



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2016-127

TO: School District Superintendents
Curriculum Directors
Computer/Technology Coordinators
Business Managers

FROM: Brent Bacon, Chief Academic Officer

DATE: November 7, 2016

SUBJECT: Purchasing Strategies for School Technology Infrastructures

WYOMING CLASSROOM CONNECTIVITY INITIATIVE: INFRASTRUCTURE PROCUREMENT WEBINARS

The Wyoming Department of Education would like to announce the opportunity for all districts to participate in a school E-rate and technology procurement webinar series provided by EducationSuperHighway. All stakeholders involved in purchasing technology infrastructure and completing E-rate applications are invited to participate in these interactive sessions. EducationSuperHighway will provide information, best practices, and resources related to technology purchases and improving infrastructure in Wyoming schools.

Please join us on the following Wednesdays from 9-10 am:

- [Wednesday, November 16](#) - Funding Your Upgrade: Understanding the cost of upgrading your internal networks and the E-rate Category 2 funding available
- [Wednesday, November 30](#) - Preparing Your RFP: What to include in your network upgrade bid
- [Wednesday, December 7](#) - Category 2 RFP Deep Dive: Detailed walk through of a simple, consistent template for internal network upgrades
- [Wednesday, December 14](#) - Maximizing Your Procurement Options: Learn when, where, and how to submit your 470s and RFPs to ensure the greatest response

- [Wednesday, January 18](#) - Evaluating Your RFP Responses: Tips and tricks for working with vendors to get the best solution at the best price
- [Wednesday, February 1](#) - Submitting Your Form 471: E-rate advice and support as you move towards procurement
- [Wednesday, February 15](#) - Q&A Session: Ask an expert! Come with questions about upgrading your network

For more information regarding the procurement series, please contact Sneha Narayana at sneha@educationsuperhighway.org. For additional information about the Wyoming Classroom Connectivity Initiative please visit edu.wyoming.gov/in-the-classroom/technology/classroom-connectivity-initiative/.