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COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, December 15, 2022 11:19:35 AM
Last Modified: Thursday, December 15, 2022 11:57:04 AM
Time Spent: 00:37:29
IP Address: 160.227.129.225

Page 1: Please review the following:

Q1

Contact Person:

Name	My-Linh Nguyen
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Q2

Department:

Counseling

Q3

Title of Request:

Copying Machine for Counseling

Q4

Location of Request:

Counseling Office G-200

Q5

Equipment

Type of Request (Select one):

Q6

Description of Request: Please provide a description of the supplies, equipment, furniture or other request. When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

The Counseling office is in hire need of a new copying machine. Our current machine is large and old. We attempted to obtain a quote and specific model number for 6 weeks now, however, its been unclear what would be the natural replacement model. We were informed that the district oversees Xerox copy machines as part of a contract with Xerox, however, upon reaching out to IS-OPS, we were directed to the Purchasing Department where we were then told that the district does not currently have an active contract with Xerox and will forward the quote request to Nahid Razi (Director of Purchasing and Contracts) for guidance on this.

We are waiting to hear back from the district with more information on what model we would be able to request for. Regardless, Counseling would like to request ONE new copying machine (something newer than our current, which is a Xerox workcentre 5955i.)

Q7

Estimated Cost:

\$5000

Q8

Respondent skipped this question

Please attach quote, if available

Q9

Total Cost of Ownership: Your requested item may incur ongoing expenses. Please consider any and all costs associated with your requested item. What are the ongoing expenses associated with your request? If there are ongoing expenses, please detail how you plan to support these costs with your existing budget. Examples include yearly service agreements, warranties, 5-year replacement costs, maintenance, upgrades, and impacts to staffing, etc.

We do not anticipate any ongoing expenses unless there is a repair needed or if the district typically includes some sort of maintenance warranties. We are awaiting Purchasing and Contracts for guidance on this request and if extended warranties would be required and the cost of that.

Q10

Justification of Request:The justification of the request is a key area to focus on. The ROC encourages you to strengthen your request by providing a robust rationale detailing all relevant criteria. When writing the rationale, keep in mind that those reviewing the justification may not be familiar with your department and needs. Providing detailed information and context can help clarify the need for your request. Please select the applicable criteria(s) and provide the details of how the criteria(s) relate to your request.

Critical need,

Impact on student success and access,

Provided details::

The general Counseling office is the largest area of Counseling services, serving the general student population. To adequately serve our students, we require updated technology and equipment. Our copier has not been replaced in nearly 10 years and is outdated. This piece of equipment is vital to the functioning of our office as we use it to copy a variety of documents such as general education worksheets, education plan templates, campus resource handouts for students. In addition, one of the most important functions we use the copier for is scanning purposes - as education plans and other student forms must be archived in electronic format. Student education plans are one of the greatest tools counselors use to positively impact student success. We not only utilize printed student education plans but also require scanned electronic versions for historical record.

Q11

Program Goal:Please identify the program goal(s), as stated in your current annual or comprehensive program review, that this request would help your program achieve. Provide a brief explanation of how it would do so.

The request supports all three of our counseling department goals:

- (1) Increase the use of technology in the administration/implementation of counseling services and programs;
- (2) Research and develop a Counseling Model for Guided Pathways; and
- (3) Close equity gaps for Black and Latinx students by increasing access to counseling services, in the interest of increasing persistence between fall-spring semesters

by providing us updated equipment to adequately print necessary documents that serve the functioning of our office and scan necessary documents that must be archived for student records.