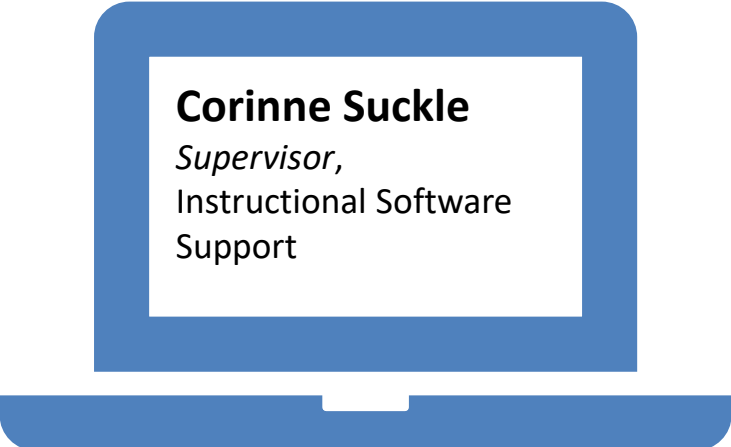


Purchasing Instructional Software

Step-by-Step Guide for Districts



Corinne Suckle

Supervisor,
Instructional Software
Support

Schedule 4a
CoSer 532, 602



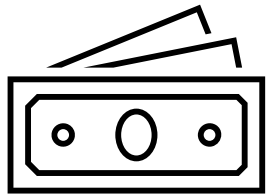
Instructional Software Service

Goals:

- Improve Efficiency/Accuracy
- Improve Transparency
- Improve Communication

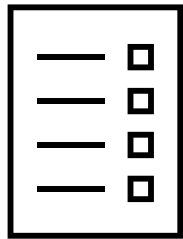
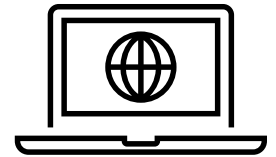
Start the School Year with
Instructional Software ready to go!

Why Purchase Through BOCES?



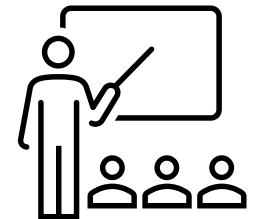
Cost savings
through state
contracts and
NYS aid

Compliance
with NYSED
and Ed Law
2-d



Centralized
billing &
vendor
management

Access to
professional
development
opportunities



Annual Timeline (Overview)

District needs assessment

Internal Audit needs for renewals, cancellations, new purchases
Review Admin Dashboards, reach out to vendor for data reporting

~15 Jan.

DEADLINE

Last day to cancel purchases

1 June

Purchase PAUSE period

15 June – 31 July

Feb.–May

Shared Folder - Review quotes & notify BOCES of changes
Identify Summer School needs first!

~15 June

(Estimated) eLOI finalized
Purchases approved by Business office

1 Aug.

Quotes pro-rated (Sept 1–June 30)

Step 1: District Needs Audit (Jan 15)



1

Review current
software usage

2

Meet with
business
administrators,
building leaders &
department heads

3

Identify renewals,
cancellations, new
needs



Step 2: Quotes & Cost Analysis

BOCES provides renewal quotes & breakdown

District reviews quotes and makes decisions

Adjustments must be communicated to BOCES

District Folder

Invitation sent to the
Business Officials

Business Official
Assist Sup for C & I
Tech Director

		Instructional Software Service CoSer 532 Schedule 4a				
District:	SAMPLE			School Year:	2026-2027	
District Contact					Business official Tech Director Curriculum & Instruction	
CoSer. Dot Extension	Billing Code	Vendor/Product Name	2025-2026 with BOCES Fee	2026-2027 Quote	2026-2027 with BOCES fee	Notes
532.526	220	Castle Learning	\$18,285.00		\$0.00	
532.526	240	EdPuzzle	\$11,573.97		\$0.00	
532.526	480	Delta Math	\$8,211.00		\$0.00	
532.526	130	IXL	\$55,338.00		\$0.00	
532.526	260	Kami	\$9,466.14		\$0.00	
532.526	510	Linkit	\$18,938.20		\$0.00	
532.526	140	Nearpod/Flocabulary	\$20,015.75		\$0.00	
532.526	360	WeVideo	\$692.39		\$0.00	
532.527	010	LUMIO Smart Learning Suite	\$11,270.00		\$0.00	
532.560	200	Boom Learning	\$1,092.28		\$0.00	
532.560		Rocket Lit	\$16,100.00		\$0.00	
602.596		Frontline PLM	\$14,786.14		\$0.00	
602.598		Frontline EEM	\$9,358.40		\$0.00	
			\$195,127.27		\$0.00	
Professional Development for Instructional Software					\$0.00	
					\$0.00	
					\$0.00	

Shared folder contains renewal **quotes** received by
ISS team, **district cost analysis** with LIVE UPDATES

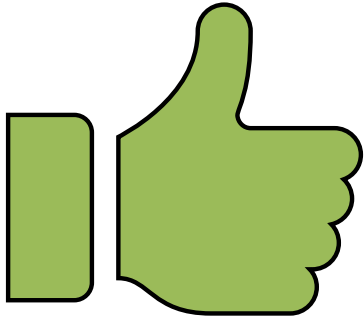
Step 3: Electronic Letter of Intent (eLOI)

Update Schedule 4a
in eLOI system

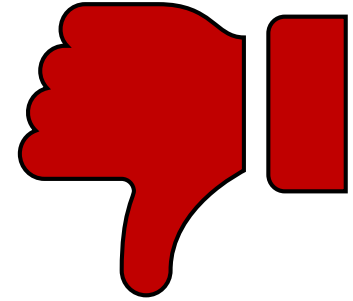
June 15 estimated
finalize date

Approval = PO
issued to vendor by
BOCES

Once PO issued,
purchase is official &
cannot be canceled



Dos and Don'ts of purchasing



- Start in-district communication early
- Check the folder frequently for updates
- Keep BOCES informed

- Receive quotes from vendors
- Wait to submit LOIs
- Schedule PD last minute

Contact Information

Instructional Software Services Team

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- Adam Feit – afeit@nasboces.org
- Website: <https://www.nassauboces.org/services-for-districts/curriculum-instruction/instructional-software-support-programs>