

SECTION 5 - PROCUREMENT OFFICER

RESOURCE RECORD

BUSINESS VALUE & VENDOR ASSESSMENT

Resource:		Vendor:			
Category:					
Review Type: ☐ New acquisition ☐ Pilot ☐ Renewal ☐ Expansion ☐ Replacement ☐ Other		Organizational Need:			
Beneficiaries: ☐ Students ☐ Teachers ☐ Administration ☐ Technology ☐ Parents ☐ Operations					
Need by Date:		Internal Champion:			
Reviewer(s):		Date:			
Evaluation Area	1	2	3	4	5
Value for Cost	☐	☐	☐	☐	☐
Educational Impact	☐	☐	☐	☐	☐
Operational Benefit	☐	☐	☐	☐	☐
Strategic Alignment	☐	☐	☐	☐	☐
Long-Term Viability	☐	☐	☐	☐	☐
Vendor Stability	☐	☐	☐	☐	☐
Customer Support	☐	☐	☐	☐	☐
Product Maturity	☐	☐	☐	☐	☐
Responsiveness	☐	☐	☐	☐	☐
Market Confidence	☐	☐	☐	☐	☐
Cost Summary:	Annual Cost:	Per User:	Notes:		

Decision & Auditability

Verification Item:

Need Clearly Documented	☐
Costs Examined	☐
Alternatives Considered	☐
Evidence Supports Decision	☐
Decision Trail Complete	☐
Documents Available	☐

Contract Review: ☐ Pricing ☐ Renewal Terms ☐ Termination Clause ☐ SLA ☐ Accessibility ☐ Data Ownership

☐ Data Return ☐ Security Addendum ☐ AI Disclosure ☐ AI Guardrails

Procurement Evidence:

☐ Need Statement ☐ Stakeholder Feedback ☐ Evaluation Results ☐ Cost Analysis ☐ Contract Copy ☐ Funding Documentation

Final Determination:

☐ Purchase ☐ Pilot ☐ Renew ☐ Expand ☐ Renegotiate ☐ Replace ☐ Retire ☐ Further Review

Procurement Decision:

Procurement Officer Signature: _____ Date: _____