The steps outlined below describe the process by which new technologies will be identified, prioritized, explored, and recommended in the YCCD.

Identify Requirements

- District stakeholders identify functional needs through respective campus technology committees
- The College Technology Committees prioritize and recommend technology projects that are then reviewed and forwarded through their respective participatory governance processes
- Prioritized projects are recommended to the District Technology Working Group (DTWG) for districtwide prioritization

Collect Data

- Functional and technical requirements for a request for proposals (RFP) are agreed upon by a group of stakeholders, including members of DTWG, based on pre-defined, published criteria agreed upon by the review committee
- A minimum of two competitive proposals meeting purchasing guidelines must be received

Analyze Data

- The review committee schedules demonstrations and evaluates the product according to the criteria defined in the RFP.
- The review committee computes a TCO for technology products and/or services, based the TCO Checklist, rubric, and standards outlined in the TCO Plan
- The review committee report findings to the DTWG

Select and Negotiate

- The DTWG reviews all facts and makes recommendation to District Administrative Council (DAC)
- DAC recommends a vendor to the Purchasing Department, which completes the appropriate review and selection process.
- District Administrative Council makes recommendation to the Chancellor and Board of Trustees