

# Statewide Technology Procurement Support for Washington K-12 School Districts

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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.



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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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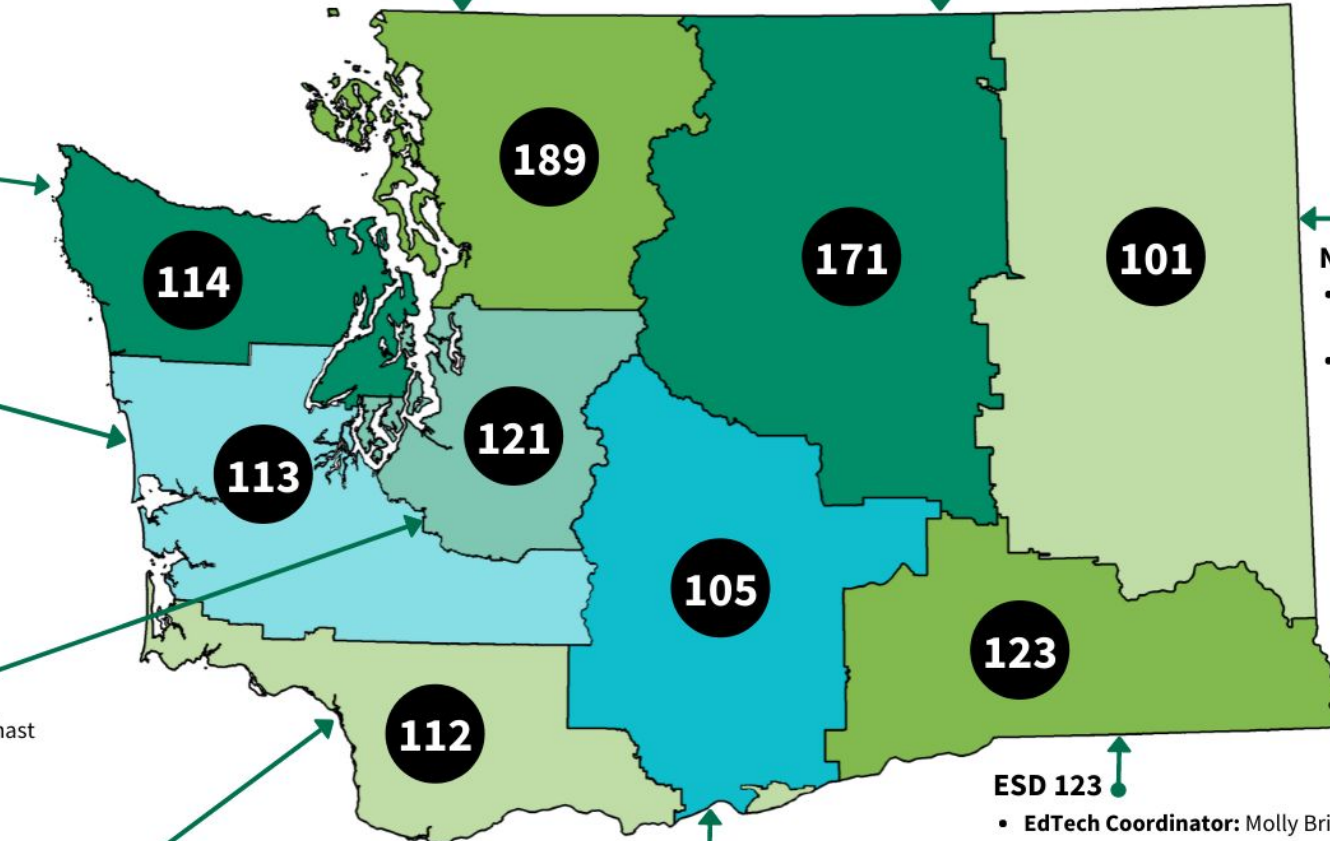
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# Statewide Technology Purchasing Lead Contact

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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. A dark blue banner at the top states: 'THIS WORK IS BEING DONE IN PARTNERSHIP WITH OSPI, AESD, AND ESDS STATEWIDE.' Below this, there are sections for 'Statewide Procurement Support' and 'Resource Downloads'. The 'Statewide Procurement Support' section includes a paragraph of text and a numbered list of three points. The 'Resource Downloads' section lists several documents with download icons. The 'Resource Links' section indicates 'Coming Soon'. The ESD 112 logo is in the top left corner, and navigation links like 'ABOUT THE 112', '112 DISTRICTS', 'JOBS @ 112', and 'CONTACT THE' are in the top right.

**ESD 112**

ABOUT THE 112 112 DISTRICTS JOBS @ 112 CONTACT THE

EDUCATIONAL SERVICES DISTRICT SUPPORT SERVICES PROFESSIONAL DEVELOPMENT NEWS & EVENTS

THIS WORK IS BEING DONE IN PARTNERSHIP WITH OSPI, AESD, AND ESDS STATEWIDE.

ABOUT CONTACT US

### Statewide Procurement Support

Technology procurement involves providing school districts technical assistance with purchasing and leasing of learning devices and peripheral devices, learning management systems, cybersecurity protection, student data privacy, device insurance, and other technology-related goods and services.

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.

1. Each educational service district shall provide technology consultation, procurement, and training, in consultation with p. 2 E2SHB 1365.SL teacher-librarians through school library information and technology programs as defined in RCW 28A.320.240, and as described in this section. An educational service district may meet the requirements of this section in cooperation with one or more other educational service districts.
2. Technology consultation involves providing technical assistance and guidance to local school districts related to technology needs and financing and may include consultation with other entities.
3. 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. When selecting goods and services for procurement, the educational service district must consider a variety of student needs, as well as accessibility, age appropriateness, privacy and security, data storage and transfer capacity, and telecommunications capability. Technology procurement may be performed in consultation and contract with the department of enterprise services under chapter 39.26 RCW.

### Resource Downloads

- Buying Guide
- Emergency Connectivity Fund (ECF) FAQs
- OSPI PPT: Emergency Connectivity Fund (ECF) Overview and FAQs
- Piggybacking
- Piggybacking Checklist

### Resource Links

Coming Soon

ESD 112 Statewide Procurement Support web page:  
<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.

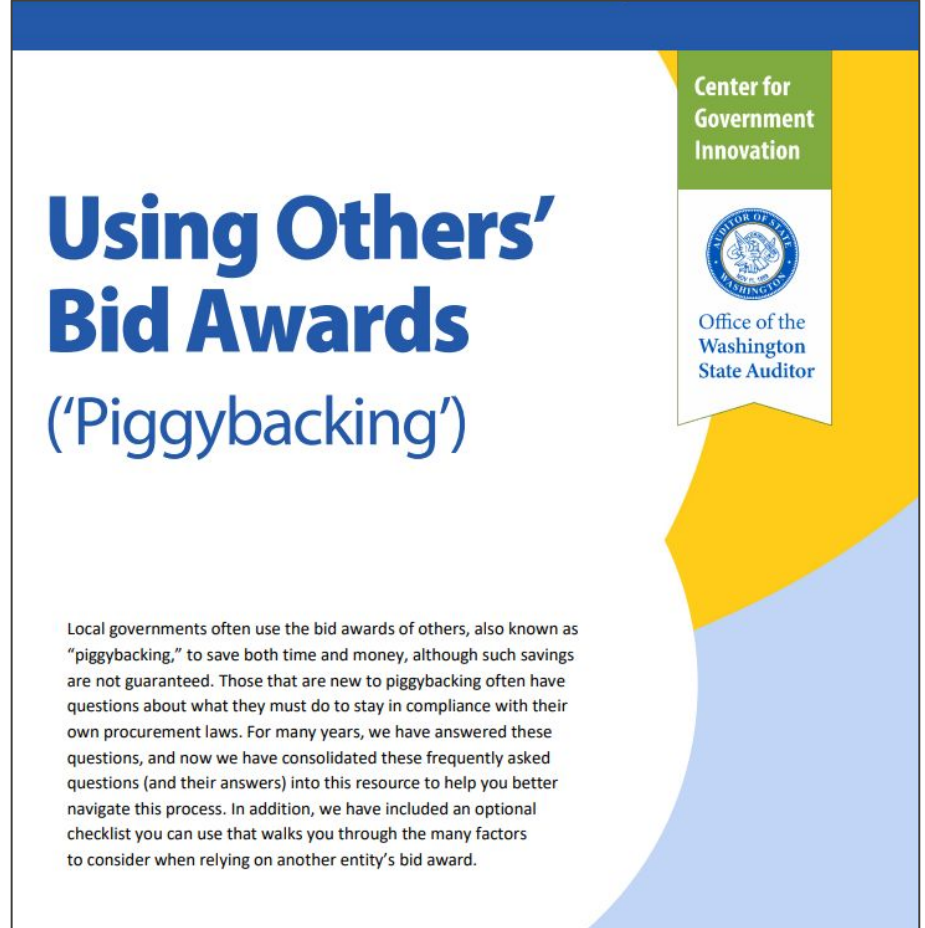
## PIGGYBACKING CHECKLIST

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 <a href="#">RCW 39.34.020</a> ? 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 main 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**

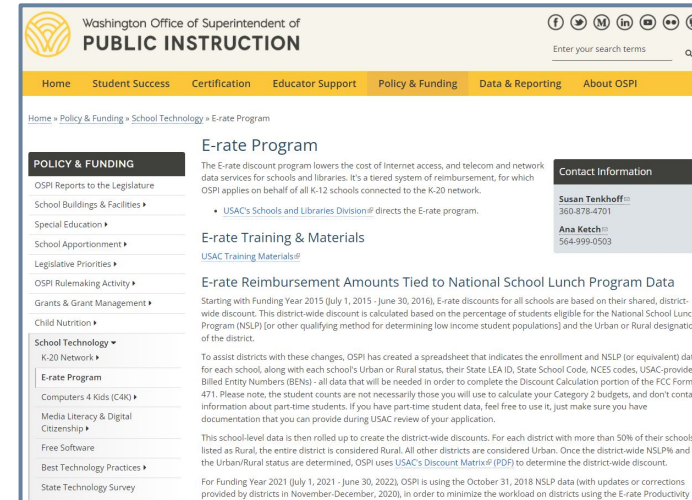
**Using Others' Bid Awards**  
**('Piggybacking')**

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

- **Susan Tenkhoff**  
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Home » Policy & Funding » School Technology » E-rate Program

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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.

**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, NCES codes, USAC-provided Billed Entity 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 NSLP% 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

**Contact Information**

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OSPI E-rate Program web page:

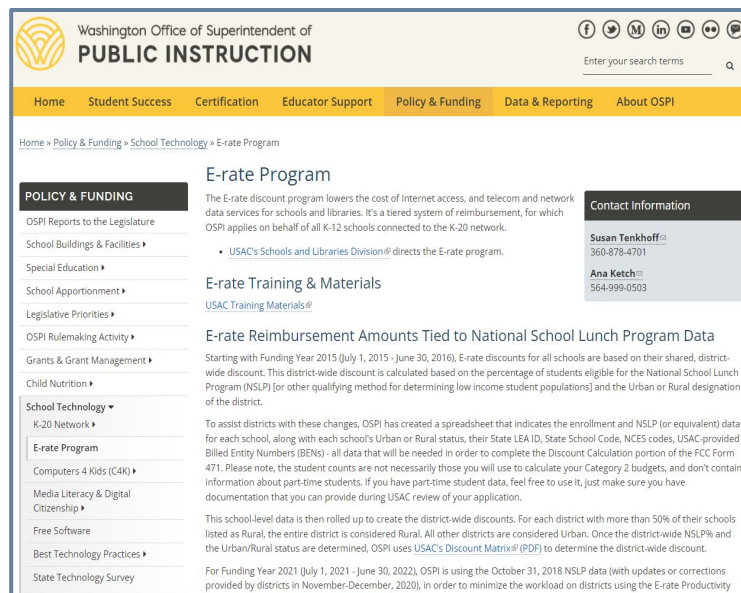
<https://www.k12.wa.us/policy-funding/school-technology/e-rate-program>

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. The navigation bar includes links for Home, Student Success, Certification, Educator Support, Policy & Funding, Data & Reporting, and About OSPI. The main content area is divided into three columns. The left column is a sidebar menu with categories like "POLICY & FUNDING", "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 (CAK)", "Media Literacy & Digital Citizenship", "Free Software", "Best Technology Practices", and "State Technology Survey". The middle column contains the main text of the "E-rate Program" page, which explains the program's purpose and provides information about training materials and reimbursement amounts. The right column contains "Contact Information" for Susan Tenkhoff and Ana Ketch. The top of the page features the OSPI logo, a search bar, and social media icons.

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