



## RICHLAND ONE

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### ID System Information and Supplies

May 15, 2025

The district's ID System's vendor is Morrison Consulting doing business as (DBA) Access 411. Their district vendor number is 54612. All materials/supplies for these ID machines, **must** be purchased from these vendors. Using materials/supplies from any other vendor will void our lease agreement and the school/department will be responsible for paying for the full price of a replacement machine.

#### Requirements for the System

Please note the following requirements regarding the new ID System.

1. Only System Administrators and Secondary Administrators are approved to use the ID System.
  - Principals may make changes to these assigned roles by emailing Meredith Collier at [Meredith.collier@richlandone.org](mailto:Meredith.collier@richlandone.org).
2. Again, this year schools will have the option to work with the vendor to batch print their IDs at the beginning for the school year (as a cost saving measure) or print them individually on-site.
  - Contact Meredith Collier at [Meredith.collier@richlandone.org](mailto:Meredith.collier@richlandone.org) if interested in batch printing. Schools should make this contact no later than **July 17, 2025**.
3. All IDs must remain in the district approved clear badge holder.
4. Any sticker supplied by the school may only be adhered to the clear badge holder. Stickers are **not** to be put directly on the ID.
5. Holes **are not** to be punched in the ID as the ID contains a chip that will be damaged if hole punched.
6. Schools must schedule a meeting with the Applications Support Team to discuss any software/program that they are looking to purchase that integrates with the ID System. **No** software/program may be submitted via the DRAPE process without the signature of the Application Support Coordinator, Meredith Collier.
  - Previously purchased software/programs will not integrate with this system.

#### Responsibilities for the System

Each school has an assigned ID System Administrator, Secondary System Administrator, and Supply Point of Contact responsible for the roles listed below.

**ID System Administrator:** This is the main point of contact for the ID System at each site. At a school, this must be an administrator. It cannot be a library media specialist, CRT, or any other staff person.

**Secondary System Administrator:** This is the additional staff member that would be trained to use the system. They would need to be trained and would be listed in the system as a system administrator. This could be a library media specialist, CRT, or other designed staff by the principal. This cannot be a classroom teacher.



## RICHLAND ONE

**Supply Point of Contact:** This is the person who orders supplies for your system. At a school, this would be the bookkeeper.

### Supplies

List of required materials/supplies below as well as optional materials/supplies that the vendor offers.

As a reminder, these materials/supplies are not part of your Library Media inventory and/or requirements and thus the budget for paying for these should **not** come from your Library Media budget. Please use other budget codes besides those that are allocated to your Library Media Center.

Please email [supplies@access411.com](mailto:supplies@access411.com) to request a quote. Please be sure to let them know your school and that you are in Richland One when requesting your quote.

### **Required Materials/Supplies from Access 411**

*Materials ordered from another vendor will void our agreement.*

Item Name	Item Number	Cost
HDP5000 Retransfer Film (750 prints)	405	\$121.00
HDP5000 Dual-sided Ribbon YMCKK (500 prints)	402	\$238.00
RFID One Card Cards: Mifare Classic 1K White RFID Cards (200 cards)	2086	\$260.00
RFID Printer Cleaning Kit- HDP Printer	406	\$67.00

### **Optional Materials/Supplies from Access 411**

*These materials may be purchased by other vendors and are only provided as reference.*

Item Name	Item Number	Cost
3/8 Breakaway Lanyards Solid Colors (No Customization) Minimum 500 lanyards	43-A	.74 each
3/8 Breakaway Lanyards Solid Colors Custom Printed Minimum 500 lanyards	452-BUN	\$1.73 each
3/4 Breakaway Lanyards Solid Colors Custom Printed Minimum 500 lanyards	515-BUN	\$2.10 each

### **Required Clear Badge Holders**

The vendor [Smith's Addressing Machine Service](#) (Vendor ID 55839) is the approved vendor for clear badge holders that can be used both horizontally and vertically (for both students and staff).

Contact information for [Smith's Addressing Machine Service](#) is [sales@sams1.com](mailto:sales@sams1.com).

Item Name	Item Number	Cost
Clear Vinyl Multi-Directional Badge Holder (Box of 100)	1815-1600	\$40.00