

Instructions for Network Evaluation Form Submission

Please follow the steps below to complete and submit the **Network Evaluation Form** to the CPSB Technology Network Operations Department. The form must be submitted for all new network software being considered for purchase.

1. In an effort to streamline the process of purchasing new network software, **submit a Footprints ticket to start the process** including the name, version and company of the software.
2. Once it is determined that a network form is needed, the individual responsible for initiating the purchase of the software/service must fill in the school/department information on the Network Evaluation Form.
3. The vendor/company representative must supply the technical specifications requested on the form. It is the responsibility of the CPSB employee seeking to purchase the software/services to work with the Vendor/Company representative in completing the form and acquiring all completed documents. Technical questions should be directed to vsc@cpsb.org to reach our Vendor Security Compliance Coordinator.
4. If student Personal Identifiable Information (PII) is to be shared, the vendor/company must sign the Privacy Addendum to verify compliance under Act 837*. Vendors/companies with questions or concerns regarding the addendum should contact wilfred.bourne@cpsb.org.
5. Parental consent is required for all free services and apps that will be used with student PII. **Best to keep data anonymous!**
6. Send completed form and signed addendum to vsc@cpsb.org or (337) 217-4111 for review. It must be signed by the vendor/company before sending in for review and to acquire the superintendent's signature.

Once all proper documentation is submitted, the evaluation process may take up to 10 business days to complete upon which the originator will then be notified; information will be posted to the Student Privacy website at <http://www.cpsb.org/Page/6807>.

***If the vendor/company cannot or will not verify compliance under Act 837, the service cannot be used with student PII without parental consent.**

Building Foundations for the Future

Network Software, Server, Device or Service Evaluation Form

Schools or departments seeking to purchase any new software, server, device or service (technology) that will use the CPSB network or be used on a CPSB device must submit this Evaluation Form to the Technology Network Operations Department to determine network and technical compatibility. **Student personally identifiable information (PII) cannot be shared with external entities unless in compliance with ACT 837 and ACT 677.** In order to evaluate and approve the purchase, the following information should be provided by the vendor. **The Technology Network Operations Department will evaluate the Network Evaluation Form to determine if the Privacy Addendum contract needs to be signed.**

To be completed by school/department:

School/Department: _____ Date: _____

School/Department Contact: _____

Item(s) to be purchased: _____

Description of providing vendor/company/service: _____

How will the item be utilized by the district/school? _____

Funds used: CPSB funds School activity funds

To be completed by vendor/company:

A. Server Information

1. Will a server be needed for the network application? (If NO, skip to question 2)	Yes	No	N/A
a. Will the application require a dedicated server?	Yes	No	N/A
b. Will the brand of the dedicated server be Dell or HP?	Yes	No	N/A
c. Will the dedicated server operating system be Windows 2008 R2 / 2012?	Yes	No	N/A
d. If an existing server will be used, indicate which one here and attach the hardware specs that the server must have in order to run the application:			
e. Will a multi-year server contract for application support be purchased for the product?	Yes	No	N/A
f. Will the vendor require administrator access to the server to maintain it?	Yes	No	N/A
2. If a service contract for support is not purchased, please write the name(s) of the CPSB staff that will be responsible for maintaining and troubleshooting any application problems.			
3. Will the application have a database component requiring data entry?	Yes	No	N/A
a. Please write the name(s) of the CPSB staff that will be entering data and maintaining the database.			
4. If user authentication is needed, is the application Microsoft Active Directory/LDAP compliant?	Yes	No	N/A
5. If the application is not Microsoft Active Directory/LDAP compliant, please write the name(s) of the CPSB staff that will be entering user names and passwords and maintaining access control database.			

B. Workstation Client Information

1. Does the workstation require a client be installed to access the application?	Yes	No	N/A
a. Can the client be installed on the workstation by the end user?	Yes	No	N/A
b. Does the client software write to the workstation's registry?	Yes	No	N/A

C. Workstation Browser Information

1. Does the workstation require a browser to access the application?	Yes	No	N/A
a. List all compatible browsers and versions that are compatible with this application:			
b. Will any browser-plug-ins need to be installed for the application to work?	Yes	No	N/A
c. Can the required browser plug-in be installed by the end user?	Yes	No	N/A
d. Will JAVA be needed on the browser for the software to work?	Yes	No	N/A
e. If JAVA is needed, will it work on the latest version?	Yes	No	N/A

D. Workstation Bandwidth Information

1. Will the application be used only on the LAN at a single site?	Yes	No	N/A
2. Will the application be sending data within the district WAN?	Yes	No	N/A
3. Will the application be sending back and forth to the Internet?	Yes	No	N/A
4. If the application will be accessing the Internet, are certain ports required to be open?	Yes	No	N/A
a. If ports are required to be opened, list the ports here:			
5. Enter the approximate number of workstations that will be accessing the application:			
6. Enter the required network bandwidth needed by each workstation for the application:			

E. Wireless Networking Information

1. Does the application utilize wireless networking?	Yes	No	N/A
2. Does the server/device have its own wireless access point?	Yes	No	N/A
3. If the device has its own access point, is it Radius compliant?	Yes	No	N/A
4. Will workstations access the application using wireless technology?	Yes	No	N/A
5. Are there existing, approved CPSB access points in place for workstations?	Yes	No	N/A
6. What are the wireless bandwidth requirements for workstations access the application:			

F. Staff/Student Information

1. Will this application require student/staff information for use with the application?	Yes	No	
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Application/Device Demonstration Requirement

If the application/device meets the initial requirements, a working model of the product must be made available to the Technology Department for final testing for compatibility. The applicant and vendor should be ready to provide such resources when requested as part of this process.

Additional Information

If the software, server, device or service is not addressed by the questions above or if there is additional information you would like to include, please write information below or attach it to this form.

Vendor Contact Information

Vendor Name: _____

Vendor Contact Person: _____

Phone: _____ Fax: _____

Vendor Website: _____

Vendor Email Address: _____

FOR QUESTIONS, PLEASE CONTACT THE CSPB TECHNOLOGY OPERATIONS AND SUPPORT AT (337) 217-4357 OR EMAIL vscc@cpsb.org to reach our Vendor Security Compliance Coordinator.