

2007.0085

Student Technology Fee  
Funding Request Form  
Surplus Funds for Fiscal Year 2006-07  
Northwestern State University of Louisiana

This document will not be accepted without complete information, detailed budget, specifications of each piece of equipment requested and pricing.

Prepared by: Juanita Darby For: NSU Leesville/Fort Polk

College: Math Campus: Leesville/Fort Polk Department: \_\_\_\_\_

Where will requested equipment be located/installed/housed: Bldg. 550 Room 119, 124, & 125

Are property policies and procedures in place by the department for equipment requested. Yes

Delivery to the Student Technology office located in Watson Library, Room 113. Date \_\_\_\_\_

1. Describe target audience.

All students enrolled on the NSU Leesville/Fort Polk campus. Many students living in this area commute to main campus and use the computer labs on this campus because they are more convenient.

NSU Leesville/Fort Polk averages around 450 students during the Fall and the Spring semesters and about 200 during the Summer semester. Approximately 60-70% of the students are civilian, 20-30% are military family members, and 10% are active duty military.

Classes are scheduled Monday – Friday.

Room 124 has 27 computer stations with one printer.

Room 125 has 20 computer stations with one printer.

Room 119 has 20 computer stations with one printer.

This would impact approximately 1200 students enrolled each year on the Leesville campus.

Students use the computer labs to communicate with instructors and other students, to prepare for their classes, and to complete research on the web. All students enrolled in core classes must use the computer lab for some portion of their coursework. Many of the students on the Leesville campus take online courses. Several programs such as CJ and Nursing are provided almost entirely over compressed video. Students enrolled in these courses use the internet to communicate with their instructors.

This would also impact additional classes scheduled into the 2 computer labs used for classes.

2. Describe project/initiative for which you are requesting funds.

To update the three (3) computer labs on the Leesville/Fort Polk campus in rooms 119, 124, and 125.

To update the 2 printers in labs 119 and 125.

To purchase 2 Scanners for computer labs 124 and 119.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

To provide the software necessary for students to complete assignments and acquire the computer skills and knowledge to be competitive in the job market.

To provide the necessary software for the MOS Certification Exams given on the Leesville campus for the following courses: Comp 1020, Comp 2010, and Comp 3010.

To improve the response time to programs and access to the network printers and Internet services.

To provide scanners for students to use to complete assignments.

4. Indicate how each project objective will be evaluated.

Computer staff will evaluate the improvement in response time and assess to network services.  
A calendar of classes scheduled into the computer labs will be retained.  
Students must sign in when using computer labs.

These records will be reviewed by the NSU Leesville Technology Committee to evaluate the number of students using the labs.

5. Provide a justification for funding of the project. Estimate the number of students that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

#### **Computer Lab room 125**

The general computer lab is located in room 125 and open to all students Monday – Friday. This lab was established in July 2002 which was 5 years ago. The configuration of this lab needs to be updated to better accommodate the needs of the students using this lab. We would like to located 5 computer stations against the front wall. Presently, these stations are located in the center of the room. To accomplish this, the blackboard located on this wall needs to be removed and possibly the wall would need to be painted. Five (5) electrical outlets and 4 port jacks for data would need to be located on this front wall. One new printer and a scanner would be located in this room.

#### **Computer Lab room 124**

Classes are taught in the computer lab in room 124. This lab is used for all Computer Application courses. Students taking online classes are also encouraged to use this lab when it is available. Classes meet in this lab from Monday – Friday.

This lab was established in February 2003 which was 4 years ago. This lab accommodates the needs of the students, but could use additional 4 electrical outlets and 4 port jacks in the center of the room. The pole for the drop has already been purchased. There are 27 computers in this lab (26 student stations and 1 instructor station). One new scanner would be located in this room.

## Computer Lab room 119

This lab is utilized as a classroom also. English and Nursing classes are regularly scheduled into this room. When classes are not scheduled in this room, students use this area to complete assignments and for study groups.

This lab was established in February 2004 which was 3 years ago. This lab accommodates the needs of the students well. There are 20 computers in this room with tables in the center. One new printer will be located in this lab.

6. If funded, which NSTEP (<http://www.nsula.edu/nstep/NSTEP.pdf>) objective will this funding of this project advance. How will funding of the project advance the University and College / unit technology plan?

NSTEPS Objective 1. To improve access to technology by students, faculty, and staff at NSU.

NSTEPS Objective 2. To improve classrooms with updated technology and multimedia.

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Tommy Tilley, Senior User Support Specialist, will coordinate the installation and setup of the classrooms with the Office of Student Technology.

8. Describe any personnel (technical or otherwise) required to support the project/initiative.

Tommy Tilley, Senior User Support Specialist, and the Office of Student Technology will work together to support this equipment.

All rooms on the Leesville campus are wired for internet access so wiring is not necessary.

Additional electrical outlets will need to be installed by Plant Facilities.

Date port jacks will be coordinated by the Network Administrator.

9. Provide a schedule for implementation and evaluation.

Equipment will be ordered in May and arrive by the end of June.

When the shipment arrives, the equipment will be installed in the classrooms and tested.

Instructor s will begin using the equipment after the installation in complete. This is projected to be by Fall 2007.

Evaluation will be done from student sign in sheets and lab schedules of classes.

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

Computers, Flat panel Screens, Printers and Scanners have an expected life of 5 years.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through Student Tech Fee.

Rooms are locked and the key will be controlled under the NSU Leesville/Fort Polk Key Control Policy.

12. Attach a detailed budget, including: specs., description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment. **All of the information requested must be attached or the request will not be accepted.**

13. Attach a letter of support for the project signed by the requesting unit's Dean, the appropriate Vice President (for non-academic units), or the SGA President from the requesting campus (for student requests).

\$ 117,823.45



Close

Dell recommends Windows Vista™ Business.

## View/Print Cart

[Print This Page](#)

**E-quote Number: 1002826657947**

**Saved By:** Alfred Ehlers **Phone Number:** (318) 357-6482  
 ehlersa@nsula.edu **Purchasing Agent:** Diana Cobb

**Saved On:** Wednesday, May 02, 2007 **Notes/Comments:**

**Expires On:** Sunday, July 01, 2007 **Additional Comments:**

**Description**



**OptiPlex 745 Small Form Factor (Vista)**

Date & Time: May 02,2007 2:03 PM CST

**SYSTEM COMPONENTS**

**OptiPlex 745 Small Form Factor (Vista)**

Qty 3

Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB), Genuine Windows Vista™ Business, with media, 32 Edition, English **Unit Price \$1,668.66**

**Catalog Number: 25 E1778\_VISTA**

Module	Description	Show Details
<b>OptiPlex 745 Small Form Factor</b>	Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB)	
<b>Operating System(s)</b>	Genuine Windows Vista™ Business, with media, 32 Edition, English	
<b>Memory</b>	2.0GB DDR2 Non-ECC SDRAM, 667MHz, (2DIMM)	
<b>Keyboard</b>	Dell USB Keyboard, No Hot Keys, English, Black	
<b>Monitors</b>	Dell 20 inch UltraSharp™ 2007FP Flat Panel, Adjustable Stand, VGA/DVI	
<b>Video Card</b>	128MB ATI Radeon X1300 (1 DVI/1 TV-out), low profile	
<b>Boot Hard Drives</b>	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™	
<b>Floppy Drive and Media Card Reader Options</b>	1.44MB 3.5 Inch Slimline Floppy Drive	
<b>Mouse</b>	Dell USB 2-Button Optical Mouse with Scroll, Black	
<b>Lead Free Motherboard</b>	RoHS Compliant Lead Free Chassis and Motherboard	
<b>Removable Media Storage Devices</b>	8XSlimDVD+/-RW w/RoxioCreator™ DellEdition for VistaHomeBasic/Business	
<b>Speakers</b>	No Speaker	

<b>Resource CD</b>	Resource DVD contains Diagnostics and Driver for Dell OptiPlex Systems	
<b>Dell Energy Smart</b>	Dell Energy Smart Enable	
<b>Security Hardware</b>	Chassis intrusion switch option	
<b>Hardware Support Services</b>	5 Year Limited Warranty plus 5 Year NBD On-Site Service	
<b>Installation Support Services</b>	No Onsite System Setup	
<b>Mouse Pad</b>	Mouse Pad	
		<b>TOTAL: \$5,005.98</b>



**CanoScan LiDE70 Color Image Scanner**

Manufacturer Part# 1502B002  
Dell Part# A0709134

Qty 2  
Unit Price \$80.99

**TOTAL: \$161.98**



**OptiPlex 745 Small Form Factor (Vista)**

Date & Time: May 02,2007 2:03 PM CST

**SYSTEM COMPONENTS**

**OptiPlex 745 Small Form Factor (Vista)**

Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB), Genuine Windows Vista™ Business, with media, 32 Edition, English

Qty 64  
Unit Price \$1,490.16

**Catalog Number:** 25 E1778\_VISTA

Module	Description	Show Details
<b>OptiPlex 745 Small Form Factor</b>	Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB)	
<b>Operating System(s)</b>	Genuine Windows Vista™ Business, with media, 32 Edition, English	
<b>Memory</b>	2.0GB DDR2 Non-ECC SDRAM, 667MHz, (2DIMM)	
<b>Keyboard</b>	Dell USB Keyboard, No Hot Keys, English, Black	
<b>Monitors</b>	Dell 17 inch UltraSharp™ 1708FP Flat Panel, Adjustable Stand, VGA/DVI	
<b>Video Card</b>	128MB ATI Radeon X1300 (1 DVI/1 TV-out), low profile	
<b>Boot Hard Drives</b>	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™	
<b>Floppy Drive and Media Card Reader Options</b>	1.44MB 3.5 Inch Slimline Floppy Drive	
<b>Mouse</b>	Dell USB 2-Button Optical Mouse with Scroll, Black	
<b>Lead Free Motherboard</b>	RoHS Compliant Lead Free Chassis and Motherboard	
<b>Removable Media Storage Devices</b>	8XSlimDVD+/-RW w/RoxioCreator™ DellEdition for VistaHomeBasic/Business	
<b>Speakers</b>	No Speaker	
<b>Resource CD</b>	Resource DVD contains Diagnostics and Driver for Dell OptiPlex	

<b>Resource CD</b>	Systems
<b>Dell Energy Smart</b>	Dell Energy Smart Enable
<b>Security Hardware</b>	Chassis intrusion switch option
<b>Hardware Support Services</b>	5 Year Limited Warranty plus 5 Year NBD On-Site Service
<b>Installation Support Services</b>	No Onsite System Setup
<b>Mouse Pad</b>	Mouse Pad

**TOTAL:\$95,370.24**

	<b>Total Price</b>
<b>Sub-total</b>	<b>\$100,538.20</b>
<b>Shipping &amp; Handling</b>	\$0.00
<b>Tax</b> *	--
<b>State Environmental Fee</b> *	--
<b>More Info</b>	
<b>Total Price</b> *	--

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**ONLINE PRICE QUOTATION**

**Quote Number: 1271527**  
 Today's Date : 5/2/2007 1:47:31 PM  
 Created By: ehlersa@nsula.edu

**Quote Name: NSU-TF-FP\_9050N**  
 Quote Created Date : 5/2/2007 1:47:08 PM  
 Contract: LA - STATE OF LOUISIANA (WSCAI)( 404160-A63309 )

**Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.**

*Use the File - Print option to print this form for your future reference.*

Items/description	Part no	Unit price	Qty	Ext price
HP LaserJet 9050n printer	Base	\$3,173.00	2	\$6,346.00
HP LaserJet 9050n printer	Q3722A#ABA			

**In the box:**  
 100-sheet multipurpose tray, two 500-sheet input trays, HP Jetdirect Fast Ethernet embedded print server, face-up output bin, power cord, print cartridge, printer documentation, printer software CD-ROM, control panel overlay

**Print speed, black**  
 Up to 50 ppm

**Duty cycle**  
 Up to 300,000 per month

**Paper trays (std/max)**  
 3/4

**Input capacity (std/max)**  
 Up to 1100/Up to 3100

**Output capacity (std/max)**  
 Up to 600 (500 sheets face down, 100 sheets face up) / Up to 3600 (with optional 3000-sheet stacker or stapler/stacker), up to 2500 (with optional 8-bin mailbox), up to 1600 (with optional multifunction finisher)

**Media sizes**  
 Letter, legal, tabloid, executive, JPostD, envelopes (No. 10, C5, DL, Monarch, B5)

**Memory (std/max)**  
 128 MB / 512 MB

**Connectivity, standard**  
 Bidirectional IEEE 1284-B compliant parallel port, 2 open EIO slots, HP Jetdirect Fast Ethernet embedded print server

**Print quality, black**  
 600 x 600 dpi [with HP FastRes 1200 and Resolution Enhancement technology (REt)]

**Paper-handling accessories**  
 Two 500-sheet input trays, 100-sheet



multipurpose tray, 600-sheet output bin (500 sheets face down, 100 sheets face up)

**Optional paper-handling accessories**

**Options not included:** 2000-sheet input tray; automatic duplexer; 3000-sheet stacker or 3000-sheet stapler/stacker or multifunction finisher (require 2000-sheet input tray); 8-bin mailbox (requires 2000-sheet input tray)

HP LaserJet black print cartridge (38K pages)	<b>C8543X</b>	\$262.00	4	\$1,048.00
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**Subtotal: \$7,394.00**

**Estimated Lease Cost: \$239.49**

The terms and conditions of the LA - STATE OF LOUISIANA (WSCAII) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:  
<http://gem.compaq.com/gemstore/entry.asp?SiteID=1020>

\* The estimated lease cost is the monthly payment amount for a lease commencing on or before 6/1/2007 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

\* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

\* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

\* For detailed warranty information, please go to [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo) . Sales taxes added where applicable. Freight is FOB Destination.

# Northwestern State University

Natchitoches, LA 71497

Purchase Order No. \_\_\_\_\_

## REQUEST FOR PURCHASE ORDER

**Vendor**

Name Software House International  
 Address 7485 Elliot Road  
 City Baton Rouge St LA ZIP 70817  
 Phone 225-755-6947

**Ship To**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_

QTY	LINE	DESCRIPTION	EACH	TOTAL
67		Office Professional Plus 2007 All Lng MVL Part Number 79P-01195 Product Type: Standard	\$52.91	\$3,545.25
		ACADEMIC MASTER ENROLLMENT # 5194538 LAICU ENROLLMENT# 9546959		

**Payment Details**

- Check
- Cash
- Account No.
- Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Exp Date \_\_\_\_\_

SubTotal	\$3,545.25
Shipping & Handling	
Taxes State	
<b>TOTAL</b>	<b>\$3,545.25</b>

**Shipping Date**

\_\_\_\_\_

**Approval**

\_\_\_\_\_

Date \_\_\_\_\_  
 Order No \_\_\_\_\_  
 Sales Rep Laurie Conrad  
 Ship Via \_\_\_\_\_

**Notes/Remarks**

\_\_\_\_\_