

Statewide Technology Procurement Support for Washington K-12 School Districts

A collaboration between the Office of the Superintendent of Public Instruction (OSPI), the Association of Educational Service Districts (AESD), and the nine Educational Service Districts (ESDs) across Washington state.



Why statewide K-12 technology procurement now?

As of July 2021, [House Bill 1365](#)

6 (2) Technology consultation involves providing technical
7 assistance and guidance to local school districts related to
8 technology needs and financing, and may include consultation with
9 other entities.

10 (3)(a) Technology procurement involves negotiating for local
11 school district purchasing and leasing of learning devices and
12 peripheral devices, learning management systems, cybersecurity
13 protection, device insurance, and other technology-related goods and
14 services.

15 (b) When selecting goods and services for procurement, the
16 educational service district must consider a variety of student
17 needs, as well as accessibility, age appropriateness, privacy and
18 security, data storage and transfer capacity, and telecommunications
19 capability.

20 (c) Technology procurement may be performed in consultation and
21 contract with the department of enterprise services under chapter
22 39.26 RCW.



Statewide technology procurement involves negotiating for local school district purchasing and leasing of learning devices and peripheral devices, learning management systems, cybersecurity protection, device insurance, and other technology-related goods and services.



Washington Association of Educational Service Districts

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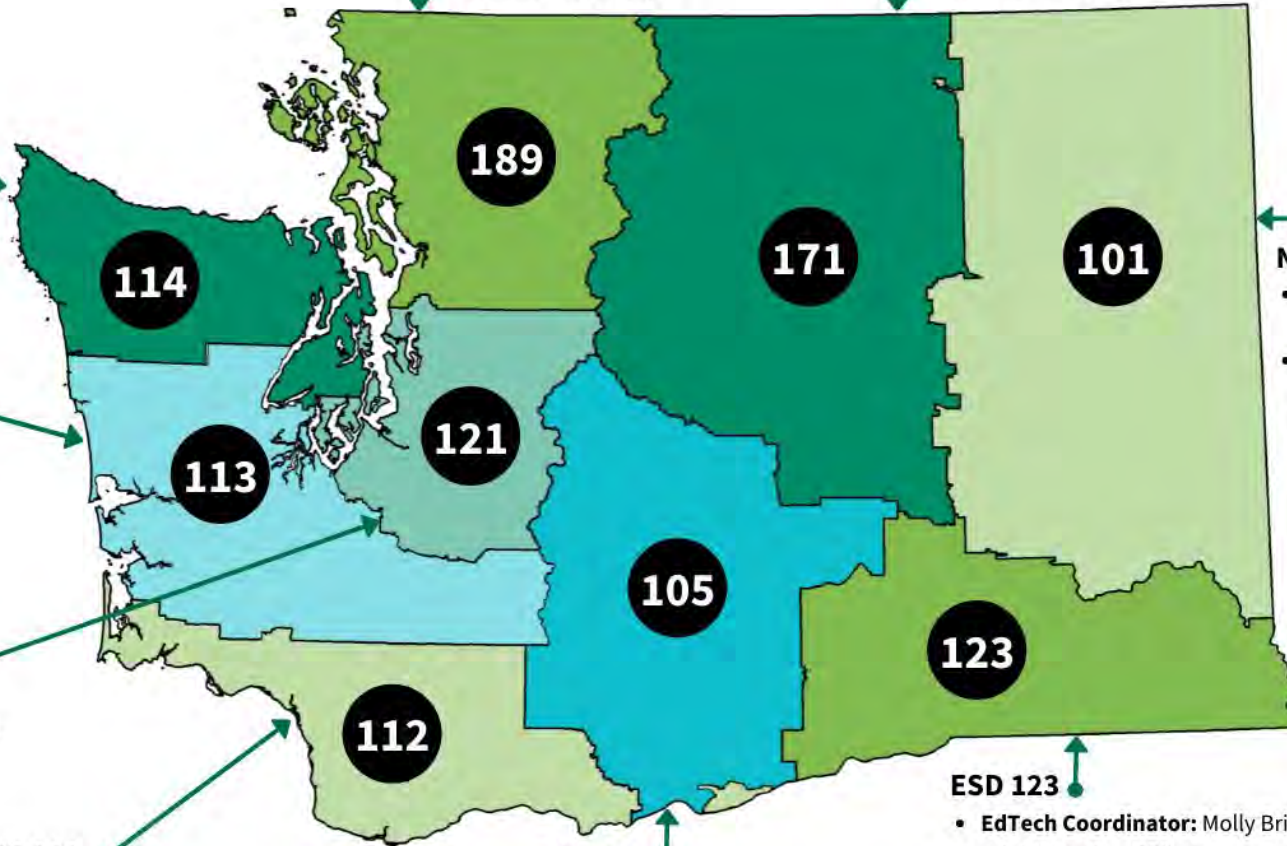
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A screenshot of the ESD 112 website's 'Statewide Procurement Support' page. The page features a red navigation bar with icons for Educational Services, District Support Services, Professional Development, and News & Events. Below the navigation is a banner with the text 'THIS WORK IS BEING DONE IN PARTNERSHIP WITH OSPI, AESD, AND ESDS STATEWIDE.' The main content area includes a 'Statewide Procurement Support' section with an introductory paragraph, a sub-section stating 'Below is a general outline of support and services available to all districts. This work is being done in partnership with OSPI, AESD, and ESDs statewide.', and a numbered list of three points detailing the scope of services. To the right, there is a 'Resource Downloads' section with links to a Buying Guide, Emergency Connectivity Fund (ECF) FAQs, OSPI PPT: Emergency Connectivity Fund (ECF) Overview and FAQs, Piggybacking, and Piggybacking Checklist. Below that is a 'Resource Links' section with the text 'Coming Soon'. The footer of the page contains the URL: <https://www.esd112.org/statewide-procurement/>

Statewide Technology Procurement Support

- Support is available for **FREE** to all interested districts statewide to assist them in meeting their technology procurement needs
- Some of the types of assistance available:
 - Making purchases from existing contracts negotiated by others
 - Procurements and/or quote solicitation when not using existing contracts
 - Identification of state and federal purchasing requirements, and assistance with compliance

Purchasing from Contracts Negotiated by Others

- There are many types of contracts that districts might utilize without doing a procurement of their own.
- The rules surrounding usage vary, depending on who holds the contract
- The most common types of contracts that have been negotiated by others are:
 - National Purchasing Cooperatives
 - Statewide Purchasing Cooperatives
 - Local or Regional Contracts

National Purchasing Cooperatives

- Examples are:
 - [U.S. General Services Administration \(GSA\)](#)
 - [National Cooperative Purchasing Alliance \(NCPA\)](#)
 - [OMNIA](#)
 - [E&I](#)
- Generally require a registration process which will guide you through the requirements in order to utilize these agreements
- Still require compliance with State and Local procurement rules, but can ease some of the burden on districts

Statewide Purchasing Cooperatives

- Examples are:
 - [Department of Enterprise Services \(DES\)](#)
 - Includes many NASPO Value Point Contracts
 - Requires a signed Master Contract Usage Agreement (MCUA)
 - [Organizations with current MCUAs](#)
 - [WSIPC](#)
 - Requires a signed Interlocal Agreement (ILA)
 - [Schools with current ILAs](#)
 - [KCDA](#)
 - Requires [membership](#)
 - [Current Washington State members](#)
- Still require compliance with State and Local procurement rules, but can ease some of the burden on districts

Local or Regional Agreements

- ESDs and districts may hold contracts that your district can utilize
 - The use of this type of contract would require an Interlocal Agreement
 - The contract must also allow for purchases by entities other than the contract holder
- District-held agreements
 - Must comply with all state and local procurement rules
- Purchases from **any** agreement negotiated by another entity (National, State, or Local) **must comply with “piggy-backing” guidance**



Statewide Technology Procurement: Piggybacking

- “Piggybacking” refers to one local government making purchases from contracts awarded by another government or group of governments via an interlocal agreement or contract and is a convenient way to procure goods or services.
- State law (RCW 39.34.030), which allows for piggybacking, does not relieve any public agency of any obligation or responsibility with respect to purchasing.
- Depending upon your district policy, [this piggybacking checklist](#) may need to be accompanied by school board approval.

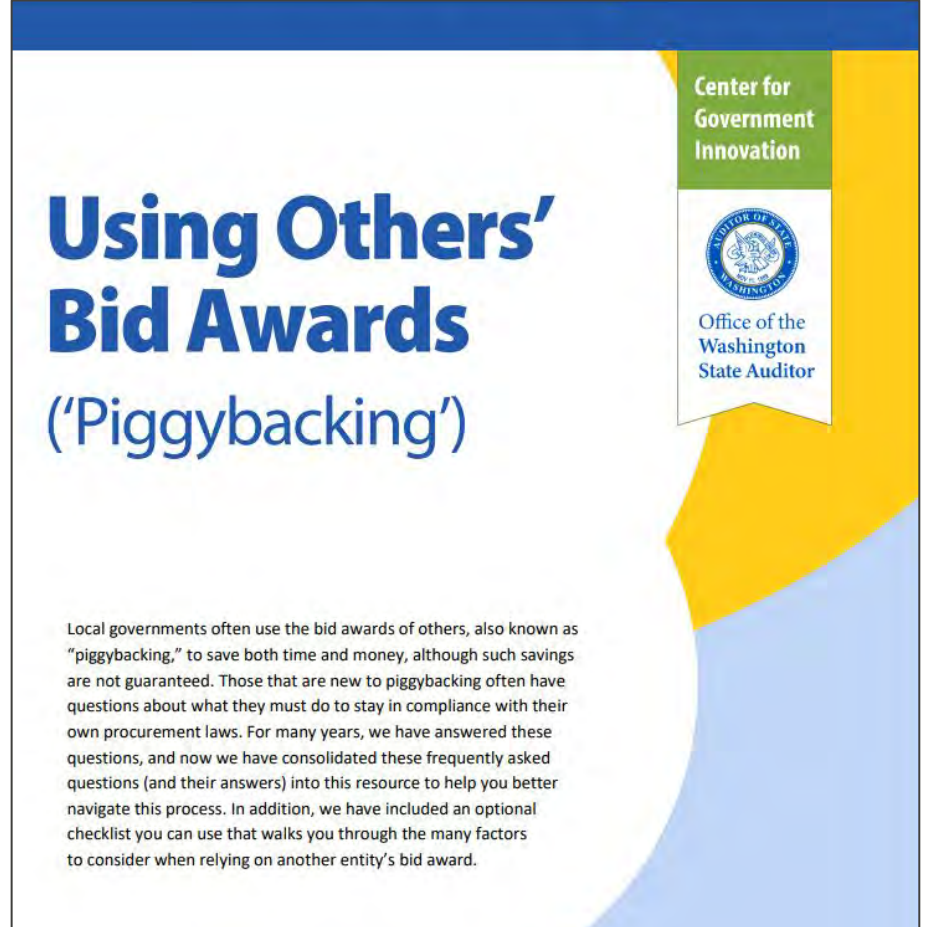


PIGGYBACKING CHECKLIST

ITEM	YES/NO
1. Has the district evaluated all procurement options and determined piggybacking is the best viable option for the procurement?	
1a. Does the district's procurement policy support use of this procurement method?	
2. Has the awarding entity's solicitation and contract been obtained and reviewed for the original bid award?	
2a. Did the awarding entity handle the procurement process itself? (You cannot piggyback on a contract that is already a piggyback on another.)	
2b. Does the solicitation and contract allow for others to use the bid award (i.e., Does it contain an assignability clause)?	
2c. Does it include the goods or service sought?	
2d. Is the contract active, and will it be open for the period desired (including renewal options). And is the option for piggybacking valid, if applicable?	
2e. Do the quality, specifications or deliverables meet your expectations?	
2f. Has the district evaluated the effect of or drawback to any changes or options it would like, but that this procurement method would not provide for?	
2g. Is the price reasonable when compared with a cost or price analysis?	
3. Do you qualify to piggyback on another's contract and not have to comply with your own bidding requirements? If no, go directly to checklist Question 4.	
3a. Is the awarding entity considered a "public agency" under RCW 39.34.020 ? If no, go directly to checklist Question 4.	
3b. Did the public agency follow its own bid requirements and complete a proper evaluation of bids? If no, go directly to checklist Question 4.	
3c. Was the notice of bid or solicitation posted on a website of a public agency, purchasing cooperative or similar service provider website, for purposes of posting public notice of bid or proposal solicitations; or was an access link provided on the state's web portal to the notice? If no, go directly to checklist Question 4.	
3d. Was documentation obtained to support that the bid process and various requirements were met? Keep records for your files OR a signed certification from the public agency attesting that it met its own bid law requirements (if it is a procurement of good, not an option for public works).	

Statewide Technology Procurement: Piggybacking

- Districts need to provide acknowledgment that they have verified these contracts meet procurement standards:
 - Auditor documentation
 - E-Rate eligible purchases need a [470 form](#)
- Please review [Using Other's Bid Awards \('Piggybacking'\)](#) from the State Auditor's Office for more details.



The image shows the cover of a report titled "Using Others' Bid Awards ('Piggybacking')". The cover features a blue header, a green box with the text "Center for Government Innovation", and the seal of the "Office of the Washington State Auditor". The title is in large blue font. Below the title, there is a paragraph of text explaining the concept of piggybacking and the purpose of the report.

Center for Government Innovation

Using Others' Bid Awards ('Piggybacking')

Office of the Washington State Auditor

Local governments often use the bid awards of others, also known as "piggybacking," to save both time and money, although such savings are not guaranteed. Those that are new to piggybacking often have questions about what they must do to stay in compliance with their own procurement laws. For many years, we have answered these questions, and now we have consolidated these frequently asked questions (and their answers) into this resource to help you better navigate this process. In addition, we have included an optional checklist you can use that walks you through the many factors to consider when relying on another entity's bid award.

OSPI E-Rate and Emergency Connectivity Fund Contacts

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OSPI E-rate Program web page:

<https://www.k12.wa.us/policy-funding/school-technology/e-rate-program>

OSPI ECF web page:

<https://www.k12.wa.us/policy-funding/school-technology>

OSPI E-Rate and Emergency Connectivity Fund Support

- The E-Rate discount program provides discounts on the cost of eligible Internet access, telecom, and network data goods and services for schools and libraries.
- OSPI applies for E-Rate on behalf of all K-12 schools connected to the K-20 network.
- In addition, individual schools and libraries apply directly for discounts on eligible goods and services.
- The Emergency Connectivity Fund (ECF) provides funding for connected devices and off campus broadband access to students and teachers during the pandemic.

A screenshot of the Washington Office of Superintendent of Public Instruction (OSPI) website. The page is titled "E-rate Program" and is part of the "Policy & Funding" section. It includes a navigation menu with options like Home, Student Success, Certification, Educator Support, Policy & Funding, Data & Reporting, and About OSPI. The main content area is divided into three columns: "POLICY & FUNDING" with a sidebar menu, "E-rate Program" with introductory text and a bullet point, and "Contact Information" with names and phone numbers. Below the main text, there are sections for "E-rate Training & Materials" and "E-rate Reimbursement Amounts Tied to National School Lunch Program Data".

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Home Student Success Certification Educator Support Policy & Funding Data & Reporting About OSPI

Home » Policy & Funding » School Technology » E-rate Program

POLICY & FUNDING
OSPI Reports to the Legislature
School Buildings & Facilities
Special Education
School Apportionment
Legislative Priorities
OSPI Rulemaking Activity
Grants & Grant Management
Child Nutrition
School Technology
K-20 Network
E-rate Program
Computers 4 Kids (C4K)
Media Literacy & Digital Citizenship
Free Software
Best Technology Practices
State Technology Survey

E-rate Program
The E-rate discount program lowers the cost of internet access, and telecom and network data services for schools and libraries. It's a tiered system of reimbursement, for which OSPI applies on behalf of all K-12 schools connected to the K-20 network.
• USAC's Schools and Libraries Division directs the E-rate program.

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E-rate Training & Materials
USAC Training Materials

E-rate Reimbursement Amounts Tied to National School Lunch Program Data
Starting with Funding Year 2015 (July 1, 2015 - June 30, 2016), E-rate discounts for all schools are based on their shared, district-wide discount. This district-wide discount is calculated based on the percentage of students eligible for the National School Lunch Program (NSLP) [or other qualifying method for determining low income student populations] and the Urban or Rural designation of the district.
To assist districts with these changes, OSPI has created a spreadsheet that indicates the enrollment and NSLP (or equivalent) data for each school, along with each school's Urban or Rural status, their State LEA ID, State School Code, NCEES codes, USAC-provided Billed Entry Numbers (BENs) - all data that will be needed in order to complete the Discount Calculation portion of the FCC Form 471. Please note, the student counts are not necessarily those you will use to calculate your Category 2 budgets, and don't contain information about part-time students. If you have part-time student data, feel free to use it, just make sure you have documentation that you can provide during USAC review of your application.
This school-level data is then rolled up to create the district-wide discounts. For each district with more than 50% of their schools listed as Rural, the entire district is considered Rural. All other districts are considered Urban. Once the district-wide NSLPs and the Urban/Rural status are determined, OSPI uses USAC's Discount Matrix (PDF) to determine the district-wide discount.
For Funding Year 2021 (July 1, 2021 - June 30, 2022), OSPI is using the October 31, 2018 NSLP data (with updates or corrections provided by districts in November-December, 2020), in order to minimize the workload on districts using the E-rate Productivity



OSPI E-rate Program web page:

<https://www.k12.wa.us/policy-funding/school-technology/e-rate-program>

OSPI ECF web page:

<https://www.k12.wa.us/policy-funding/school-technology>

OSPI's role in statewide technology procurement

- Assisting ESDs/districts statewide with procurement support efforts
- Provide guidance and answer questions related to Emergency Connectivity Funds (ECF)
- E-Rate-specific procurement requirements
 - There are very specific procurement regulations for purchases made with E-Rate funding, including the posting of Forms 470
 - Assistance is available with identifying requirements and ensuring compliance