



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on October 15, 2010 (FALL) and February 11, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage at:
<http://grapevine.laspositascollege.edu/pbc/InstructionalEquipment.php>

Name of Requestor: Jeff Baker Ext: 1405

Division/Unit : Student Services/Admission & Records

Brief title of request (equipment or materials being requested must be similar, related or part of a system): Transcript Validator - ^{*}plus 2 yr. maint. contract & toner

Request amount (unit cost and total cost, including tax and shipping; please include all costs, such as installation, modification to existing facilities to accommodate new equipment, etc...; this information should come from the vendor quote):

Item (s) cost	\$ 1394.20 2,092.86
Tax (.0975)	\$135.92 135.91
Shipping	\$58.00
Installation	\$
Facilities Modification	\$
Other	\$includes PM
Total Cost	\$ 1587.92

Attach copy of quote(s), estimate(s) and requisition(s).

(Must attach quote & requisition; absence of either will delay processing)

** Per Bob V. \$2,246.47*

Please provide a brief description of the specific equipment or materials requested, including the # of pieces being requested, and what they will be used for (e.g., 10 crayola crayons, sky blue, etc...) in 250 words or less:

Ability to print a standardized college transcript with embedded signature and college seal. With updated technology this will save staff time from hand stamping the college seal and then the signature stamp. This system will also incorporate enrollment verification requests.

Is this in your Program Review? Yes No

Please describe how this request is incorporated into your Program Review:

This is part of the student records process. Students request grade verification in a variety of ways: Job, insurance, scholarships or transferring to another college or university.

Is it a replacement? Yes Upgrade? Yes New technology? Yes

Please explain?

A&R staff member validates from his computer system located in the lobby of A&R. He prints the official transcript from the Universal printer within the A&R Office then hand stamps the college seal and admin signature.

Below is the evaluation criteria; please see corresponding Instructional Equipment Rubric at: http://grapevine.laspositascollege.edu/pbc/documents/PBCInstructionalEquipmentRubric_2010-11.pdf

Teaching & Learning/Impact on Enrollment (Total = 10 points for A& B)

- A. How will this item have a positive impact on instruction and/or teaching and learning in the classroom?
Is this for use by the Instructor or students, or both?

Benefits only current and past students in providing them with the necessary transcripts or certificates in a timely fashion. As the A&R team has not grown in many years and the student population has, requests for transcripts and enrollment verifications (job and insurance) have increased. We see the cause and affect during our peak enrollment periods.

By upgrading to an embedded document it would save up to 2 minutes per request to post the stamps onto the printed transcript from a dedicated computer within the A&R Assistant' Office.

On average, A&R processes and prepares over 1000 transcripts, which does not include enrollment or insurance verification requests.

B. How will the equipment impact enrollment, attract, or increase the number of students participating in a course or program?

By having offices with tools and technology that will improve quality customer and product services to our students, we will be able to get students through the A&R lines faster and provide them with the much needed forms in order to:

- get a job
- transfer to a college or university
- apply for a scholarship
- keep their insurance rates down

By having an individual unit that is not shared with other A&R printing functions, this will increase production and, hopefully, keep student's costs of transcripts down as well.

Outcomes (Total = 10 points)

How does this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

As a Student Services process, we could inhibit a student from getting to class on time because of our antiquated systems and process are done mostly by hand and by limited staff.

We choose to remember that Students Come First and are looking at viable cost and time-effective means and measures that will increase our productivity and efficiency levels.

Total Cost of Ownership (Total = 5 points)

(This section attempts to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep?
Who will perform maintenance, and what will the estimated costs be?

Life span: 7-10 years if preventive maintenance measures are taken.

Equipment will reside in A&R. There is designated space.

The preventive maintenance for the first year is included in the overall purchasing cost (2-year maintenance contract is \$658). A&R or Matric will incur following year's maintenance costs.

Unless there is a change in the signature, the IC card does not have to be replaced unless damaged.

As the current operation has already budgeted for paper, they will continue with a 12-15% increase each subsequent year and pay for out of their respective budget.

Health and Safety (Total = 2 points)

Explain if this equipment responds to a security or health and safety need for faculty and students:

All student records are under the Federal Privacy Act and A&R employees have signed a confidentiality form. Students that request forms are required to provide Student ID, ID number, or Social Security Number with a picture ID.

Visibility/Profile within Community (Total = 1 point)

Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

It will enhance the look and feel of the transcripts that we are providing as well as speed up the process.

Commitment to Sustainability (Total = 1 point)

If the equipment exceeds basic sustainability goals or provides renewable resources to the College, provide specific details:

As we are moving from a hand stamping process, this should decrease wasted products as well as create ergonomically safe and efficient measures.

Access (Total = 1 point)

Provide evidence that the requested equipment is consistent with universal design* and will ensure access above and beyond standard capability.

Attached is the information on the Economical, Ecological, ECOSYS Printer.

**Universal design is an approach that addresses and redresses the primary barrier to making expert learners of all students. Some examples include: light switches with large flat panels rather than small toggle switches; buttons and other controls that can be distinguished by touch; bright and appropriate lighting, particularly task lighting; auditory output redundant with information on visual displays; visual output redundant with information in auditory output; contrast controls on visual output; use of meaningful icons with text labels; clear lines of sight to reduce dependence on sound; volume controls on auditory output; speed controls on auditory output; choice of language on speech output. Items incorporating the principles of universal design feature: equitable use; flexibility in use; simple and intuitive; perceptible information; tolerance for error; low physical effort; and size and space for approach and use. (Wikipedia)*

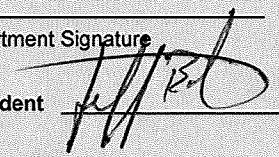
Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is required.)

Requested by _____ Dean/ Unit Head _____

IT Department Signature

Vice President



LPC VP Admin. Svcs/President _____ LPC Business Office Use (Account Number) _____

Karen Kit - Re: Instructional Equipment Request: Transcript Printer (attached)

From: Karen Kit
To: Jeff Lawes
Subject: Re: Instructional Equipment Request: Transcript Printer (attached)

Wanted to verify. I will remove.

>>> Jeff Lawes 3/17/2011 6:59 PM >>>

Hi Kit,

Not sure about "system will also incorporate GE Breadth and IGETC certificates". Correct me if I misunderstood, but the printer will only be used strictly for transcripts and enrollment verifications. Other than that, it looks good.

Jeff Lawes
Las Positas College
Admissions & Records Asst. II
(925) 424-1553

>>> Karen Kit 3/17/2011 4:34 PM >>>

Would you to critique the attached and get me comments asap. Need VP Baker to sign tomorrow.

Revised Purchase Proposal

J. Snell & Co., Inc. is a State-Certified Small Business Enterprise

156 Mendell Street, San Francisco, CA 94124

415.206.7700

Fax 415.550.8326

Date: 4.8.2011

Attention: Jeff Lawes

Company: Las Positas College

Address: 3000 Campus Hill Drive
Livermore, CA 94551

Telephone: 925.424.1553

E-mail: jlawes@laspositascollege.edu

<u>Quantity</u>	<u>Item</u>	<u>Cost</u>
1	Kyocera FS-3920DN Printer	\$1,038.00
1	IC card with signature and seal	\$275.00
1	Toner TK352	\$81.00
1	First year there will be an emergency only maintenance contract. We will respond to all emergencies.	N/C
1	Two year maintenance contract to start after the first year. This includes: Two prescheduled maintenance inspections per year plus emergency services.	\$658.56
Subtotal:		\$2,052.56
Tax 9.75%:		\$135.91
Freight:		\$58.00
Total:		\$2,246.47

Terms: Net 30 days

Delivery: 5 - 7 business days

Warranty: 1 year manufacture's warranty

Customer Acceptance Date

Celest Bernales 4.8.2011
J. Snell & Co. Inc. Date

J. SNELL & CO., INC.

Sample Maintenance Agreement

Las Positas College
Admissions & Records
3000 Campus Hill Drive
LIVERMORE, CA 94551-7650

1/31/2011

Equipment Reference: **Transcript Validator: Check/Data VS 3800N**

MachNo: **abb2604341**

ON-SITE INSPECTION AND MAINTENANCE AGREEMENT

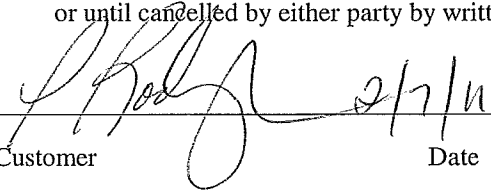
J. Snell & Co., Inc. agrees to inspect and render supplemental preventative maintenance to the referenced equipment.

This Agreement is in Effect for a Period of Two Years. Maintenance service will be performed on an annual basis.

- a) Provide scheduled field service maintenance; cleaning, adjusting, lubricating, testing, training, mechanical and electrical adjustments.
- b) Provide priority response to emergency service calls.
- c) Supply parts not covered by factory warranty at standard prices.
- d) Perform additional repairs outside the scope of this agreement at a 25% discount on current labor rates.
- e) Provide service during normal working hours using authorized and trained service technicians.

LIMITATIONS

- a) Damage due to acts of God, fire, theft, abuse, misuse, improper line voltage or voltage fluctuations, unauthorized repairs or alterations by persons other than trained employees of J. Snell & Co., Inc.
- b) Damage caused by foreign objects or from the use of incorrect supplies such as inks, toners, ribbons, cleaning fluids and lubricating oils.
- c) Damage to or wear of custom dies, signatures, date assemblies, electrical components, and parts containing rubber or plastic materials.
- d) Equipment installation, rebuilding, updating, installing new year wheels on time equipment, and shop overhauls are not included.
- e) Parts, supplies and other expendable items are not included.
- f) In no case is J. Snell & Co., Inc. liable for direct, indirect, consequential or incidental damages including delays, profits and user inconvenience from the use or misuse of the equipment.
- g) The customer's sole remedy from any claim or action resulting from the performance or nonperformance of this contract is limited to the annual charge and in no case shall exceed \$500.00.
- h) This agreement is transferrable to replacement machines supplied by our company. The terms of the contract will remain in force for the entire period. This contract is renewable annually by mutual agreement upon payment of invoice or until cancelled by either party by written notice within 30 days of expiration date.


Customer

Date

J. Snell & Co., Inc.

Date

From: Jeff Lawes
To: Cheryl Rothman
Date: 1/31/2011 2:15 PM
Subject: Fwd: Contract Proposal
Attachments: Las Positas College Contract.pdf; Las PositasContractDetails.pdf

here it is....

>>> "Celest Bernales" <celest@jsnell.com> 1/31/2011 12:07 PM >>>
Hello Jeff,

So sorry it's taken me so long to send you this information. Attached is the contract proposal. Please let me know if you have any questions.

Celest Bernales
J.Snell & Co., Inc.
156 Mendell Street
San Francisco, CA 94124
415-206-7700 (tel)
415-550-8326 (fax)
celest@jsnell.com