



# 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 cost

### 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**