



PURCHASING AND SUPPLY SERVICES

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Appendix L: Digital Tool Status and Details

Section 1 (Required for ALL Offerers)

Company Details [REQUIRED]

Company name

Product/ Platform or Service

Contact Information

Name

Title

Email Address

Phone Number

PGCPS defines “digital tool” as a tool that does one or more of the following:

- Interfaces with the PGCPS network, platforms, or technology devices
- Requires staff or students to login
- Uses, processes, or stores PGCPS student, staff, or other organizational data.

Digital Tool Status [REQUIRED]

Based on the above definition, select ONE response that is most appropriate for your product or service:

- ☐ a.) This product is *NOT* a digital tool. (**STOP here**)
- ☐ b.) This service does NOT require/include the use of a digital tool. (**STOP here**)
- ☐ c.) This product *IS* a digital tool. (**Continue on to Section 2**)
- ☐ d.) This service *DOES* require/include the use of a digital tool. (**Continue on to Section 2**)

***** If this product or service meets the criteria for a digital tool (c. or d.),
proceed to the next section to continue completing this document. *****

Appendix L: Digital Tool Status and Details - Section 2

Required for Digital Tools or Services (as determined on p. 1)

General Information

Current Version of Product

Brief description of Product or Service. (For services, clearly indicate how digital tools will be used)

Related Applications

If your service requires access to other applications as part of the delivery, please include a full list below. (e.g. Tutoring Service requires access to SuperMath and ReadingRockstars; Inventory system requires access to ERP.)

Who will access this digital tool? (select all that apply)

- ☐ Central Office Staff
- ☐ School Staff
- ☐ Teachers
- ☐ Students
- ☐ Parents/Guardians
- ☐ Community members
- ☐ Other:

Interoperability

What types of Single Sign On (SSO) do you support? (select all that apply)

- ☐ Authentication is not required
- ☐ Google
- ☐ ADFS/SAML
- ☐ Clever (for instructional products)
- ☐ Canvas LTI 1.3 (for instructional products)
- ☐ SSO is not supported (*Explanation required below*)

****If you selected "SSO is not supported" please explain how credentials are created and maintained**

What methods of automated data transfer/rostering do you support? (select all that apply)

- ☐ Clever Rostering (for instructional products)
- ☐ Canvas LTI 1.3 Rostering (for instructional products)
- ☐ OneRoster API
- ☐ OneRoster SFTP
- ☐ Proprietary API
- ☐ Proprietary formatted CSV - SFTP
- ☐ Join code/link for Rostering
- ☐ Data Transfers are NOT needed for this product (***Explanation required below*)
- ☐ Data Transfers are needed, but none of these methods apply. (***Explanation required below*)

****If you selected either of the last two choices, please elaborate below:**

How is this digital tool accessed?

- ☐ It is web-based
- ☐ Requires iOS app
- ☐ Google Play app
- ☐ Requires installation on Mac or PC
- ☐ Other: _____

Describe how licenses are assigned and managed. Be clear about any manual processes.

Privacy and Security

Please provide a URL/link for the following:

Privacy policy _____

This should apply to this product (not the related commercial website)

Terms of Service _____

Security Policy _____

Direct Notice for parents (*if applicable*) _____

Which of the following Third Party Security Assessments apply?

- ☐ SOC 2 Type 2
- ☐ SOC 2 Type 1
- ☐ ISO 27001 Certification with Statement of Applicability (SoA)
- ☐ Other Independent Risk Assessment
- ☐ Internal Risk Assessment only
- ☐ None of the above are available

☐ *I understand that a SOC 2 Report or ISO 27001 Certification with Statement of Applicability (SoA) will be required from vendors who process sensitive information and/or a large scale and scope of district data.*

Identify the specific geographic locations where district data could be processed or stored.

☐

United States only

☐

Other:

Artificial Intelligence

Does this product include generative AI features?

☐

No

☐

Yes - they can be enabled/disabled by feature or user group

☐

Yes - they are on for all staff (adult users)

☐

Yes - they are on for all users

Artificial Intelligence: If AI features are present, the model is:

☐

N/A

☐

In-house / Proprietary (developed and used within the organization.)

☐

Third-Party/Licensed (licensed, whole or in part, from a third party)

Please identify which third parties.

Artificial Intelligence: If AI features are present, is user input used to train the model?

☐

N/A

☐

Yes

☐

No

Test Accounts

PGCPS is legislatively required to evaluate each digital tool for compliance to WCAG version 2.1, levels A and AA. For this reason, PGCPS requires **login credentials** to allow the Accessibility Review Team to complete these evaluations.

These credentials should be for full Student, Teacher, and Admin access to all parts of the product. If login credentials are not provided and PGCPS is unable to complete the required accessibility evaluation, the purchasing process will be stalled or stopped and may result in a different product being purchased as a replacement. For this reason, **it is an absolute requirement** that login credentials be provided as requested on this form. These credentials should have the same access as a licensed user and must **remain active** for the duration of the evaluation and/or contract period.

Test Credentials for STUDENT

Link to Student login page:

Student Credentials:

Test Credentials for TEACHER

Link to Teacher login page:

Teacher Credentials:

Test Credentials for ADMINISTRATOR

Link to Administrator login page:

Administrator Credentials:

Special Directions/Notes about Credentials