

# WNYRIC STANDARDS

## Add/Change Request Form

Submitted By:

Name: \_\_\_\_\_ School District: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

*\*NOTE: Add form request must be received at least 5 days prior to the next upcoming meeting in order to be added to the agenda.*

Hardware/Software Recommended: \_\_\_\_\_

Standards Category:      New: \_\_\_\_\_

Existing: \_\_\_\_\_

Action Requested:      Add: \_\_\_\_\_

Modify: \_\_\_\_\_

Remove: \_\_\_\_\_

Product Name:  
\_\_\_\_\_

Product Manufacturer:  
\_\_\_\_\_

Product Description:  
(Attach Product Technical Sheets)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVALUATION CRITERIA

**A. Product Reliability**

1. Vendor/Product track record

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2. Vendor support required

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3. Ease of use

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4. Support required by RIC/school district

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5. Potential to become "White Elephant"

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6. Training requirements

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**B. Product-Price/Acquisition**

1. Cost effectiveness

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2. What contract can you buy from (Ask vendor)

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3. Cost of operation and support

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4. Do any legal or contractual issues exist?

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**C. Product-Relationship to Other Standards**

1. Compatibility to existing Standards

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2. What other options are available

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3. Relationship to previous research and changes since that time

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**D. BOCES-Service Needs**

1. Define and explain the current need

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2. What existing CoSer and RIC Service does it fall under

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3. What is the scope and size of the school population to be served

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4. Instructional and/or administrative goal supported

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5. Results of survey determining school district interest in using this product

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Signature of person making request:

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