Business Training Meeting

Purchasing Presentation- October 2020

SURPLUS & TRANSFER PROCESSES

Rachel Davis

SURPLUS & TRANSFER PROCESSES

https://docs.google.com/presentation/d/1aR2ZwJLU150untDHNMLpyMsgcXrbTQFNI4I0a-Bi1_A/edit#slide=id.p

Purchasing Apps & Software and the New Student Data Privacy Agreement

Brenda Veldevere

With the use of technology in schools, student's information – including **Personally Identifiable Information** – is collected by Third Party Vendors that provide:

Educational Apps

Educational Websites

Learning Management Software

Student Assessment Software

Student Information Systems Software

What is Personally Identifiable Information?

Personally Identifiable Information (PII) is any data that can be used to identify a specific individual. In K–12 schools, some common pieces of student PII include, but are not limited to:

- Student's full name
- Date of birth
- Student Number
- Home address
- Home telephone number
- Email address
- Names of parents or family members
- Maiden name of student's mother
- Demographic information

Utah's Student Data Protection Act in U.C.A. §53E-9-309 Third-party Contractors

Enacted in 2018 Section 309 requires Third-party contractors to:

- Use student data strictly for the service for which they are contracted
- Store and protect student data using industry-level standards
- Not sell student data
- Not use targeted advertising
- Must report any data breaches
- Delete student data if we ask them to
- Be willing to subject themselves to an audit if we wish
- Sign a Data Privacy Agreement (DPA) if their privacy policy doesn't cover all elements of the Utah student privacy law

What is the Purpose of the Data Privacy Agreement (DPA)?

The DPA is a legally binding document to be entered into between the App/Software Seller (referred to as Contractor) and the School District (referred to as LEA)

- Describes the Contractors duties and responsibilities to protect student data
- Ensures compliance with all applicable statutes, including the

  Family Educational Rights & Privacy Act (FERPA),

  Children's Online Privacy Protection Rule (COPPA),

  Protection of Pupil Rights Amendment (PPRA)

and other applicable Utah State laws, all as may be amended from time to time

So How does this affect you and your school?

- Any App, educational website, software program that collects any Personally Identifiable Student Information (PII) has to meet the minimum requirements of the Utah Student Privacy and Data Protection Act, or the school can't legally use it.

- If The Third-party Contractor's privacy policy does not cover all elements of the Utah student privacy law, then they must sign a Data Privacy Agreement (DPA), or the school can't legally use their apps or software.

- Don't purchase Apps or Software on your PCard. Purchase only on a requisition so that Purchasing can ensure the DPA process happens.

- There may be a DELAY in the procurement while Purchasing solicits the DPA from the vendor.

Purchasing Process for Apps & Software

Don't purchase Apps or Software on your PCard. Purchase only on a requisition so that Purchasing can ensure the DPA process happens.

- The requesting school submits software to be purchased to the Purchasing Department on a Requisition, complete with 3 quotes (if over $2,000) or sole source request form
- Purchasing determines if a DPA is already on file with Evaluation, Research & Accountability Department for the proposed vendor. If a DPA is already on file, then the purchasing process may move forward
- If no DPA is on file, then Purchasing sends a DPA to the proposed vendor for a signature. Once the vendor signs the DPA, then the purchasing process may move forward
- If a vendor chooses not to sign or does not respond, the purchase of the app or program is halted and the app or program is blocked by Information Systems

How long does the DPA process take?

- That depends on how quickly the Third-party Contractor responds. The DPA process can take as few as a couple days or up to several weeks.

Reasons for delays are:

- Typically, Third-party Contractors have to submit the DPA to their Legal Department for review

- Often Third-party Contractors want to negotiate conditions within the DPA

Some Apps and Software Vendors have already signed a DPA

- A list of apps, programs and online subscriptions that have already been vetted and approved for use can be found at this link:

https://assessments.jordandistrict.org/student-data-privacy-approval-requests/

- Please note: This approved list of software vendors just represents vendors that have already signed the required DPA. Our intent is to add additional vendors to the list as purchase requests for software and apps come in.

JORDAN SCHOOL DISTRICT

Departments

Jordan School District is organized into departments that provide programs and services for District students, parents and employees.

- Superintendents & Business Administrator
- Administrators – Feeder Systems
- Accounting, Budgets & Audits
- Auxiliary Services
- Career & Technical Education
- Central Warehouse
- Communications
- Custodial & Energy Services
- Equity & Compliance
- Evaluation, Research & Accountability
- Facility Services
- Human Resources
- Information Systems
- Instructional Support Services
- Insurance Services
- Jordan Education Foundation
- Nursing Services
- Nutrition Services
- Payroll
- Purchasing
- Special Education
- Student Services
- Teaching & Learning (Curriculum)
- Transportation

Can't find what you're looking for? Please visit our Program Info page.

JORDAN SCHOOL DISTRICT
Evaluation, Research & Accountability

Bulletins | Assessments | Ethics | Test Coordinators | Accountability | Research | PD/Training | Data Privacy

Tableau Dashboards

Welcome

Our Mission is to:

- Facilitate professional development in accurate and ethical administration of state and district mandated assessments
- Ensure the efficient administration of all state and district mandated assessments
- Provide meaningful assessment data in order to facilitate increased student learning
- Oversee and coordinate all research activities conducted within Jordan School District

Forms:

- 2020-21 Elementary Parental Exclusion Form (opt-out form)
- 2020-21 Secondary Parental Exclusion Form (opt-out form)
- 2020-21 Parental Exclusion Form-Spanish

Name		Phone	Position
Ben	Jameson	801-567-8243	Director
Gaylene	Miller	801-567-8185	Administrative Assistant
Holly	Allen	801-567-8115	Consultant/Grants

Student Data Privacy Approval Requests

Jordan School District's Data Collection Notice

Jordan School District's Student Data Governance Plan: 2020-2021.

To submit an app, program, or online software subscription to be vetted for student data privacy, please contact your school's instructional technology specialist.

When do I need approval?

When using a free or purchased app/website/program that requires that you or the student to enter a student's personally identifiable information.

- Name
- ID Numbers
- Logins
- Passwords
- Date of birth
- Demographic Information

Following is a list of third party app, program and online software subscription vendors who have been approved for purchase in Jordan School District. Apps, programs, and websites that are not purchased are not currently listed.

Third-Party Application	Vendor	DPA Signed	Comments
3rd Millenium Classrooms	3rd Millenium Classrooms	Yes	July 26, 2020

Third-Party Application	Vendor	DPA Signed	Comments
3rd Millenium Classrooms	3rd Millenium Classrooms	Yes	July 26, 2020
Acadience Reading	Amplify	Yes	
Achieve 3000	Achieve3000 Literacy	Yes	August 3, 2020
Assessment of Performance Towards Proficiency in Languages (AAPPL)	Language Testing International	Yes	
BASC-3	Pearson	Yes	
Class Craft	Classcraft Studios, Inc.	Yes	Exhibit E
Defined Learning	Defined Learning LLC	Yes	April 3, 2020
Eastman Adams Photography	Eastman Adams	Yes	
Edificiency	Edificiency, LLC	Yes	Exhibit E
EdPuzzle	EdPuzzle	Yes	
Eduspire	Eduspire	Yes	Exhibit E
ESGI	ESGI Software	Yes	
Freckle	Rennaissance Learning, Inc.	Yes	Exhibit E
GMetrix MOS	Certiport	Yes	Exhibit E

Goalview	Public Consulting Group	Yes	
Grammarly	Grammarly, Inc.	Yes	Company's usage age restriction is 13 and older
Hero	SchoolMint	Yes	August 18, 2020
Imagine Learning	Imagine Learning	Yes	
InferCabulary	Communication Apptite, Inc.	Yes	August 13, 2020
Iowa Test of Basic Skills (ITBS)?CogAT	Riverside Clinical and Standardized Testing Portfolio	Yes	
iReady	Curriculum Associates	Yes	
Junior Great Books	The Great Books Foundation	Yes	Exhibit E
Lexia	Lexia Learning Systems LLC	Yes	Exhibit E
MakeMusic	MakeMusic	Yes	Exhibit E
MAP Growth & MAP Skills	NWEA	Yes	August 3, 2020
Mastery Connect	Instructure	Yes	
MathSpace	MathSpace	Yes	
MathType	Maths for More (WIRIS)	Yes	July 20, 2020
Meeting Room Manager	Asure Software	N/A	No student data collected
Mental Health Screening	Terrace Metrics	Yes	

MobyMax	Learn Without Limits, LLC.	Yes	Exhibit E
MusicFirst	Wise Music Group	Yes	Sep. 17, 2020
Nearpod	Nearpod	Yes	
NoRedInk	NoRedInk Corp.	Yes	Sep. 18, 2020
Notis	Notis	Yes	
Panorama	Panorama Software	Yes	
Pikmykid	Kidio Co.	Yes	Sep. 16, 2020
Ponddy	Ponddy Education Inc	Yes	Exhibit E
Reading Horizons	Reading Horizons	Yes	
Reading Plus	Reading Plus, LLC	Yes	
Really Great Reading	Really Great Reading	Yes	May 8, 2020
Reflex	Explore Learning	Yes	
Scholastic Reading Inventory (SRI)	Scholastic	Yes	
SchoolSpace	Venyooz	NA	No Student Data
Screencast-O-Matic	Team Premier	N/A	Approved for teacher use only
Seamless WBL	NC3T	Yes	
SkillStruck	SkillStruck LLC	Yes	Exhibit E

Sourcewell	Sourcewell	Yes	December 23, 2019
Spelling City	Vkidz Holdings	Yes	Exhibit E
TechSmart	TechSmart	Yes	June 16, 2020
TestOut	TestOut Corp.	Yes	Exhibit E
ThinkCentral	Riverside	Yes	
Typing Club	EdClub, Inc.	Yes	
Typing Pal	Druide informatique inc	Yes	September 21, 2020
Typetastic!	Typetastic	Yes	
VoyagerSopris Langauge Live!	Voyager Sopris Learning	Yes	

What if the App or Software we are currently using isn't on the list?

- If you are currently using an app or software that is not on the list, keep using it. Purchasing will get that vendor to sign a DPA when it comes time to purchase a renewal.

- Remember, this DPA process is new. As such, there are a lot of apps and software programs not on the list. Our goal is over time to catch all apps and software and have a DPA signed.

Some Third-party Contractors refuse to sign a DPA

- Codesters
- Deck.Toys
- Quizlet

Why won't they sign a DPA?

- They make their money by allowing their Marketing Partners to use your student's data

Quizlet, Quizlet Live & Quizziz

NOT ALLOWED

- **Quizlet** – uses student data for targeted advertising.

Please note that both paid and unpaid subscriptions are blocked by Jordan School District. So we advise teachers not to spend money on it.

ALLOWED

- **Quizlet Live** allowed because student's do not log in.
- **Quizziz** is allowed and requires no DPA as its privacy policy is in line with State Law.

At a later date

- Evaluation, Research & Accountability will be contacting digital teaching and learning coaches at each building in order to train them on vetting free apps

- Teaching & Learning and Evaluation, Research & Accountability are working to develop an interactive website where schools and teachers may go to see what apps and programs have been approved and denied

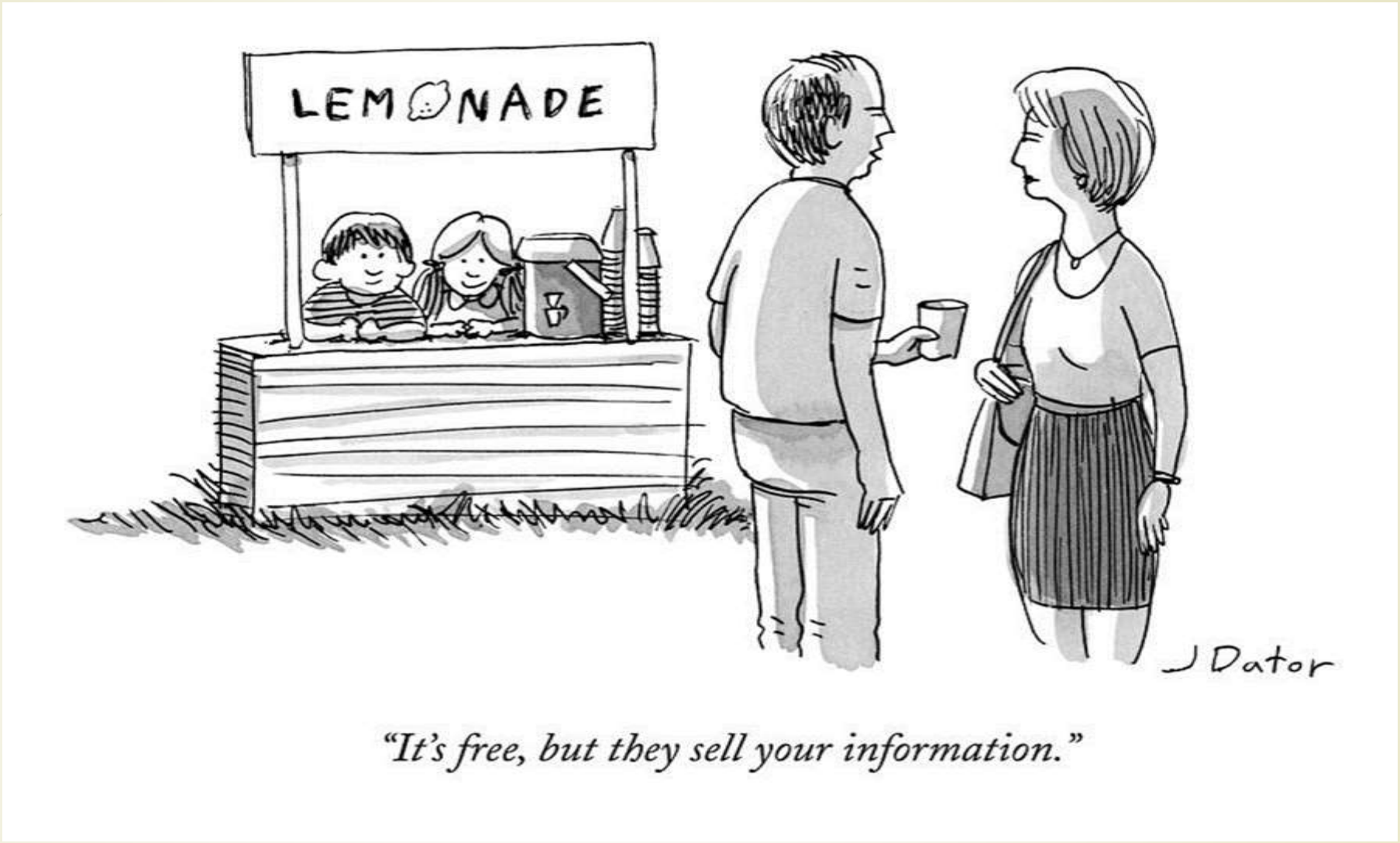
4 Key Takeaways

1. Don't purchase Apps or Software on your PCard. Purchase only on a requisition so that Purchasing can ensure the DPA process happens.

2. The approved list of software vendors just represents vendors that have already signed the required DPA. Our intent is to add additional vendors to the list as purchase requests for software and apps come in.

3. If your selected app or software is not on the list, it doesn't mean you can't purchase it. It just means there is an additional step in the purchasing process (having the vendor sign a DPA) that needs to take place before a purchase order for that app or software can be issued.

4. If you are currently using an App and Software that is not on the list, keep using it. We will get that vendor to sign a DPA when it comes time to purchase a renewal.



Questions?

AMAZON BUSINESS ACCOUNTS

Kurt Prusse

Amazon the Company

- Founded in 1994 as a online marketplace for books
- In 2015, surpassed Walmart as the most valuable retailer in the U.S.
- In 2018, Amazon Prime surpassed 100 million subscribers worldwide
- Is the world's largest online marketplace
- Is the second largest Internet company in the world (by revenue)

Jordan School District – Amazon Use

2019-2020

- Total Spend - $1,070,203
- Average order size - $106
- Number of orders – 10,060
- Number of items – 21,898

YTD 2020 (July 1 – Sep 24)

- Total Spend - $621,342
- Average order size - $128
- Number of orders – 4,863
- Number of items – 9,611

Amazon Business as a tool

- Covered under State Contract
- ✓ MA3273 Office and School Supplies (restrictions apply)
- ✓ Quotes can be used without talking to a person
- ✓ Purchases over $2,000 subject to quoting requirements
- ✓ Payment can be made with District Pcard or Purchase Order

Amazon Restrictions

- Digital Cameras
- Computer Devices (Use State Contracts)
- Printers (Use State Contracts)
- Large Furniture Orders (Use State Contracts)
- Software (See Brenda's Presentation)
- Printer/Copier Toner (Use District Contract)

Contact Purchasing for Exceptions and Alternatives

Amazon Business Accounts

- Orders under $2,000
- Do Not Pay for Shipping (some exceptions apply)
- No Shipping to Home Addresses
- Sales Tax should not be charged (some exceptions apply)
- Orders over $2,000 can use Skyward eCommerce (Pay by Invoice)

P-CARD LIMIT INCREASE REQUESTS

Kris Wishart

How to request an increase to P-Card Limits

- To request P-Card limit increase you must contact Kurt Prusse, Purchasing Director.
  - The preferred method of contacting Kurt is by email
  - The email should come from the school principal or the department administrator but if they are not available please cc them on the email.
- When you request a limit increase you need to be specific.
  - Are you requesting a monthly limit increase and why?
  - Are you requesting a single purchase limit increase, what is the reason for purchase and do you have quotes to support it?

  (These quotes do not get sent up to accounting with your P-Card statement but should be kept with a copy of the statement at your location for reference if you should be audited.)
- Once your limit increase is approved, Kris Wishart will make the increase and email your Principal/Administrator, you and whoever the limit increase is for.

CONTRACTS

Kurt Prusse

Types of Contracts

- District Contracts
- State Contracts
- One-time Contracts
- Multi-year Contracts

District Contracts

- Must go through Purchasing
- Must be solicited by Bid or RFP
- Board Approved over $50,000
- Have specific Start and End dates

State Contracts

- Many types of state contracts
- Must follow the rules of the contract
- May need to seek competition (quotes or best value determination)
- Over $50,000 need Board approval

One-Time and Multi-Year Contracts

- Under $2,000 can be entered into and signed by school or department Administrator

- Over $2,000 must be signed by Business Administrator
  - School or Department need to read, understand, and initial the contract before giving to BA
  - Purchasing needs to sign off and approve
  - Procurement rules need to be followed
  - Software agreements must follow SDP process and have signed DPA
  - Over $50,000 for the entire contract duration must be approved by the Board

REQUISITION ENTRY & REMINDERS

Tonya Hodges

Requisition Entry Instructions Now Available!

- Go to : Departments > Purchasing > Helpful Links > Training > "How to Put on a Purchase Requisition in Skyward"
- Link: https://purchasing.jordandistrict.org/links/training/
- Step by step instructions for filling out a requisition
- Use for refresher and to assist new employees

Requisition Entry Reminders

- Always have a line item regarding freight/shipping. If shipping is included in the price, please indicate "Shipping Included". Note this as the 2nd to last line item.
- Please reference the quote number as the last line item.
- Always attach all quotes obtained for the purchase request
- Please include the description and specifications for your items, especially if Purchasing will be conducting a bid, RFP or quote process.
- In the Req. Master section, in the "Attention" line, please include your phone number and email with your name that auto populates.

Requisition Entry Reminders (continued)

- Please list all line items on your quote. If you will have more than 15-20 line items (not including shipping and other notes), then we can accept a single line item stating "See attached quote# …". You will still need to reference shipping and other pertinent notes
- When you receive a copy of the PO to your school or department, please make a copy to give to your end user (teacher, administrator, staff member, etc.) This lets them know order has been placed, and they have information to check against the order once it arrives.

QUESTIONS?

Contact Us!

- Kurt Prusse- Director: 801-567-8710; kurt.prusse@jordandistrict.org
- Brenda Veldevere- Senior Buyer: 801-567-8703; brenda.veldevere@jordandistrict.org
- Tonya Hodges- Senior Buyer: 801-567-8706; tonya.hodges@jordandistrict.org
- Rosemary Frenchwood- Buyer: 801-567-8707; rosemary.frenchwood@jordandistrict.org
- David Burbridge- Buyer: 801-567-8702; david.burbridge@jordandistrict.org
- Kris Wishart- Administrative Assistant: 801-567-8708; kris.wishart@jordandistrict.org