



Oak Park Elementary School District 97

Capital Expense Request, Suggestion, or Proposal

Project Name:

Name: (submitter's name) Date: (dropdown)

Primary Spend Category: (dropdown)

Secondary Spend Category (if applicable): (dropdown)

Request Number: (update last 3 digits)

Narrative Description of the project:

To create a uniform, cost effective, and user efficient districtwide print/copier strategy and solution (in the production of print materials) for staff and students while concurrently providing state-of-the-art technology to same and at a reduced annual cost.

Narrative Statement of why the project/spending is needed:

The current system is problematic in terms of finding repair alternatives, is more costly than more modern systems, and includes significant concerns of reliability and confidentiality. The new solution will provide more efficient access and productivity to all staff that is more cost effective.

Anticipated impact/result of the spend:

We will have a more uniform and accessible print solution, better reliability and functionality and will experience cost savings.

Who and how many will be impacted or benefited?

All district stakeholders as well as Oak Park residents.

Building or Location(s):

Narrative Statement of what alternatives exist, if any, to the spend:

Continued use of worn and non-reliable existing printers/copiers as well as existing contracts which are costly to maintain.

Evaluation/Scoring Section

Name of Scorer: Date: (dropdown)

Date by which the spend would occur: (dropdown)

Unit dollar amount: Number of units: Total dollar amount:

Expected annual impact (+/-) to operating expense:

Impact of spend on operating budget:

The district will see an estimated \$50,123 annual reduction during the 2016-2017 through the 2020-2021 school years. The variable will be depending on each year's annual consumption of printing/copying in District 97. We anticipate the reduction

Anticipated/potential offsets (i.e. grants, revenues, etc.):

Not new money but reduction in current costs.

Value of offsets:

Level

- 1 Category - What is the opportunity or problem?
- 2 Failure Expectancy - What is the frequency of the problem?
- 3 Consequence - What is the impact/result?
- 4 Users Impacted

Component Failure/Upgrade	(dropdown)	15
Immediate/Emergency/Very Poor	(dropdown)	25
Outage/Closure	(dropdown)	21
High Impact/District-wide	(dropdown)	25

Total Score (out of possible 100) 86

			Possible spend category	Additional context
Level 1 Category - What is the opportunity or problem? (25 Possible Points)				
Life Safety and Health	25	Required to reasonably prevent or respond to known or projected risks, e.g., educational environment or indoor air quality	LS	e.g. Life Safety Priority A item
Compliance	20	Required for code/regulatory, contract compliance, required upgrades, end-of-life	LS	e.g. Life Safety report items
System Failure/Upgrade	20	A system has failed or is reaching its useful life and is in need of replacement now or in the immediate future	CF	
Component Failure/Upgrade	15	A component of a system has failed or is reaching its useful life and is in need of replacement now or in the immediate future	CF	
District Growth	15	Infrastructure or applications required to enable growth in school, teaching, student, data	CF, DI	
Required Infrastructure	10	Required infrastructure improvement/enhancement to enable other projects	DI, EN	
Strategic Priority	10	System or application needed to enable achievement of District strategic goals and/or ends	EN	Spend is pursuant to District goals, mission, values
Preferred, Desired	7	Customers would prefer a new or different product, system or equipment to that which is currently working	EN	
Political Expedience	3		EN	
No Problem	0	Review and no problem found		
Level 2 Failure Expectancy - What is the frequency of the problem? (25 Possible Points)				
Immediate/Emergency/Very Poor	25	The system has failed or is expected to fail in less than 1 year	LS, CF	
Probable/High/Poor	19	Failure and/or replacement need within 1 to 3 years	LS, CF	
Eventual/Medium/Fair	13	Failure and/or replacement need within 3 to 5 years	LS, CF	
New/Low/Good	7	The system, component or technology currently does not exist; or failure and/or replacement need is greater than 5 years	DI	
No Problem	0	There is no critical problem or identified need with the system	EN	
Level 3 Consequence - What is the impact/result? (25 Possible Points)				
Safety/Health	25	Student and/or staff safety or health is or has lost potential to be compromised	LF	e.g. Life Safety Priority A item
Outage/Closure	21	Upon failure, a production outage or a partial or complete facility closure will occur	LF	
Potential Damage	17	Potential or significant damage to District instruction, assets or reputation	LS, CF	
Legal/Financial	13	Significant legal or financial penalties	LS, CF	
Instruction/Investment Return:	9	Generates high return on instruction and/or investment (ROI as measured by test scores, NPV, or other)	CF, DI	
Staff Productivity:	6	Significantly increases staff productivity (as measured objectively)	DI, EN	
Loss Opportunity/Minor Consequence	3	Opportunity lost to improve process or reporting, or minor consequences	EN	
No Failure:	0	No failure is expected		
Level 4 Users Impacted (25 Possible Points)				
High Impact/District-wide	25			
Medium Impact/Feeder-wide	17			
Lower Impact/School-wide	8			
Minimal Impact/Class level impact	0			
100 Possible points				

Jan	1	2013	one-time	Life SafLS
Feb	2	2014	on going	Core FuCF
Mar	3	2015		Direct InDI
Apr	4	2016		EnhanceEN
May	5	2017		
Jun	6	2018		
Jul	7	2019		
Aug	8	2020		
Sep	9	2021		
Oct	10	2022		
Nov	11	2023		
Dec	12	2024		
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Life Safety and Health	25	Immediate	25
Compliance	20	Probable	19
System Failure/Upgrade	20	Eventual	13
Component Failure/Upgrade	15	New/Low	7
District Growth	15	No Problem	0
Required Infrastructure	10		
Strategic Priority	10		
Preferred, Desired	7		
Political Expedience	3		
No Problem	0		

Safety/Health	25	High Imp	25
Outage/Closure	21	Medium	17
Potential Damage	17	Lower Ir	8
Legal/Financial	13	Minimal	0
Instruction/Invest	9		
Staff Productivity	6		
Loss Opportunity	3		
No Failure	0		

3
(submitter's date)

7

(start spend date)

Project Name	Request #	Primary Spend Category	Secondary Spend Category
Copier/Print Shop Solution 20160315 - CF - MA - 001		CF	DI

Building or Location(s)	Estimated Dollar Amount	Start Date of Spend	Score
All District Buildings	\$1,175,580	07/01/2016	86

Annual Impact to OpEx	Anticipated Offsets
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