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Technology Purchasing Process:
Hardware/Digital Content (Software)

https://bit.ly/25-26DPDPpresentation

Neal Kellogg, Director
Digital Procurement and Data Privacy

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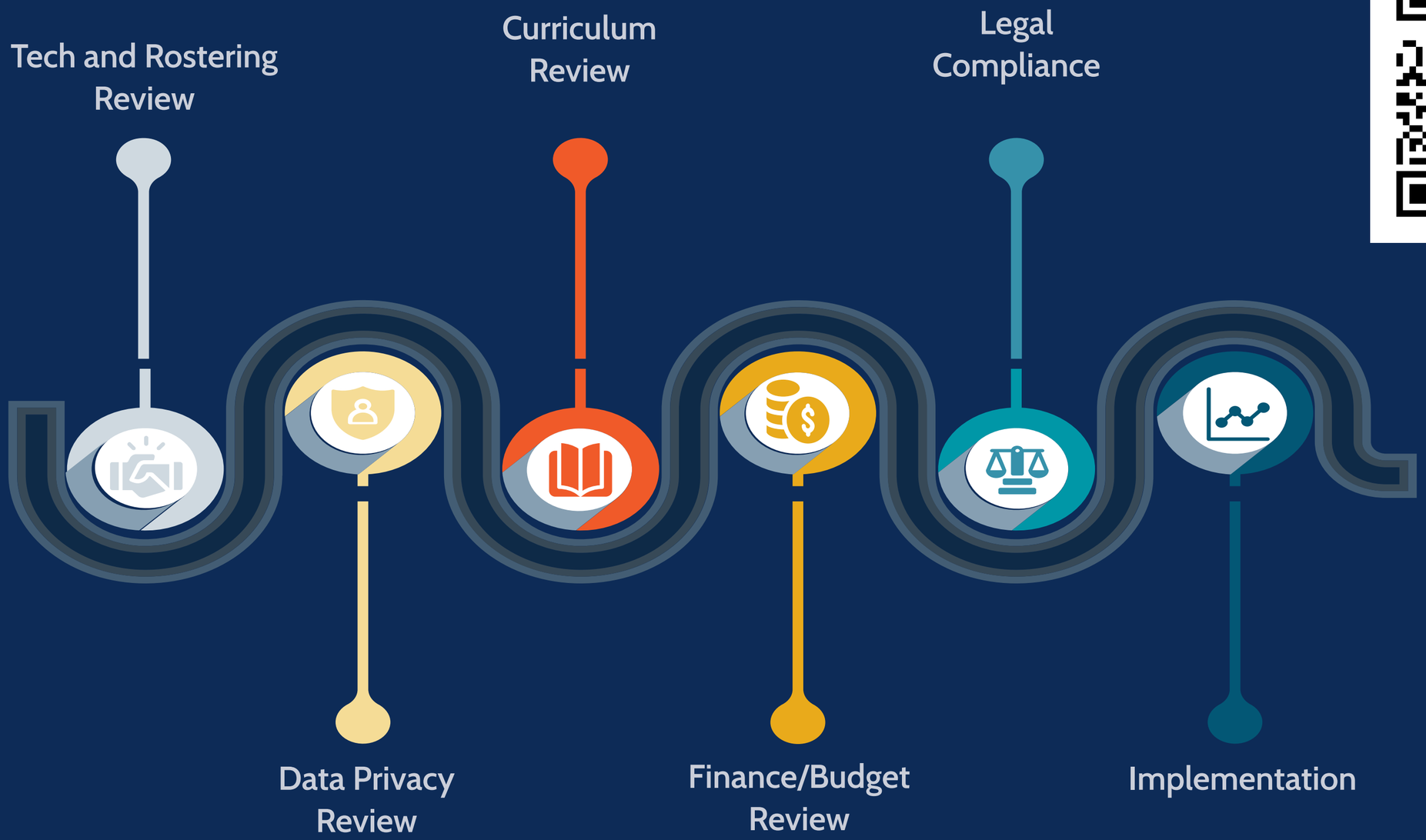
Information Technology Governance

The Digital Procurement Process



https://bit.ly/25-26DPDPpresentation

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Why is a Technology Purchase Requisition Form (TPR) necessary?

https://bit.ly/25-26DPDPpresentation

To ensure...

Capacity

Confirm the hardware/software technical specifications are compatible with the OKCPS infrastructure.

Alignment

Ensure your software request aligns with Oklahoma Academic Standards, OKCPS Academic initiatives, and will be implemented and sustained for its intended purpose.

Legal

Verify the adherence to all state/federal laws and regulations, OKCPS board policies, and established data privacy best practices.

When is a Technology Purchase Requisition Form (TPR) necessary?

When to do a TPR

- When requesting to purchase desktop & laptop computers, touchscreen tablets, printers, projectors, interactive flat panels, and digital content (software).

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When to do a TPR

- When requesting to purchase desktop & laptop computers, touchscreen tablets, printers, projectors, interactive flat panels, and digital content (software).

- A TPR is NOT required for accessories (keyboard, mice, document cameras, power adapters, headphones, etc.).

<u>If you are not sure, simply reach out to the Director of Client Services.</u>

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Why does all software have to go through an approval process?

Security

When using an online service provider for instructional purposes, schools must accept responsibility for transferring a large amount of student information to the provider.

OKCPS must review all online providers to ensure that proper privacy protections are met.

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Security

If student privacy requirements are not met, the online service could cause the school/district to be out of compliance with federal regulations and privacy standards.

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Fall River Public Schools, Mass., Hit by Cyber Attack

A Massachusetts school district is working with third-party cybersecurity experts and law enforcement officers to investigate whether them network intruder accessed anyone's personal information.

April 08, 2025 • Susannah Sudborough, masslive.com

Over 250 Students Affected by Hillsborough County Data Breach

A recent data breach at Hillsborough County Public Schools in Florida exposed names, dates of birth, district student identification numbers, state identification or Social Security numbers of 254 students.

September 25, 2023 • Marlene Sokol, Tampa Bay Times

Ransomware attacks surge 69% across global education sector

Ransom demands averaged $608,000 for international education entities in the first quarter of 2025, a Comparitech analysis found.

Published April 14, 2025

Education data breaches hit record high in 2021

Published April 10, 2023

September 10th, 2024

Cybercrime | News | News Briefs

Washington state school district closed for second day after cyberattack

A Seattle-area school system serving more than 17,000 students is closed

Schools, colleges faced record-breaking year of ransomware attacks in 2023

There were 121 incidents found last year alone, according to an analysis by Comparitech, but researchers noted their findings "only scratch the surface."

Published Aug. 30, 2024

Why a New Brand of Cyberattack on Las Vegas Schools Should Worry Everyone

Infamously weak student passwords, a TikTok disclosure, parent threats and media leaks fueled a massive hack on America's fifth-largest district.

'The 74/iStock

erleber | November 8, 2023

Henry County Schools Start Fourth Week Without Internet

A public school district in Georgia is still trying to bring its network back online after shutting it down in mid-November because of "suspicious activity." Officials say important programs were not impacted.

November 27, 2023 • Leon Stafford, The Atlanta Journal-Constitution

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1 How a Smart Connected Campus Enhances the Student Experience

2 Zero Trust Security for K-12 and Higher Education

3 The Connected Campus: Exploring the Future of Digital and Smart Campuses

4 Paying the Price: Ransomware in Education

New York City Public Schools among MOVEit data breach victims

The nation's largest school district revealed over the weekend that 45,000 of its students had data exposed by the global cyberattack.

Published June 27, 2023

Cyberattack potentially exposes student, staff data in Alabama

State education department staff were able to interrupt the cyberattack, and the extent to which data may have been compromised is under investigation.

Published July 10, 2024

K-12 Cybersecurity News

Illuminate Data Breach Spreads to Fifth State as Oklahoma City Notifies Parents

By Kristal Kuykendall | 05/17/22

OKCPS confirms ransomware cyber-attack

Posted: May 14, 2019 / 06:54 PM CDT
Updated: May 14, 2019 / 08:45 PM CDT

Guthrie Public Schools hit by ransomware attack

Share

KOCO NEWS 5 abc | Updated: 6:19 PM CDT Sep 24, 2019

OKCPS student information system down after 'denial of service' attack

Share

KOCO NEWS 5 abc | Updated: 6:30 PM CDT Sep 23, 2018

Critical Infrastructure Security, Network Security

Cyber attack disrupts Bartlesville school systems in Oklahoma

May 2, 2025

NORMAN PUBLIC SCHOOLS FACING RANSOMWARE ATTACK

Norman Public Schools has asked parents to turn off all NPS issued electronic devices while they work to resolve a ransomware attack.

Friday, November 4th 2022, 6:20 pm
By: News 9

TULSA TECH HIT BY DATA BREACH

Tulsa Tech says someone stole data belonging to students who were enrolled in its classes between 1986 and 1999.

Thursday, September 1st 2022, 4:58 am
By: News On 6

EXCLUSIVE

SECURITY

Children's data hacked after school software firm missed basic security step, internal report says

An executive admitted during a meeting that a breached account had failed to use multi-factor authentication, according to materials reviewed by NBC News.

“The hacker simply obtained a single employee’s password.”

Information Technology Governance

Approved Software Lists

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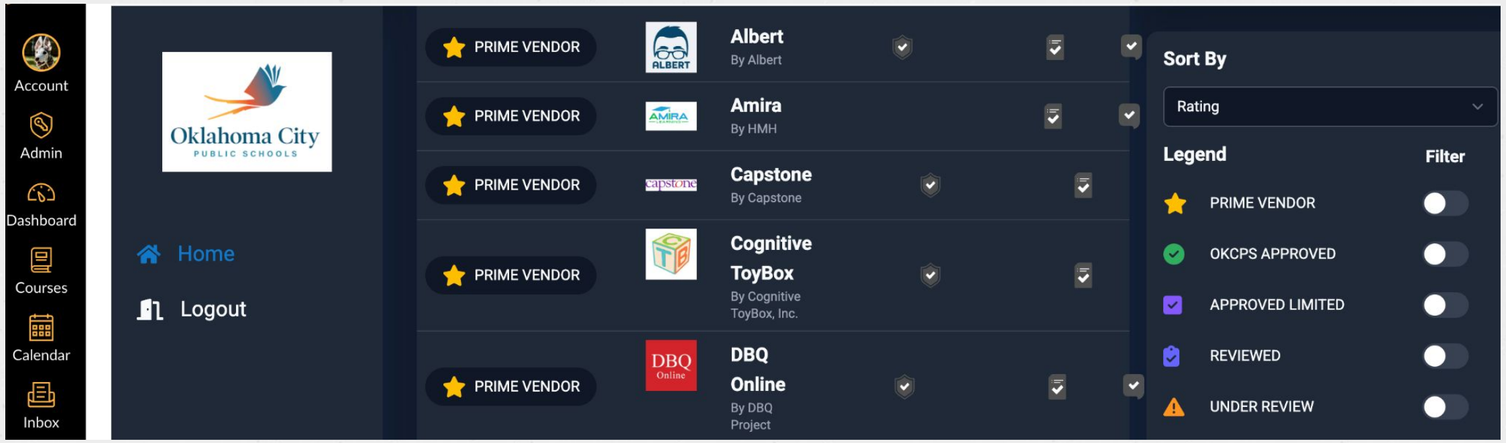
Approved Software

Trusted Apps Management Platform (Canvas):

This is THE LIST with specific details and information about every program, both approved and not approved. It is only accessible by OKCPS and not the public.



Canvas

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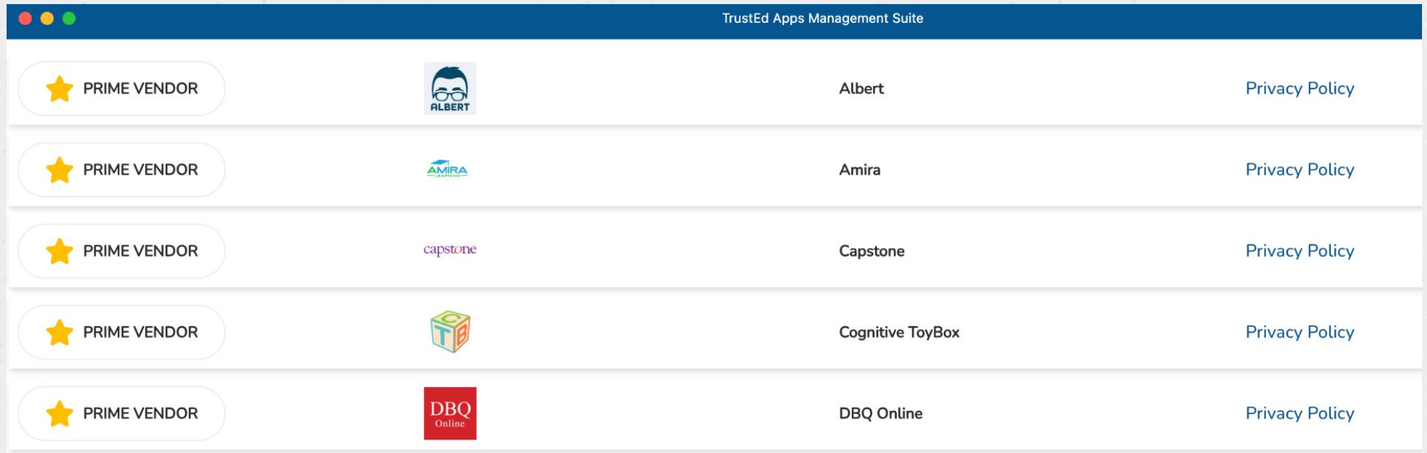
Approved Software

Trusted Apps Management Approved Apps:

This is the public facing version of the Trusted Apps Management Platform. It is a limited list with only the fully approved programs and their privacy policies



OKCPS Data Privacy Website

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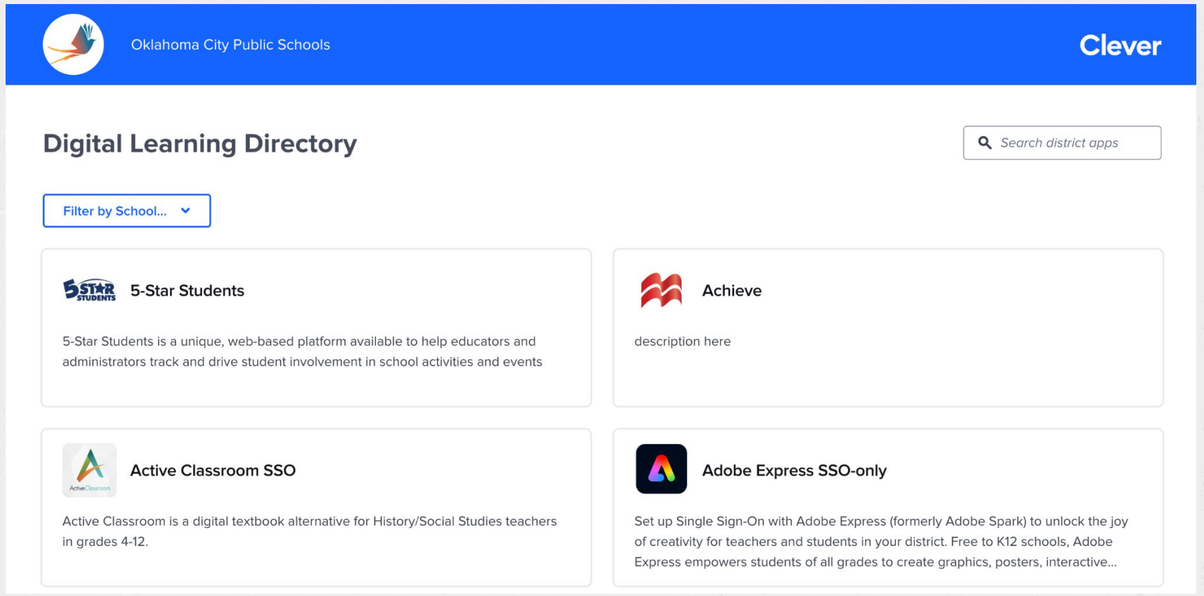
Approved Software

OKCPS Digital Learning Directory:

This is a list of programs currently scoped in Clever for district use and is searchable by school.



OKCPS Data Privacy Website

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What do I need for a Technology Purchase Request?

PREPARATION

WHAT YOU WILL NEED:

- Vendor & Product Details (unexpired quote)
- Funding Source
- Purchase Requisition Number (in K status)
- Program Sponsor
- Campus Information

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PROGRAM SPONSOR

PROGRAM SPONSOR DETAILS

The OKCPS certified teacher or building administrator responsible for the implementation and monitoring of this content/program.

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PROGRAM SPONSOR

PROGRAM SPONSOR DETAILS

The OKCPS certified teacher or building administrator responsible for the implementation and monitoring of this content/program.

This is NOT the vendor, an instructional coach, or non-instructional OKCPS staff.

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CAMPUS INFORMATION

CAMPUS INFORMATION

- Subject(s)
- Grade Bands
- Campus Indicators/KPI
- Priority Groups
- Demographics

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CAMPUS INFORMATION

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Your site administrator will provide this information.

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VENDOR INFORMATION

VENDOR and PRODUCT DETAILS

- Product Name
- Valid (unexpired) Vendor Quote

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QUOTE INFORMATION

Avoid delays by ensuring your vendor quote meets the following criteria:

- **Unexpired quote:** In order to allow enough time to process your request, your quote's expiration date should be no less than 30 days beyond the date of TPR submission.
  - Example: If you are submitting your request on July 29th, the quote expiration date should be on or after **August 29th**.
- **Start Dates:** Subscription start dates cannot be prior to the date of the purchase order.
  - **Recommendation:** Start date should state: Upon Purchase Order Receipt
- **End Dates:** All subscriptions must end on **June 30th**.

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QUOTE INFORMATION

If your quote does not meet these requirements,

STOP.

Contact the vendor and ask for a quote meeting all of the expected criteria.

Do not submit your request until all criteria are met.

Submissions not meeting these requirements will be

CANCELLED.

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QUOTE INFORMATION

Remember:

Individual purchases between $10,000.01 and $250,000.00 must obtain three (3) written quotes.

NOTE: You only need to include the quote you are using with your TPR.

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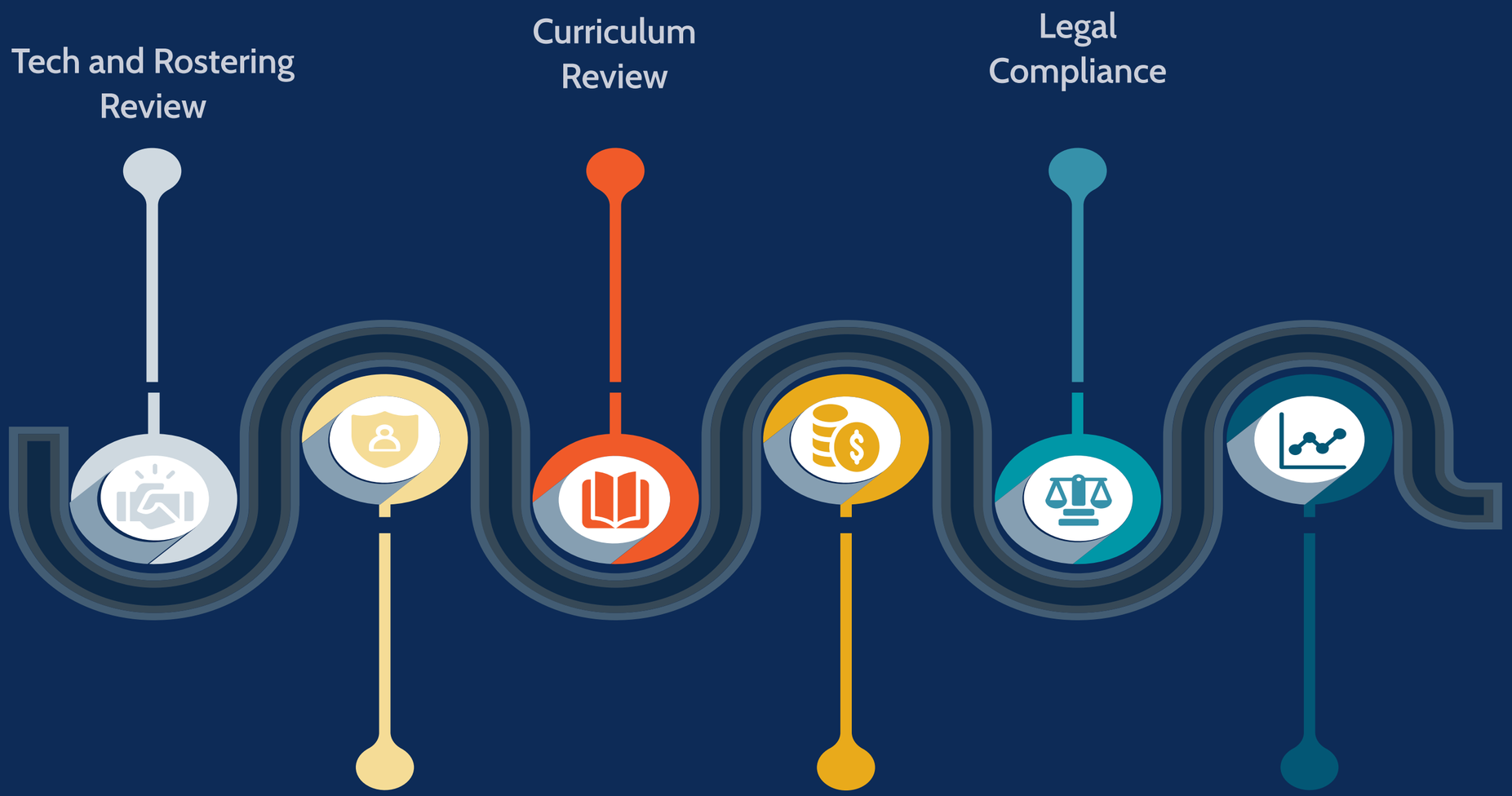

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Contact Us

Need assistance with your request or have questions? We can help!

Content

Contact the appropriate Academics Department

Rostering

Melisa Dubbs

Digital Procurement/Data Privacy

Neal Kellogg

Purchasing and Chaos

Marti Sturm-Sawyer

Client Services

Michael Willeford

Legal

OKCPS Legal