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COMPLETE

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Page 1: Please review the following:

Q1

Contact Person:

Name **Angham Yousif**
Email Address **angham.yousif@gcccd.edu**

Q2

Department:

Business Office Technology

Q3

Title of Request:

Printer

Q4

Location of Request:

E-120

Q5

Type of Request (Select one):

Equipment: Tangible property with a purchase price of at least \$200 and a useful life of more than one year. Technology related items such as hotspots, computers, tablets should be requested through the College Technology Committee

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.

Two printers for the BOT Lab, specifically HP LaserJet Enterprise M611x Desktop Laser Printer-Monochrome, Mfg part# 7PS85A#BGJ. The contract number is ClgBuys-CSU Master Agmt #00004442 Catalog (0000442) as specified in the attached quote.

Q7

Estimated Cost:

The unit price is \$1,700.79 and \$3,401.58 for both. The total cost including shipping and sales tax is \$3,665.20.

Q8

Please attach quote, if available

2023.11.09_Printers%20for%20BOT%20Lab.pdf (73.3KB)

Q9

Respondent skipped this question

Total Cost of Ownership: Your requested item may incur ongoing expenses. 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 by completing the text boxes below.

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 two printers are older models and make noises while printing, which is distracting to students who are taking tests or trying to focus on assignments. The printers were provided when the lab opened 14 years ago. The printer model is no longer available and technical support has been discontinued. The only replacement models available are refurbished ones, which indicate how old these models are. They continue to jam and are a distraction and disruption to the work flow in the lab. The printer is used for students to print assignments, tests and quizzes. It also is necessary for faculty and staff to print syllabus, lesson plans, curriculum, meetings minutes, conference notes and much more. It is an important piece of equipment that supports the daily needs of the students, staff and faculty in the BOT Lab

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.

One of our program goals is to hire a permanent full time faculty and hire a classified staff position and to encourage adjunct to participate in Equity, Diversity and Inclusive programs and workshops. The printers are necessary to provide support to students, faculty and staff to achieve these goals. The printers will be used to print the agenda for meetings, conferences and workshops. They are also necessary to support the printing needs for syllabus, curriculum and lesson plans. Students need the printers to print out their assignments, quizzes and exams to submit to their instructors. The printers are essential to provide efficiency and greater work flow in the BOT Lab.