

# Purchasing & Implementation Timeline: School-Adopted Curriculum and Assessment Resources



*This document supports school leaders in understanding the process for purchasing and implementing an alternative resource for curriculum and/or assessment, if declining district-adopted option(s). Please note that while the timeline below outlines a best practice process for a school to purchase a curriculum and/or assessment resource, it should be adjusted to meet the school's individual needs and calendar.*

## PURCHASING TIMELINE

**December: Attend flexibility training and review resources to learn about curriculum, aligned professional development, and assessment options:**

- District-adopted curriculum, including available materials and associated supports.
- District summer professional learning dates and associated supports.
- District local and READ Act assessments, including associated training and supports.
- Available devolvement fund amounts by area, if declining district options.
- Decision-making timeline.

**January - Early February: Make flexibility decisions for curriculum, professional learning, and assessment:**

- If declining district options, determine which resource you will use.
- Complete flexibility decision form (by 2/3/17) identifying the resources you will use and how these will meet the needs of your students, as well as [legal and technology requirements](#).

**February: Begin purchase of curricular/assessment materials/tool: understand process, collect preliminary count, request quote:**

- C&I/ARE will send you an email connecting you with Strategic Sourcing contact ([Maggie\\_Wolfe@dpsk12.org](mailto:Maggie_Wolfe@dpsk12.org)). Work with Strategic Sourcing to understand:
  - Historical context of vendor including data sharing agreement and terms of use contracts.
  - Typical purchasing timeline.
- Determine your school's curricular/assessment needs for both print and digital resources.
  - Discuss aligned professional learning/training needs with vendor.
- Determine your school's projected student body population.
- Receive vendor quote for curriculum materials/assessment licenses at school scale.
  - Evaluate financial impacts of purchase with support of Budget Partner.
- Finalize Data Sharing Agreement and terms of use contract in conjunction with DoTS / Legal.
- Assume an 8-week shipping timeline for any curriculum materials.

**March - April: Using vendor-provided quote, generate requisition and purchase order for materials/licenses:**

- Finalize materials/licenses needed based on student counts and desired resources.
- If purchasing a subscription, determine subscription start date in alignment with school need and calendar.
- Purchase curricular resources and/or assessment licenses:

- Create a requisition for curriculum/assessment purchase.
- If purchasing professional learning from a third party, training/PD days must be included in the quote or a separate requisition must be created.
  - If training is happening at school site, schools must follow the [Independent Contractor Agreement \(ICA\) process](#).
- All requisitions must be approved by principal.
- If a school needs assistance with this, please contact [Maggie Wolfe@dpsk12.org](mailto:Maggie_Wolfe@dpsk12.org).
- Schedule curriculum summer PD days and/or assessment training.
  - In compliance with DCTA contract, if PD/training takes place outside of the contract year:
    - Notify teachers by March 3<sup>rd</sup>, 2017.
    - Training cannot be held between June 18<sup>th</sup> 2017-July 15<sup>th</sup> 2017.

**May - June: Receive curriculum materials and/or access to assessment:**

- Receive physical materials in building and confirm receipt in Lawson.
  - Depending on school needs, subscriptions may not begin until August.
- Take inventory of materials ensuring order is correct.
- Provide teachers access to materials/assessment over the summer.
- Please note that materials ordered after June 1<sup>st</sup> will be held for delivery until August, when schools are back in session.

**July - August: Adjust material/license needs based on current enrollment and train teachers:**

- Based on student enrollment, work with vendor to adjust order as necessary.
- Hold on-site professional learning/training surrounding curricular/assessment resources.

***Additional resources are available on our website at [flexibility.dpsk12.org](http://flexibility.dpsk12.org).***