Edwards College Technology Request | Proposal

Brief Description of Request _____   **Total: $**

Requestor(s) _____   Department(s) _____

I. Technology Estimate

For each category below, please list the item description, quantities and total price. Quotes obtained online are acceptable, but the Dean's office will request quotes from state contract vendors. Please include a printout of your cart/quote for reference. If you have particular specifications, please obtain a state-contract quote via ITS. If your equipment is only available from one vendor, state that in your narrative (Part III).

A. Hardware

Item Description	Quantity	Price Per Item	Total Price
		Total from Page 4	
		Hardware Total	

B. Software (please attach terms and conditions or include a link at the end of your narrative)

Please do not include Microsoft Office Suite or Adobe Creative Cloud software.

Item Description	Quantity	Price Per Item	Total Price
		Total from Page 4	
		Software Total	

C. Accessories (e.g. surge protectors, carrying cases, keyboards)

Item Description	Quantity	Price Per Item	Total Price
		Total from Page 4	
		Accessories Total	

Shipping/Handling/Installation	
Tax (8%)	
Total	

D. Maintenance Plan and Sustainability

Supply a brief explanation on which department will assume the costs for maintenance. For example, if this technology has a service contract, will the department budget appropriately? If you have not requested replacements for consumable parts (e.g. print cartridges), which department will budget for these costs over the life of the equipment?

II. Justification

A. Usage

i. Which courses and experiential learning activities will use this technology?

Course Number and Title / Experiential Learning Activity Name	Projected Enrollment (across all sections)	Semesters offered (Fall, Spring, Both)	Frequency of Use (weekly, monthly, daily)

ii. Is this equipment critical for any of the above courses? If so, which ones?

iia Can this equipment be used by other departments? If so, please list them below. Have you discussed this request with those departments? If not, you will be asked to discuss these needs in the approval process.

B. Location

i. Where will this technology be used? _____

ii. Is this technology replacing older equipment? _____

iii. Is the older equipment in the same location? If not, where is it currently located? _____

C. Are any of the following utilities required for its use?

☐ Ethernet/wired internet   ☐ Dedicated power or circuit

☐ Special ventilation   ☐ Other: _____

D. Storage

i. Where will this technology be stored? _____

ii. Does it need a storage facility or security? _____

E. If this technology will require electrical, networking or permanent changes to the space where it is used, answer the following questions.

i. Will this request require a decrease student seating capacity?	☐ Yes	☐ No
ii. Does this change the current use of the space (e.g. classroom to dedicated lab)?	☐ Yes	☐ No
iii. Will this request add computers or other devices where there are currently none?	☐ Yes	☐ No
iv. Will this request require the installation of any device or structure on the walls or ceiling, and will it require electrical and network connectivity?	☐ Yes	☐ No
v. Does this request require additional furniture?	☐ Yes	☐ No

iv. If you answered yes to any of the above, explain:

III. Narrative Rationale

Please describe how this technology request will serve student learning and pedagogical experiences, citing the initiatives, courses and programs in Part II. Which existing or emerging programs will this request bene it? How will this technology make your program/classroom competitive on a regional, national or international level, particularly with hybrid instruction? Are there other institutions that use this technology?

I. Technology Estimate (continued)

A. Hardware

Item Description	Quantity	Price Per Item	Total Price
		Total	

B. Software (please attach terms and conditions, or e-mail a link to rpleasant@coastal.edu)

Item Description	Quantity	Price Per Item	Total Price
		Total	

C. Accessories (e.g. surge protectors, carrying cases, keyboards)

Item Description	Quantity	Price Per Item	Total Price
		Total	