**Request for Proposals**

**for Student Computing Resources**

**Fiscal Year 2022**

**Overview**

 Each year funds originating from the Higher Education Funds (HEF) are allocated for the Academic Computing Committee (ACC) program. The program is administered by the Vice President for Information Technology (VPIT). The ACC, under the authority of the University Faculty Senate, has been charged with the responsibility of soliciting and evaluating proposals. Proposals are invited from entities funded by Texas State University.

**Funding Goals**

 The purpose of the proposals is to **replace or upgrade** obsolete computers and peripherals in **already existing open computer labs** on campus. Open computer labs are defined as spaces in which all students, faculty, and staff have access to the equipment provided in the labs and which are located in and maintained by academic departments. **Computers or peripherals that break unexpectedly or need to be upgraded are also included as replacements.**

The committee will also consider separate proposals that would enhance the use of existing labs (e.g., new peripheral devices connected to computers and/or additional computers, provided they would be used within space already allotted for labs).

Requests must comply with current University IT standards. The following link references current standard computer models and pricing:
<https://itac.txstate.edu/support/hardware-dfp/computer-pricing.html>.

These prices are subject to change throughout the year as models and configurations change. If the request does not comply with university standards the following items are **required** to be submitted with the application:

* A written justification as to why the standard will not suffice
* A vendor quote with complete technical specifications
* Evidence of no less than a 3-year warranty on equipment included in the quote. Laptops should also include accidental damage protection.
* If choosing an Apple product, evidence of AppleCare included in the quote

Many times specialized peripheral devices may require software to run them. If this is the case, the software must be vetted by the Information Security Office and the Electronic Information Resources Accessibility Coordinator. Their approvals are required for purchasing any and all software.

Procurement of equipment will be sourced through IT-authorized vendors (Dell, HP, Apple). No outside vendors will be used unless a business case justification has been included. The business case will be reviewed and does not guarantee that the outside vendor will be used. Vendor selection is at the sole discretion of the Director of IT Business Services.

**Procedures**

1. Proposals are for either replacement of existing equipment or for additional equipment. If you are requesting both, submit separate proposals. As a reminder, proposals with equipment that will create a new lab space or expand an existing lab space will not be accepted.

2. Before submitting a request, proposers are advised to contact the ACC representative for your college or division for advice and/or clarification and/or request forms**. The forms are available on the Faculty Senate Web site under ACC committees:**

<http://www.txstate.edu/facultysenate/committees/computing.html>

The 3 forms to download are:

ACC Proposal Instructions FY 2022

ACC Proposal Template FY 2022

ACC Proposal Budget FY 2022

The ACC college or division representative can provide proposal and budget forms upon request to be used to write the narrative and to obtain required authorization from administrators or supervisors. [NOTE: Contacting an ACC representative increases the likelihood that the proposal is adequately explained/described in committee deliberations.] Proposers who are NOT represented by an academic college may contact Dr. Stan McClellan, (sm65@txstate.edu), ACC Chair.

3. If the proposer’s department or divisional unit received ACC funding during the 2021 fiscal year, then a final assessment report must be submitted to the Special Assistant for the Vice President for Information Technology’s office via e-mail (ws15@txstate.edu) by **Friday, March 11, 2022.** If the department or divisional unit fails to submit the report via e-mail then all requests for funding from that department or divisional unit for FY 2022 will not be considered. The final assessment report should follow the format of the proposal, with an attached summary.

4. Proposers must obtain a written support statement from their departmental chair or unit administrator (page 4 of template).

5. Proposers create a PDF file of the proposal including budget. Signatures for the PDF file will be obtained via Adobe Sign. They are from Principal Proposer, Second Proposer, ACC College Representative, Dept. Chair or Unit Manager, Dean or Division Manager. Here are the steps:

 A. Access the University’s Adobe Sign Support at <<http://itac.txstate.edu/support/esignature.html>>.

 B. Click on LOG IN on the right side of screen.

C. Enter your Texas State email address (NetID@txstate.edu) in the email field. You do not need to enter your password. Click Sign in. Click Enterprise ID on the following screen.

D. Log in with your NetID and password on the Texas State page. A second authentication using NetID two-step (DUO) may be requested (e.g., call your cell phone).

 E. Click “Get a Document Signed” on the left side of screen.

F. Enter recipients’ e-mail addresses in this order: Principal Proposer, Second Proposer, ACC College Representative, Dept. Chair or Unit Manager, Dean or Division Manager. Be sure the system will submit for signatures in order of e-mail address by ensuring that the Complete in Order option is selected (this is the default). Also be sure to use the email format of NetID@txstate.edu and not an email alias (personsname@txstate.edu).

 G. Drag/drop the Signature Page PDF from your computer onto the box area.

 H. Click Next.

I. On the following screen you will drag/drop the signature fields to the appropriate areas. Remember to change the recipients (signers) for each line BEFORE adding the next signature field. Be sure the system will submit for signatures in order of e-mail address. If you need assistance with this process, the ITAC helpdesk can help you. Call 512.245.4822 for assistance.

J. Once all signature lines have been added, click Send. The recipients will be notified when it is their turn to sign the document, and you will receive an email when the document has been completed. You can always log into Adobe Sign and check on the signature progress. Once the signature page has been completed, download the page, since you will submit it to the ACC committee in your application packet. The process for obtaining signatures need to be done by **5:00 pm Friday, March 4, 2022.**

6. Deans and Divisional Managers will be asked to assess the proposals submitted from their College or Division. Each Dean or Division Manager will comment on the merits of proposals with respect to their college strategic plan. The Deans and Divisional Managers will e-mail the Deans’ assessments to Mr. Whitten Smart (ws15@txstate.edu) by **5:00 pm Friday, March 11, 2022.**

7. The ACC College Representatives uploads the proposer’s PDF file by **5:00 p.m. Friday, March 11, 2022.**

8. The ACC will evaluate proposals and will prepare funding recommendations for the Faculty Senate by end of **April 2022**.

9. Funding recommendations will be presented by the ACC chair to the Faculty Senate by **April 2022.** Following endorsement by the Senate, recommendations will be forwarded to the Provost and the Vice President for Information Technology for final approval.

10. Notification of award or regret will be **emailed by the ACC Chair within one week of receiving the final approval from the Provost**. The ACC Chair and Special Assistant VPIT will provide a report of awards to the Faculty Senate.

11. The Director of Information Technology Business Services will procure the items approved for funding. All purchases must be made by **July 1, 2022.** If there are unexpected changes to the schedule, the ACC Chair and the Special Assistant, VPIT, must be notified.

**Assessment Criteria**

 Proposals must support or develop projects appropriate to Texas State students who have provided funding through the payment of computing service fees. The following criteria will be considered in evaluating proposals.

* The proposal’s *relevance* (20%), *anticipated impact* (20%) and *perceived benefit* (20%) to targeted Texas State students. Proposals will be assessed favorably if they can show why new computers are the best alternative for the intended purpose and how the proposal aligns with the college/division strategic priorities. The committee will assess more favorably those proposals that make an effort to use the proposed equipment efficiently and effectively, such as providing shared lab space. It is important to describe how the expenditure will directly impact students. The statement of expected number of students affected by the proposal needs to be accompanied by evidence supporting that claim.
* (25%) *Appropriateness of the requested resources.* Proposals that help the ACC achieve its funding goal(s) will be assessed favorably. Inappropriate or excessive requests will be assessed negatively.
* (15%) *Cost commitment from administrators.* Proposals that describe an administrator’s (Chair or Dean) strong willingness to provide the resources necessary to implement the project successfully will be assessed favorably. Costs listed should be limited to new expenditures only.
* (+10%) If a proposal is for the replacement of equipment, an additional 10 pts will be included.

**ACC Funding Priorities of ACC qualified equipment**

Request types are prioritized in the following order:

Note: Replacement of equipment has priority over new equipment.

1. Core technology equipment: i.e., workstation, laptops with or without a mobile cart bound to a specific lab space, assistive technology, display interfaces, etc.
2. Peripherals, i.e., projectors, scanner, document cameras, displays, printers, 3D printers, smartboards, touchscreens, etc.
3. Computer Carts proposed to replace existing computers in approved labs.
4. Replacement of computers in existing Computer Carts.

Proposals that are approved for final consideration will be evaluated by relevance and impact following these criteria:

* Appropriateness of proposal for the purpose of ACC Grant funding.
* Number of students impacted in a single academic year; provide evidence.
* Age of equipment in the existing lab.
* Departmental or other contribution.

**Assessment Process**

 Proposals will be reviewed and discussed by all members of the ACC. Following discussion, each college or division representative will evaluate the proposals except those submitted from their own college. The evaluation will be a score of 1-100 (plus 10 points if the equipment will be replacing outdated equipment in the lab). The average of all scores for a project will determine each project’s ranking. Awards will be recommended according to the overall ranking of each proposal until funds are exhausted, or until all *acceptable* proposals are funded, whichever occurs first. Proposals with scores below a 70% average will not be funded.

**Format**

 **Proposal and budget forms may be obtained from the ACC college/division representative or from the Faculty Senate Web site**. Any proposer who does not have a college representative should contact the ACC chair for these forms.

A twelve-point font is recommended, and each page should be formatted with one-inch margins. Each of the following sections must be included and arranged in the order indicated. [NOTE: Proposals will be evaluated using the assessment criteria detailed above, and failure to follow the prescribed format will either result in reduced ranking or disqualification.]

1. A *cover page* (page 1 of form) shall include the title of the proposal, names of the proposers, identification of appropriate organizations and administrators, and all required signatures. A statement of attestation must be signed, certifying that the requested resources are not a duplication of existing student computing resources within the department or organization nor will the proposal create new lab space within the department. Proposals submitted without the required signatures will be disqualified.
2. A one-page statement documenting all *support requirements*, with appropriate guarantees that the administrators are committed to providing all needed support (page 5 of form). For example, if a proposal states that facilities will be modified to accommodate a system, or that staffing and infrastructure will be provided, the college or division must confirm its commitment to follow through. All else being equal, proposals in which departments or organizations commit themselves to purchasing additional resources *that could have otherwise been funded by the committee* will receive higher priority.
3. A *statement from the department chair or unit administrator*, indicating their level of support and commitment to the project (page 5 of form and requires signature).
4. Any old equipment that is replaced using ACC-provided funds will become the responsibility of Division of Information Technology. If the department or unit wants to retain control of the replaced equipment, then it must submit a written request to Mr. Whitten Smart, Special Assistant, VPIT, outlining how the old equipment will be used. Failure to do so could result in any future requests from the department or unit being ineligible for ACC funds (see page 4).
5. A *narrative* — **no more than two pages** — (page 6 of form) should describe the proposal and include the following:
6. The statement of need (or purpose), in narrative form, should address the major issues in a concise manner. Identify which Texas State student groups will be impacted and the number of students to be served.
7. The goals and objectives should be presented in measurable terms.
8. Identify existing computing systems (e.g. location, age, brand, speed, function, etc.) being replaced or upgraded.
9. A justification of requested student computing resources should summarize requests in a way that effectively connects the requests, objectives, and college/division strategic plan.
10. An identification of other resources (ACC qualified and non-qualified equipment) that will affect the project, such as materials, equipment, personnel, expertise, matching funds, and other issues should be addressed, along with a concise statement explaining how these additional resources will be obtained.
11. Discussion of student benefit issues should include expected outcomes and the anticipated significance of enhancements that will result from the project Please specify which courses, departments, and colleges will be sharing the equipment.
12. Your assessment plan should be objective. Effective assessment should verify that funds were wisely invested and that they brought a significant benefit to Texas State students.
13. Your project calendar should include specific target dates for implementation of the project. You must abide by any deadlines set by the University Procurement Office for submitting purchase request forms. Implementation of the project should be completed no later than the beginning of Fall 2022.
14. Discuss security needs and approval process.
15. A projection of future expenses for replacement and how long the warranty will last.
16. A summary following the narrative (page 7 of form). Items to provide are:
	* 1. Name & location of the university approved lab (ask Mr. Whitten Smart if not known).
		2. Number of old computers/peripherals to replace (leave blank if new item proposal).
		3. Age of old computers/peripherals to be replaced (leave blank if new item proposal).
		4. Number of new computers/peripherals to add (leave blank if replace item proposal).
		5. Percentage of total funding from other sources (department, college, etc.) that covers ACC qualified equipment, if any, towards this proposal. Refer to the Excel spreadsheet (amount of ACC qualified equipment from other sources divided by the total amount of both ACC funding and other sources for ACC qualified equipment).
		6. Number of courses and sections affected per year (provide evidence).
		7. Number of students affected per year.
		8. If the applicant is requesting non-standard computers, a copy of the quote which clearly identifies the technical specifications and warranty information, as well as a well-articulated business justification, must be submitted.
		9. If the applicant is requesting the use of an outside vendor, other than those used by the Division of Information Technology, a well-articulated business justification must be submitted.
17. If your proposal involves cooperative sharing of space and/or resources with another administrative unit, provide specifics of the sharing arrangements and document the commitment of *all* affected administrative heads to the proposal.
18. A one-page *budget summary* of all items requested must be attached as the last page. An Excel spreadsheet will be provided for this purpose. Proposers are encouraged to submit addenda to their budgets in order to provide specific information about hardware needs and their corresponding costs. Please refer to the DOIT website <https://itac.txstate.edu/support/hardware-dfp.html> and <https://itac.txstate.edu/support/hardware-dfp/computer-pricing.html>. Requests should be specified in sufficient detail to enable the IT Business Services to purchase funded items; substitutions of equal or greater quality may be made in order to reduce overall costs. **Ongoing operating costs, such as wages, consumable items, software updates must be funded by the unit/division. These items are not eligible for ACC funding. Other source funds are to be for items that can qualify for ACC funds.** With infrequent exception, the committee will not alter the budget once it is submitted. Because the appropriateness of your budget is a major consideration, please be advised that the inclusion of inappropriate or excessive items will negatively impact the ranking of your proposal.

**Funding Procedures**

At the end of the committee’s assessment, remaining funds may still be available from the allocated ACC budget. **Partial funding of ACC requests will not be allowed**. Any remaining funds will be utilized for unforeseen circumstances during the ACC process. These may include, but are not limited to:

* Price increases
* Product model changes
* Failure to include warranty/AppleCare
* Etc.

Funds remaining after the ACC process has concluded will be utilized by the Division of Information Technology’s general classroom fund, benefiting **all classrooms** at the university.

**Follow-up Reports**

 A progress report on all funded projects must be submitted electronically to Mr. Whitten Smart, Special Assistant, VPIT (ws15@txstate.edu) by **5 pm Friday, March 11, 2022.** At a minimum, progress reports should contain the following information.

 a. A section identifying the name(s) of the Principal Investigator(s), Department, College (or organization), Proposal Title, and requested budget.

 b. A brief synopsis of each of the following, paraphrased from the original proposal: i. Statement of the need for computing resources; ii. Summary of the specific resources requested; iii. Review of the method(s) by which assessment was proposed.

 c. A thorough assessment of the project, using the original metric, along with any additional information that may be relevant.

 d. A statement describing where the computers that were replaced, if applicable, were redistributed.

 e. A summary statement of the benefit to Texas State students that has been realized through the implementation of your project.

**The Narrative Proposal can be used as a template guide in writing up the Follow-Up report.**

**Committee Roster, 2021-2022**

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| --- | --- | --- | --- |
| College | Academic Computing Committee Representative | Term Exp | Email |
| Applied Arts  | Sandra Vanegas  | 2024 | s\_v248@txstate.edu  |
| Business  | Jennifer Krou  | 2024 | jlk132@txstate.edu  |
| Education  | Harriet Glosoff  | 2023  | hlg64@txstate.edu  |
| Fine Arts and Communication  | Sean Justice  | 2022  | sbj19@txstate.edu  |
| Health Professions  | Barbara Hewitt  | 2023  | bh05@txstate.edu  |
| Liberal Arts  | Logan Trujillo  | 2023  | ltt1@txstate.edu  |
| Science and Engineering  | Stan McClellan, Chair | 2024 | sm65@txstate.edu  |
| Library  | Mary Aycock  | 2022  | mba18@txstate.edu  |
| VPIT  | Whitten Smart  | ex officio  | ws15@txstate.edu  |
| VPIT  | Missy Ellis  | ex officio  | ee19@txstate.edu  |
| VPIT  | Jose Rodriguez  | ex officio  | jr11@txstate.edu  |
| VPSA rep  | Kevin McCarty  | ex officio | km23@txstate.edu  |
| Provost appointee  | Duane Knudson  | ex officio | dk19@txstate.edu |

**Proposal Checklist**

 The following general checklist is included for your benefit. No representation is made regarding its completeness. The assessment criteria and format requirements specified in the paragraphs above are not superseded in any way by items in this list. Do *not* submit this checklist as part of your proposal.

\_\_\_\_\_ If the grant writer received a previous grant, the final report has been submitted.

\_\_\_\_\_ The writer has consulted an ACC member regarding the proposal.

\_\_\_\_\_ All required signatures have been secured on the cover page.

\_\_\_\_\_ A letter of support from the departmental chair or unit administrator is included.

\_\_\_\_\_ A support documentation page is included.

\_\_\_\_\_ A plan for using replaced equipment is included.

\_\_\_\_\_ The narrative does not exceed two pages.

\_\_\_\_\_ The narrative identifies the funding goal and explains how it will be met.

\_\_\_\_\_ The narrative identifies the targeted students and the number expected to benefit.

\_\_\_\_\_ The narrative identifies how the proposal offers new and unique opportunities.

\_\_\_\_\_ The narrative clearly defines goals and objectives.

\_\_\_\_\_ The narrative presents a measurable assessment plan.

\_\_\_\_\_ The narrative includes a reasonable timeline for implementing the project.

\_\_\_\_\_ All requested resources are appropriate for achieving the project goals.

\_\_\_\_\_ The budget page is included, and all items requested are appropriate and necessary.

\_\_\_\_\_ One original hardcopy (with signature page) is being submitted to the Dean/Division Manager.

\_\_\_\_\_ Business justification and quote if non-standard computers are requested.

\_\_\_\_\_ Business justification if outside vendors are requested.