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: 

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 (1st Year) cost for software (See Software Environment and Training sections for other costs): $ 

Total cost for software calculated by student if applicable: $ 

2nd Year cost for software initiative: $ 

3rd 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: $ ______
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 is 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

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