Instructional Equipment Request (IER) Form
FY 2022-2023

Deadlines

Date	Action
October 12, 2022	IER forms due to Division Dean
October 19, 2022	Division review of IER forms (Dean & VP signature)
October 21, 2022	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- ☐ All IER form fields complete (**attach requisition and quote before e-signing IER form**)
- ☐ Requisition completed and attached
- ☐ Valid quote attached (with extended expiration date) including (1) shipping costs, (2) installation fees, and (3) taxes. **Do not split quotes or submit duplicate quotes**. For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
    - o If the quote total (including taxes) ranges from **$30,000 to $99,099**:
        - ▪ You must submit **three** written quotes with your request.
    - o For quotes of **$99,100 or more**, the request must go out for bid (aka RFP process) and requires Board approval. You will be provided further instruction after your request is approved.
- ☐ IER form and requisition signed by Requestor
- ☐ IER form, requisition, and quote submitted as one PDF file to Division Dean including:
    - o New Vendor Form (if new vendor)
    - o Copy of W9 (if new vendor)

*Note: Mac Users – do not use Apple Preview to complete forms – data will not appear when printed.

IER Process Flow

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant of Administrative Services for review
5. EA Admin Svcs submits to M&O and IT for review
6. EA Admin Svcs creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and returns to EA Admin Svcs
8. EA Admin Svcs combines committee scores for review
9. RAC Chair documents committee scoring in memo
10. College President meets with RAC Chair to review committee recommendations
11. President's Office provides approval memo to RAC
12. RAC submits IER forms to Business Office for processing

Instructional Equipment Definitions

Allowable Items

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture**: instructional equipment and furniture for primary use by students in instructional programs:
    a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
    b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology**: instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software**: software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment**: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material**: databases, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

Non-Allowable Items: Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities [Section 2] *(5 points)*	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities.
Ranking Scale	4-5	2-3	0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] *(10 points)*	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.
Ranking Scale	8-10	4-7	0-3
Teaching & Learning [Section 4] *(10 points)*	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.	Clear evidence/data that equipment provides enhanced instruction that is not met through current means.	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means.
Ranking Scale	8-10	4-7	0-3
Outcomes [Section 5] *(5 points)*	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability.	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability.	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability.
Ranking Scale	4-5	2-3	0-1

Instructional Equipment Request Form

Name of Requestor: Deanna Horvath   **Division**: A&H

This Equipment Request is: ☑A Replacement | ☐An Upgrade | ☐New Equipment or Technology

SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

Equipment Location

Building #: 700   **Room #**: #703 and #713

Comments:

The Epson P900 printers will replace one Epson printer that is unusable in #703 and add a P900 in the computer lab #713 for a print/scan station. One Epson scanner will be with each printer. The accessories and supplies will support student use of the equipment. The replaced, updated and additional equipment will enable the students to learn and practice their skills while completing assignments for their courses.

If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

LPC Planning Priorities

➢ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

➢ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

The printers/scanners support the LPC Mission statement by provides student access to scanners and photo printers to learn career-technical photographic printing skills and complete assignments and courses.

LPC Planning Priorities are supported by giving access and a foundation experience for learning and practicing digital printing. Giving access to equipment helps remove barriers and supports professional development.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

The equipment supports the Photography Program.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

Last year's Program Review
B. Challenges, Obstacles and Needs: # 4. Need additional Photography, Video and audio equipment to insure access and equity to all students online and in-person. Anticipate enrollment increase in the coming semesters.
5. Need upgraded equipment for students to build skills needed for job-entry.

SECTION 4: Teaching and Learning

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

Detail the impact the equipment has on learning:

The updated and replacement equipment will enable instructors to teach digital printing and scanning in a more efficient and relevant manner. It will let students practice printing and scanning on up-to-date equipment and facilitate learning

Please state the number of classes and students the equipment will impact:

Classes/Sections:	Students:

SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

The equipment will enable us to meet and exceed our SLO for particular classes by providing industry-standard equipment updated for current usage.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

3-5 years

What are the requirements and associated costs for the storage of the equipment?

No costs for storage.

Is there a specific location required to store the equipment?
Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

Photography areas of rooms #703 and #713.

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

Yes, replacement of Epson 3880 printer and two old Epson scanners. An additional Epson P900 is to make an additional printing and scanning station in #713.

Revised 9/7/22

What are the maintenance costs associated with the regular upkeep of the equipment?

The printers will need ink cartridge refills and paper. Could be a few thousand dollars a year. The cost should be covered by student material fees that allows students to print on the printers to complete assignments.

Detail how the equipment meets or exceeds LPC's Sustainability Efforts:

The new equipment is more energy and material efficient.

How does the equipment provide renewal resources to the college?

Part A: Initial Start-Up Costs		
Type	**Cost**	**Comments**
Equipment or Materials	$ 6,855.42	
Shipping & Delivery Fees	$ 0.00	
Installation Costs	$ 0.00	
Miscellaneous Costs	$ 0.00	
Modification to Facilities	$ 0.00	
Operator Training	$ 0.00	
Maintenance/Repair Training	$ 0.00	
Storage	$ 0.00	
Other	$ 0.00	
Discounts (enter as negative)	$ 0.00	
Sub-Total	$ 6,855.42	
Taxes	$ 688.40	
Grand Total	$ 7,543.82	
Part B: Annual Operating Costs		
Type	**Cost**	**Comments**
Service/Maintenance	$ 0.00	
Part Replacement	$ 0.00	
Vendor Calibration or Standardization	$ 0.00	
Storage	$ 0.00	
Supplies	$ 2,000.00	
Maintenance/Repair Labor	$ 0.00	
Software Licensing	$ 0.00	
Other	$ 0.00	
Grand Total	$ 2,000.00	
Overall Cost:	$ 9,543.82	

Operator	
Primary operator:	Lucciana Caselli
Does the work align with current position duties?	☑ Yes | ☐ No
Cost to train primary operator:	0
Approx. # of hours equipment will be used per month:	20
Comments:	

Maintenance and Repairs	
Who will perform maintenance and repairs?	Lucciana Caselli
Estimated hours per month:	4
Does the work align with current position duties?	☑ Yes | ☐ No
Cost to train for maintenance and repairs:	0

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Requisition and quote must be attached to this form before signing. Adobe prevents adding pages once a document has been e-signed.**

Requestor:	*(signature)* Digitally signed by Instructor Date: 2022.10.13 00:02:30 -07'00'	**Date:**	
Division Dean:	Amy Mattern Digitally signed by Amy Mattern Date: 2022.10.18 12:21:16 -07'00'	**Date:**	
Vice President:		**Date:**	
College Technical Service Manager:		**Date:**	
M&O Director:		**Date:**	
Vice President, Administrative Services:		**Date:**	

Revised 9/7/22

Office of Administrative Services
Requisition Request Form

Reset Submit

R_____ - _____

Fiscal Year	Vendor ID #	Vendor Name	Date Required
22-23		B&H Photo and Video	1/16/2023

Deliver To	Room #	Return Copy of Requisition To
Deanna Horvath	713	Deanna Horvath

Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	EPV850	EPSON PERFECTION V850 PRO SCANNER/REG	2	$ 1,267.28	$ 2,534.56
2	EPFMKPV800	EPSON FLUID MNT KIT f/PERFECTION V800/V850/REG	2	$ 44.27	$ 88.54
3	STUSB2CB1M	STARTECH USB-C MALE TO USB-B MALE CABLE - 3.3'/RE	2	$ 10.46	$ 20.92
4	EPSCP900SE	EPSON SURECOLOR P900 STANDARD EDITION PRNTER/REG	2	$ 1,153.36	$ 2,306.72
5	PT46YCBK	EPSON ULTRACHROME PRO10 CARTRIDGE-50ML BUNDL/REG	2	$ 440.00	$ 880.00
6	EPC12C935711	EPSON MAINTENANCE TANK FOR P700/P900/REG	2	$ 18.45	$ 36.90
7	EPC12C935221	EPSON ROLL PAPER UNIT FOR P900/REG	2	$ 238.70	$ 477.40
8	PLOF8200IAI	PLUSTEK OPTIC-FILM 8200I AI SCANNER/REG	1	$ 434.00	$ 434.00
9	GIBAL	GIOTTOS ROCKET AIR BLOWER 7.5" - LARGE/REG	2	$ 13.49	$ 26.98
10	KIB1.25	KINETRONICS MODEL 30 1.25" PLASTIC HANDLE BRUSH/REG	2	$ 17.99	$ 35.98
11	GBGC	GB LINTLESS COTTON GLOVES (12 PR)/REG	2	$ 6.71	$ 13.42
12					$ 0.00
13					$ 0.00
14					$ 0.00
15					$ 0.00

Comments		
	Subtotal	$ 6,855.42
	10.25% Tax	$ 702.68
	Shipping	$ 0.00
	Total Cost	$ 7,558.10

FOAP to be Charged	%	Amount
- - -	100	

FUND	ORG	ACCOUNT	PROGRAM
- - -			

FUND	ORG	ACCOUNT	PROGRAM

Deanna Horvath   10/12/22   Amy Mattern   Digitally signed by Amy Mattern
Date: 2022.10.18 12:21:34 -07'00'

Requestor (print name)	Date	Dean (signature)	Date

Coordinator/Manager (signature)	Date	Vice President (signature)	Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____   Verified: _____   Approved: _____
Administrative Services   *Administrative Services Officer*   *VP, Administrative Services*

PO Number: _____   Budget Transfer #: _____   Entered: _____

TR 4/6/20

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Federal ID#: 13-2768071

Prices Are Valid Until: 11/11/22   **Quote No.:** 1088637723
Reference No.: 21002-FCCC-P

Sold To:

Deanna Horvath
5460 Concord Blvd
Apt A8
CONCORD, CA 94521

Bill Phone: **(925)673-5251**
Work Phone: **(925)424-1285**
Fax Phone: **(925)443-0742**

Date	Customer Code	Terms	Salesperson	Ship Via
10/12/22	42310816	N/A	WB	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
2	**EPSON PERFECTION V850 PRO SCANNER/REG**	**EPV850** (B11B224201)	**1,267.28**	**2,534.56**
2	**EPSON FLUID MNT KIT f/PERFECTION V800/V850/REG**	**EPFMKPV800** (B12B818272)	**44.27**	**88.54**
2	**STARTECH USB-C MALE TO USB-B MALE CABLE - 3.3'/REG**	**STUSB2CB1M** (USB2CB1M)	**10.46**	**20.92**
2	**EPSON SURECOLOR P900 STANDARD EDITION PRNTER/REG** **Manufacturer's Rebate $200.00**	**EPSCP900SE** (C11CH37201)	**1,153.36**	**2,306.72**
2	**EPSON ULTRACHROME PRO10 CARTRIDGE-50ML BUNDL/REG** **CONSISTS OF:** **2 EPSON PRO10 PHOTO BLACK INK CARTRIDGE 50ML/REG** **2 EPSON PRO10 CYAN INK CARTRIDGE 50ML/REG**	**EPT46YCBK** () **EPT46Y100** (T46Y100) **EPT46Y200** (T46Y200)	**440.00**	**880.00**

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					Corporate: **corporatesales@bhphoto.com**	State and Local: **biddept@bhphoto.com**

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Federal ID#: 13-2768071

Quote No.: 1088637723

Date	Customer Code	Terms	Salesperson	Ship Via
	42310816	N/A	Slsm	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
	2 EPSON PRO10 MAGENTA INK CARTRIDGE 50ML/REG	EPT46Y300 (T46Y300)		
	2 EPSON PRO10 YELLOW INK CARTRIDGE 50ML/REG	EPT46Y400 (T46Y400)		
	2 EPSON PRO10 LIGHT CYAN INK CARTRIDGE 50ML/REG	EPT46Y500 (T46Y500)		
	2 EPSON PRO10 LIGHT MAGENTA INK CARTRIDGE 50ML/REG	EPT46Y600 (T46Y600)		
	2 EPSON PRO10 GRAY INK CARTRIDGE 50ML/REG	EPT46Y700 (T46Y700)		
	2 EPSON PRO10 MATTE BLACK INK CARTRIDGE 50ML/REG	EPT46Y800 (T46Y800)		
	2 EPSON PRO10 LIGHT GRAY INK CARTRIDGE 50ML/REG	EPT46Y900 (T46Y900)		
	2 EPSON PRO10 VIOLET INK CARTRIDGE 50ML/REG	EPT46YD00 (T46YD00)		
2	EPSON MAINTENANCE TANK FOR P700/P900/REG	EPC12C935711 (C12C935711)	18.45	36.90
2	EPSON ROLL PAPER UNIT FOR P900/REG	EPC12C935221 (C12C935221)	238.70	477.40
1	PLUSTEK OPTIC-FILM 8200I AI SCANNER/REG	PLOF8200IAI (783064365338)	434.00	434.00
2	GIOTTOS ROCKET AIR BLOWER 7.5" - LARGE/REG	GIBAL (AA1900)	13.49	26.98

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Quote No.: 1088637723

Date	Customer Code	Terms	Salesperson	Ship Via
	42310816	N/A	Slsm	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
2	KINETRONICS MODEL 30 1.25" PLASTIC HANDLE BRUSH/REG	KIB1.25 (KSSW030)	17.99	35.98
2	GB LINTLESS COTTON GLOVES (12 PR)/REG	GBGC 0	6.71	13.42

```
PLEASE NOTE: --------------------------------------------------------------
   ****  Please reference your quote number on all PO's ****
   **** ALL PRICES ARE LISTED IN USD ****
   Certain items may be enforced by vendor to sell at the
   vendor-imposed price posted at the time of order.
```

Payment Type - N/A	- Amount		
		Sub-Total:	6,855.42
		Shipping:	Free STND
	Tax:		
	668.40		
		Total:	7,523.82