



Granite School District Purchasing Department

Software and Online Resource

Software and Online Resources are any resource that will be accessed online using the GSD network or any resource that will require district technical support.

Step 1: Work with your STS, LMETS, TSS or other technology staff to determine if the resource is listed on the Academic Technology Site at <https://academictechnology.graniteschools.org>

If the resource is listed, please skip Step 2, and continue with Step 3. ***Step 3 is required because a resource being listed DOES NOT indicate a purchasing process has been completed.***

Step 2: If the resource is not listed, enter a request. See <https://academictechnology.graniteschools.org/process.aspx>

Once entered, the request will be electronically routed through the following processes:

1) Technology staff – resource will be reviewed to verify it will function in our network environment, firewall, iBoss, and if applicable Portal.

2) Educational Specialist – resource will be reviewed by a curriculum, CTE, or Technology specialist to determine it meets GSD and state requirements

3) Student Data – if yes was marked indicating student data is shared with the software vendor, the vendor will be contacted to obtain agreement to the Data Privacy Terms and Conditions. This requirement is due to legislation (Utah Code 53E Chapter 9). This process could take some time as the vendor reviews with its legal support. If the vendor will not agree to protect student’s information, we will be unable to use the resource in our district.

4) Final Technology approval – this review looks at items 1-3 to verify all reviews were completed correctly and provides final approval.

STS, LMETS, TSS, other technology staff, or person entering the request can log in to the data manager to see where the request is at in the process. Person entering the request will receive an email once the process is complete.

If you have questions regarding Steps 1 or 2, contact desktopadmin@graniteschools.org

Step 3: Once Steps 1 and 2 are complete, depending on the dollar amount of your purchase, place your order within established thresholds using PCard or Pay Voucher OR enter a Requisition. If you are purchasing on your own, make sure to follow purchasing policies. This may include: locating and obtaining a quote from a GSD or State of Utah contract holder; if there is not a contract, using the district quote form to obtain and document at least two quotes; or if there is not a contract in place and you are unable to obtain quotes because the item is unique, completing an “Award of Contract Without Engaging in a Standard Procurement Process Request Form” (aka Sole Source Form).

If you submit a requisition, please email a copy of the quote(s) and any other supporting documentation to the buyer.

If you have questions regarding Step 3 (purchase/ordering process) please reach out to the current buyer, Julie Fisher at (385) 646-4309 or jfisher@graniteschools.org