



To Whom It May Concern,

Thank you for being a valued partner in education for our district.

Our district uses an internal Technology Approval Process to ensure that all technology, including free digital resources, software, and hardware, is properly vetted before used on our district network and devices. As part of this process, every product or service must be reviewed by a cross-functional team, which may include representatives from the Information Technology Department, Operations, Teaching and Learning, and Legal Services.

To support an efficient and timely review, we ask that you provide the required documentation listed below. These items are necessary for **all** renewals as well as for products and resources under consideration for potential district use (pilots or demonstrations).

Please note that PDF attachments are required, as hyperlinks cannot be accepted.

Kindly reply to this email with PDF copies of the requested documents. Some items are mandatory, and we cannot proceed with the Technology Approval Process review without them.

Item	Required/Optional	Note
Quote	If Applicable	• If the product or service is on state contract, the state contract number must appear at the top of the quote. • Quotes must be current within the last 30 days or have a listed expiration date. Please note that we may need to request an updated quote depending on the timing of the approval. If possible, a quote without an expiration date is preferred. For resources that begin at the start of the school year, August 15, 2026, would be an appropriate expiration date. • Quotes must itemize all charges, including sales tax, shipping, handling, and any additional fees.
Contract/Agreement	If Applicable	• Please note that only the Superintendent or his designee is authorized to sign these documents. Do not enter an individual's name in the signature field; it should always remain listed as Richland County School District One. • The district will identify and assign the appropriate signer.

Item	Required/Optional	Note
Privacy Policy	Required or Optional	This is required, unless the vendor signs the Richland One Data Confidentiality and Privacy Agreement or the National Data Privacy Agreement. See below.
Terms and Conditions or Term of Service	Required if on a Separate Document	- We understand that some vendors use these terms interchangeably. If your organization does not use this type of document, it is not required. - This is required only if it is provided as a separate document from the quote.
Web Accessibility Compliance Click here for more information about WCAG 2.2 requirements	Required	Please review our Web Accessibility Request document for more information.
List of URLs for Whitelist Review and/or any other Technical Documents for Review	Required	This information can be provided in an Excel format, or PDF. Technical documents need to explain what a system needs to operate securely and correctly on the district network so that IT staff can review it for compliance and support. Please note that systems need to connect with ClassLink to function properly. Vendors need to send Content Delivery Network (CDN) specific URLs to be reviewed.
Richland One Data Confidentiality and Privacy Agreement	Optional	If this document is provided, vendor privacy policies and terms and conditions are not required. Please note that any proposed changes to our agreement must be reviewed and approved by our Legal Services team. All agreements must be signed annually.
National Data Privacy Agreement	Optional	If you are interested in signing a National Data Privacy Agreement (NDPA) for inclusion in the Student Data Privacy Consortium , please send an email R1techapproval@richlandone.org to request a copy of the agreement. Once signed, please inform your district point of contact so they can note this in their submission and proceed with the review. The NDPA will remain valid for three years.

Note regarding privacy agreements: You are not required to use all three agreements. You may choose to use the NDPA, the Richland One Agreement, or your own agreement. Please note that the NDPA is valid for three years, while the other two agreements must be completed annually.

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Thank you in advance for your cooperation and continued partnership with Richland County School District One. We appreciate your timely attention to this request and look forward to reviewing the required documentation so we may proceed with the Technology Approval Process.

Should you have any questions or need clarification regarding any of the required items, please do not hesitate to contact us at R1techapproval@richlandone.org.

Sincerely,

A handwritten signature in blue ink that reads "Candice K Coppock". The signature is written in a cursive, flowing style.

Dr. Candice Lowman Coppock