

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

2. Vendor support required

3. Ease of use

4. Support required by RIC/school district

5. Potential to become "White Elephant"

6. Training requirements

B. Product-Price/Acquisition:

1. Cost effectiveness

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

3. Cost of operation and support

4. Do any legal or contractual issues exist?

C. Product-Relationship to Other Standards:

1. Compatibility to existing Standards

2. What other options are available

3. Relationship to previous research and changes since that time

D. BOCES-Service Needs:

1. Define and explain the current need

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

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

4. Instructional and/or administrative goal supported

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

Signature of person making request:
