



## **Proposed Computer Lab Development Process**

1. Contact the **Division of Technology and Information Systems (DTIS)** to initiate plan and receive guidelines.
2. RFP issued by school / procurement for lab (use **Computer Lab Development Checklist** for details)
3. Review RFP responses (School, DTIS, Procurement)
4. School / Procurement accepts bid proposal
5. School orders PCs from DPS approved vendor
6. Lab vendor begins work
7. Upon completion, school contacts DTIS to initiate Quality Assurance (QA) process
8. DTIS QAs lab and reports findings to school / procurement
9. School either approves payment to vendor or requests vendor to resolve issues.