



Buncombe County IT/Capital Request Form

Please complete the following form to request information technology or capital needs for the upcoming budget year.

Department: Buncombe County Superior Court
Requestor: Alan Z. Thornburg, Senior Resident
Date of Request: Superior Court Judge
October

Type of Request(s): ☐ IT ☒ Capital

(Please indicate type of request and proceed to appropriate section – Section 1: IT Requests, Section 2: Capital Request).

Section 1: IT Request

1. Describe the technology need (is this new technology or a change to existing technology?)

New technology for the 5th and 7th floor courtrooms;
Electronic visual capabilities for jurors to view exhibits are almost non-existent in Superior Court courtrooms on the 5th and 7th floors of the original courthouse. Audio capabilities are substandard.

2. How many users does this affect? (any public users?)

All who are effected by a jury verdict reached after having fully viewed effectively published evidence. In the case of audio, all present in the courtroom who seek to follow proceedings.

3. When is this required? (Projected Time Line)

Begin installation calendar year 2014

4. Is there a known cost associated with this need? If so, what?

yes. See attached System Proposal

5. Please check one of the following:

- ☒ The funds for this project are already included in the department budget
☐ The funds for this project will be requested in the next budget cycle

6. Do you know if this is a software-only need or hardware and software?

Please see attached System Proposal

7. What type of hardware is needed, if known?

Please see attached System Proposal

8. Would you like to meet with someone in IT to discuss this need?

The need has been fully researched, installation plan has been established and cost determined.

For IT Use Only

Number of IT estimated hours to meet this need: _____

Cost of Software to purchase or develop: _____

Hardware Costs Associated with Project: _____

Annual Maintenance: _____

Section 2: Capital Request

Please complete this section if your department has non-routine capital needs.

1. Use the space provided below to tell us about your capital needs. Your narrative should address the following:
 - Describe your capital need.
 - Why is it needed?
 - How does it help you better serve Buncombe County citizens?

2. Funding:

Quantity: 2
Unit Cost: _____
Total Cost: 232,883

Will other funding sources be available (federal/state grants, fees, etc.)? ☐ Yes ☐ No
If so, please list those sources and the amounts of funding they will provide:

	<u>Funding Source</u>	<u>Funding Amount</u>
Example:	<u>NCDOT</u>	<u>\$25,000</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____

Other comments:

The proposal was submitted in December 2013 after having used the system located in the Justice Center and we believed it was included in the budget for the year ending June 2014. Having heard nothing and seeing no progress we are submitting this request.

Approved by Senior Leadership Team Member: _____
(if applicable)