licenses or subscriptions purchased by CTE with the 411 object code will also need to be reviewed and approved prior to purchasing.*
3. If you checked yes for any of the Student Data questions, these additional forms are required by NCDPI for each vendor to submit to the district for each product they supply. These additional forms must be submitted with the DCS Digital Content Procurement Form. **Copy and paste the following to share with vendors:**

Please send in the following documentation. For more information, vendors may access additional details at www.dpi.nc.gov/about-dpi/technology-services/third-party-data-integration.

- [Completed the 3rd Party Vendor Integration Worksheet](#)
 - Completed [Data Confidentiality and Security Agreement for Online Service Providers and Public School Units](#)
 - Completed Vendor Assessment Tool: [NCDIT Vendor Readiness Assessment Report \(VRAR\)](#), [Educause Higher Education Community Vendor Assessment Toolkit \(HECVAT\) Lite](#), [CoSN K-12 Community Vendor Assessment Toolkit \(K-12CVAT\)](#), or 1EdTech Security Rubric (pending public release)
 - Completed FedRAMP, SOC2 Type 2 audit, ISO 27001 certification, or HITRUST certification
4. Approved forms will be sent back to the school/department to be uploaded along with the requisition in the document cabinet in LINQ to process the orders with the 418 object code or *any licenses or subscriptions purchased by CTE with the 411 object code*
 5. Once purchases are complete, notify and include your school's STEAMA Digital Teaching & Learning Support Specialist on the enrollment emails and calls with the vendor to ensure proper rostering and setup.

Digital Content Procurement Form

**Required for all 418 or 411 object code purchases*

School/Department: _____ Contact Person: _____

Vendor Name: _____ Product Name: _____

Status: _____ New _____ Renewal Service Start Date: _____ End Date: _____

****All fields must be completed for approval.**

Required Information:

Detailed Description of the Items to be Purchased:

Rostering Options Available: ___ Clever ___ SFTP ___ Manual ___ Other: _____

Please attach any supporting rostering documentation if applicable.

List the Grade Levels, Subjects, and/or Courses That will Utilize the Resource:

Technical Requirements/Other Comments:

Student Data:

1. Sharing student UID numbers _____ YES _____ NO
2. Integrating with SIS system (*PowerSchool, Infinite Campus*) _____ YES _____ NO
3. Pulling export from SIS system or SFTP setup _____ YES _____ NO
4. Integrating with Canvas LMS _____ YES _____ NO
5. Class Rosters _____ YES _____ NO
6. Rostering with Clever _____ YES _____ NO

Please submit the following REQUIRED forms from the company if you checked YES on any of the above questions regarding student data. Otherwise, sign and submit to lskidmore@duplinschools.net.

Vendors can access additional information at www.dpi.nc.gov/about-dpi/technology-services/third-party-data-integration.

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Approval Signatures:

Contact Person Signature: _____ Date: _____

Department Head or Principal Signature: _____ Date: _____

Director of Student Data Management: _____ Date: _____

Director of Digital Learning: _____ Date: _____

Director of Technology: _____ Date: _____