

## Budget Request Form – Software

### Block 1 - Software Request:

*Actual Name of software (or Generic title if the decision will be made by committee):* \_\_\_\_\_

Software Publisher/Vendor (Not applicable if software has not been chosen.): \_\_\_\_\_

Name of Requestor(s) / Job Title(s): \_\_\_\_\_

Requesting School(s) or District Level Department: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date Software is needed: \_\_\_\_\_

Type of Software: ☐ Instructional  
☐ Student Assessment  
☐ Administrative  
☐ Infrastructure / Environmental  
☐ Resource  
☐ Other

Please explain: \_\_\_\_\_

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☐ Request for software pilot:

Describe briefly: \_\_\_\_\_

☐ Request for expansion of existing software license:

Describe briefly: \_\_\_\_\_

☐ Request for new district level software license:

Describe briefly: \_\_\_\_\_

☐ Request to roll existing local school licenses into a district software license:

Describe briefly: \_\_\_\_\_

☐ Request for local school software license:

Describe briefly: \_\_\_\_\_

Total (1<sup>st</sup> Year) cost for software (See Software Environment and Training sections for other costs): \$ \_\_\_\_\_

Total cost for software calculated by student if applicable: \$ \_\_\_\_\_

2<sup>nd</sup> Year cost for software initiative: \$ \_\_\_\_\_

3<sup>rd</sup> Year cost for software initiative: \$ \_\_\_\_\_

Suggested Funding sources for this initiative:

☐ District Level Instructional Monies: \$ \_\_\_\_\_

☐ District Level Technology Monies: \$ \_\_\_\_\_

☐ Local School Instructional Allotments: \$ \_\_\_\_\_

☐ Grant Funding: \$ \_\_\_\_\_

☐ Title Funding: \$ \_\_\_\_\_

☐ Other: \$ \_\_\_\_\_ Explain: \_\_\_\_\_

*End of Software Request Block 1*

Block 2 - Software Environment:

(Select all of the following that apply)

- ☐ To be used in Classroom(s)
  - ☐ To be used in Elementary School
  - ☐ To be used in Local School Office(s)
  - ☐ To be used in Middle School
  - ☐ To be used in Computer Lab(s)
  - ☐ To be used in High School
  - ☐ To be used in District Level
  - ☐ Software is server Based
  - ☐ Software is WEB based – hosted outside Hall County’s network
  - ☐ Software is WEB based – hosted by Hall County
  - ☐ Software is to be installed onto separate computers and/or laptops
- Estimate number of desktops and/or laptops that will need installation: \_\_\_\_\_

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Describe the software security and explain who (by title) will be responsible for each level: \_\_\_\_\_

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Will student or personnel data downloads/uploads be required? ☐ YES ☐ NO  
Explain: \_\_\_\_\_

(Describe below additional/extra needs associated with this software request and give detail estimated costs.)

- NO: ☐ YES ☐ Extra hardware/computers/servers needed
- NO: ☐ YES ☐ Extra technical support (i.e. vendor help desk) needed.
- NO: ☐ YES ☐ Additional network cabling needed.
- NO: ☐ YES ☐ Electrical service additions or repairs needed.  
If “YES”, the Maint. Dept. has been notified of this pending request: \*\*\*\*\* NO: ☐ YES: ☐
- NO: ☐ YES ☐ Construction needed.  
If “YES”, the Maint. Dept. has been notified of this pending request: \*\*\*\*\* NO: ☐ YES: ☐
- NO: ☐ YES ☐ Furniture needed.  
If “YES”, Admin. Serv. Dept. has been notified of this pending request: \*\*\* NO: ☐ YES: ☐
- NO: ☐ YES ☐ Additional support personnel are needed ... include technical support.  
If “YES”, the HR Dept. has been notified of this pending request: \*\*\*\*\* NO: ☐ YES: ☐

Describe the extras needed: \_\_\_\_\_

Give a total estimated cost of extras: \$ \_\_\_\_\_

End of Software Environment Block 2

### Block 3 - Software Selection and Acquisition:

Will a selection committee be created to review software options? YES: ☐ NO: ☐

If "YES", describe the proposed committee composition by job title: \_\_\_\_\_

Describe the proposed software review process. Include the selection criteria and any supporting data analysis: \_\_\_\_\_

Will the software purchase require an RFP? YES: ☐ NO: ☐

If the answer is "NO", is there an existing contract that will be extended through this request? YES: ☐ NO: ☐

If "YES", who has a copy of the contract? \_\_\_\_\_ Briefly describe the specifics of the contract: \_\_\_\_\_

Will this acquisition require a "sole branded / sole sourced" purchase? YES: ☐ NO: ☐

If sole sourcing or sole branding, provide complete justification: \_\_\_\_\_

*All software purchases over \$4,999 are tracked for audit purposes and require a "capital software" account.*

*End of Software Selection Block 3*

### Block 4 - Software Training:

Software users (select all that apply to this software request):

- ☐ TEACHERS
- ☐ STUDENTS
- ☐ SCHOOL ADMIN
- ☐ DISTRICT LEVEL PERSONNEL

Is software training included in the total software pricing in Block 1? YES: ☐ NO: ☐

Total training costs for this request: \$ \_\_\_\_\_

Describe the training process and include numbers of days, hours, on-line or on-site, whether or not substitutes will be needed, travel expenses, etc.: \_\_\_\_\_

*End of Software Training Block 4*

### Block 5 – Roles / Responsibilities / Contacts:

Non-Information Technology and Assessment Department Team: \_\_\_\_\_

Personnel responsible for software acquisition: \_\_\_\_\_

Installation and Implementation Team: \_\_\_\_\_

Training Team: \_\_\_\_\_

Operational Team: \_\_\_\_\_

*End of Roles / Responsibilities / Contacts Block 5*

Submit completed form to Instructional Technology Coordinator: [todd.murrow@hallco.org](mailto:todd.murrow@hallco.org)