RICHLAND ONE

DRAPE Process
Short Form
Updated: June 25, 2019

Introduction

The DRAPE (Digital Resource Acquisition Process for Education) process has been developed to facilitate better review and approval of hardware, software, and other digital resources to:

(1) Ensure that investments in digital resources are aligned with the District's academic and operational goals;
(2) Eliminate duplication of software resources;
(3) Control the proliferation of software titles across the District;
(4) Maintain standardization of hardware on the District's networks;
(5) Confirm compatibility of hardware across the District's networks before purchasing;
(6) Enforce compliance with copyright laws;
(7) Ensure legal review and approval of contracts, licenses, and terms and conditions of use; and
(8) Reduce the time required for approval and authorization to purchase.

No software, hardware, or other digital resources may be purchased without approval and authorization through the DRAP*E* process.

New Requirement Beginning with the 2019-2020 School Year

Beginning with the 2019-2020 school year, a new step is required for the DRAPE process. The form and its accompanying documents must be submitted to the District's Office of General Counsel (the Legal Office) for review and approval of any and all contracts, licenses, and terms and conditions associated with the use of the software, hardware, or other digital resources.

Submission of a DRAPE form will require the following new steps:

1. The originator or the principal/department head must print all associated quotes, contracts, licenses, and terms and conditions associated with the purchase (links are not acceptable; all documents must be printed).

2. Those printed documents must accompany the DRAPE form when it is submitted to IT.

3. This must be done for new purchases and for all renewals of contracts/licenses.

Please note that the review and approval by the Legal Office will require a minimum of ten (10) days; thus, it is imperative that your purchases of software, hardware, and other digital resources are planned and begun well in advance of your implementation deadline.

This step is being added to the DRAPE process because only the Superintendent and/or a designated official can agree to and sign legal documents for the District.

Overview of the Richland One DRAPE Process – Short Form

1. Potential software, hardware, and other digital resources may be identified by any District employee for consideration by the District.

2. In requesting potential software, hardware, and other digital resources, the District employee must confirm (by checking the appropriate items) that the resources relate to the following:

   a. The three *objectives* of the District's Strategic Plan;
   b. The three *strategies* of the District's Strategic Plan;
   c. The five *pillars* that support the District's Framework for Success;
   d. The *academic standards* and goals if for teaching and learning;
   e. The *operational goals* if for management or support; and
   f. The five *dimensions* of the District's Technology Plan.

3. Official requests for the purchase of new software, hardware, and other digital resources must come from the school Principal or the department Director. Requests for software, hardware, or other digital resources may *not* be submitted by anyone else.

4. DRAPE forms must include all information designated, including specifically the account number from which the resource will be purchased.

5. DRAPE forms must include the URL that links directly to the webpage (not the website) on which IT can find the technical specifications for the resource.

6. DRAPE forms must include the signature of the originator and the signature of the principal or department head. Substitute signatures will not be accepted.

7. **NEW for 2019-2020**: The principal or department head must follow instructions (above) for printing and attaching all contractual documents and for submitting the DRAPE form and its attachments to the Executive Director for IT. (It is strongly recommended that the form and attached documents are scanned to a PDF file, saved, and emailed rather than sending printed copies. It is not necessary to send duplicate copies; that slows the process.)

8. The DRAPE form must include all listed information, attachments, and signatures. Incomplete DRAPE forms will be returned directly to the principal or department head for completion.

9. When IT approves the DRAPE form, based solely on its ability to run on the District's network, the form and all attachments will be sent to the appropriate Chief Officer.

10. **NEW for 2019-2020**: The Chief Officer will forward the form and all its attachments to the Legal Office, through *OnBase*, for legal review of contracts, licenses, and/or terms and conditions.

11. When the legal review has been completed and if the contractual documents are approved, the Legal Office will sign the DRAPE form and return it, via OnBase, to the Chief Officer, who will send the approved form and its attachments to the principal or department head so the procurement process can begin.

12. All software, hardware, and other digital resources must be approved through the Richland One DRAPE process – including the Legal Office – *before a requisition is created.*

13. When the requisition is created, a copy of the signed DRAPE form and attachments (including the contract, license, and terms and conditions) must be uploaded to Munis as an attachment to the requisition. Requisitions will not be approved for procurement unless the appropriate DRAPE form is

attached in Munis.

Please note: This process does not supersede the procurement process. Policy DJE, its related policies, rules, and regulations and the District's procurement process must be followed.

14. When the digital resources are received, the school or department will arrange implementation, installation, configuration, professional development, etc., in collaboration with IT and the vendor, as needed.