



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:
 - Shipping costs
 - Installation fees
 - Taxes
- Board packet completed (required for any requests with a total cost of \$99,100.00 or greater)
- IER form and requisition signed by Requestor
- IER form, requisition, and quote submitted as one PDF file to Division Dean including:
 - New Vendor Form (if new vendor)
 - 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) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: _____ Division: _____

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 #: _____ Room #: _____

Comments:

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:

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

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:

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:

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

Classes/Sections:	Students:
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SECTION 5: Student Learning Outcomes (SLOs)

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

A large, empty rectangular box with a black border, intended for documenting how the equipment will enable surpassing current Student Learning Outcomes.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

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

Is there a specific location required to store the equipment?

Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

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?

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

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

Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):

How does the equipment provide renewal resources to the college?

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials		
Shipping & Delivery Fees		
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts <i>(enter as negative)</i>		
Sub-Total		
Taxes		
Grand Total		
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
Grand Total		
Overall Cost:		

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	
Does the work align with current position duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	
Approx. # of hours equipment will be used per month:	
Comments:	
Maintenance and Repairs	
Who will perform maintenance and repairs?	
Estimated hours per month:	
Does the work align with current position duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	

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:	<i>Daniel Marschak</i>	Date:	
Division Dean:	<i>Amy [Signature]</i>	Date:	<i>10/18/22</i>
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



Office of Administrative Services

(Wait 5-10s)

Requisition Request Form

R _____ - _____

Fiscal Year		Vendor ID #	Vendor Name			Date Required
Deliver To		Room #	Return Copy of Requisition To			
Seq	Item #	Description	Qty	Unit Price	Extended Cost	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Comments				Subtotal		
				Tax		
				Shipping		
				Total Cost		
FOAP to be Charged			%	Amount		
-	-	-				
FUND	ORG	ACCOUNT	PROGRAM			
-	-	-				
FUND	ORG	ACCOUNT	PROGRAM			

Any notes

10/18/22

Requestor (print name) _____ Date _____
Daniel Marschak

Dean (signature) _____ Date _____
[Signature]

Coordinator/Manager (signature) _____ Date _____

Vice President (signature) _____ Date _____

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY			
Reviewed: _____	Verified: _____	Approved: _____	
<i>Administrative Services</i>	<i>Administrative Services Officer</i>	<i>VP, Administrative Services</i>	
PO Number: _____	Budget Transfer #: _____	Entered: _____	
			TR 4/6/20

Sweetwater®

Music Instruments & Pro Audio
5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 222-4700
Sweetwater.com

Quote Number 8148185
Quote Date 09/09/22
Delivery Method Electronic Delivery
Customer Number 3508638

Quote To: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Ship to: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Qty.	Item	Description	Retail Price	Your Price	Total
1	MicroFreakBun	MicroFreak Analog MonoSynth with Vocoder Microphone			
1	MicroFreak	Arturia 25 Mini-Key Analog Monosynth	\$405.00	\$339.00	\$339.00
1	MicroFrkMic	Arturia MicroFreak Gooseneck Mic	\$33.00	\$21.99	\$21.99
2	SM57	Shure Dynamic Inst Mic	\$129.00	\$99.00	\$198.00
1	sE7P	sE Electronics Cardioid SDC Pencil Mic - Stereo Pair	\$279.00	\$219.00	\$219.00
1	KickToneMic	Kicktone Super Dyn Kick Drum Mic	\$329.00	\$299.00	\$299.00
1	Wedgies	Auralex SF Wedgies 2" 1'x1' 24-pk, Char	\$154.99	\$154.99	\$154.99

Sweetwater Acoustic Treatment Tips

Subtotal:	\$1,231.98
Shipping & Handling:	\$0.00
Tax:	\$126.29
Total:	\$1,358.27

Your Sales Engineer Is Richard Whittington:

Dear Daniel,
If you ever have any questions or concerns, please do not hesitate to contact me at (800) 222-4700 x1376 or richard_whittington@sweetwater.com.

24-hour tech support is also available at Sweetwater.com/SweetCare, or with our in-house SweetCare Center by phone at (800) 222-4700 (M - F 9am - 6pm, Sat 9am - 5pm).

Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit Sweetwater.com/help.



Office of Administrative Services

(Wait 5-10s)

Reset

Submit

Requisition Request Form

R _____ - _____

Fiscal Year	Vendor ID #	Vendor Name			Date Required
21-22	#8926	Vernier Software & Technology			1/31/2022
Deliver To		Room #	Return Copy of Requisition To		
Andrew Lozano		1824	Andrew Lozano		
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	LABQ3	Vernier Labquest 3	15	\$ 328.83	\$ 4,932.45
2	TMP-BTA	Stainless Steel Temp Probe	15	\$ 34.92	\$ 523.80
3	MCA-BTA	Microphone	15	\$ 42.68	\$ 640.20
4	LS-BTA	Light Sensor	22	\$ 57.23	\$ 1,259.06
5	GPS-BTA	Gas Pressure Sensor	18	\$ 86.33	\$ 1,553.94
6	VPG-BTD	Vernier Photogate	9	\$ 47.53	\$ 427.77
7	DFS-BTA	Dual-Range Force Sensor	16	\$ 105.73	\$ 1,691.68
8	MD-BTD	Motion Detector	15	\$ 86.33	\$ 1,294.95
9					\$ 0.00
10					\$ 0.00
11					\$ 0.00
12					\$ 0.00
13					\$ 0.00
14					\$ 0.00
15					\$ 0.00
Comments				Subtotal	\$ 12,323.85
See attached quote #1082830-000				10.25% Tax	\$ 1,263.19
				Shipping	\$ 56.84
				Total Cost	\$ 13,643.88
FOAP to be Charged			%	Amount	
-	-	190200	100		
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-	-		
FUND	ORG	ACCOUNT	PROGRAM		

Each item, quantity, and price entered as it appears on the quote. The requisition and quote should always match.

Tax should always be calculated at the current Alameda County Tax Rate, not per quote

Shipping should be included by the vendor whenever possible

Be sure to enter your own program code

Andrew Lozano 10/1/21
Requestor (print name) Date

Andrew Lozano Signature 10/1/21
Coordinator/Manager (signature) Date

Nan Ho Signature 10/8/21
Dean (signature) Date

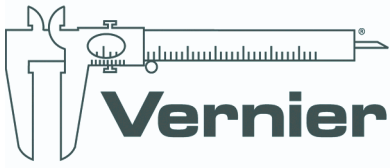
Kristina Whalen Signature 10/15/21
Vice President (signature) Date

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



VERNIER SOFTWARE & TECHNOLOGY
 13979 SW MILLIKAN WAY
 BEAVERTON, OR 97005
 503-277-2299 Email: orders@vernier.com
 EIN:93-1162373

NO shopping carts

Quote

Vernier Quote: 1082830 - 000
 Customer: 720629
 Expire Date 10/01/2022

Customer: 720629
 ANDREW LOZANO
 LAS POSITAS COLLEGE
 3000 CAMPUS HILL DRIVE
 LIVERMORE, CA 94551

Items should always be shipped to LPC, never to your home address.

Quote Date 12/30/2021	Employee knearman	Ship Via UPS	Incoterms 2020 EXW	MOS GROUND	Terms NET 30 DAYS	Contact ID	Currency USD
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Qty Ordered	Item Code	Description	Retail Price	Unit Price	Total Price
15	LABQ3	VERNIER LABQUEST 3	389.00	328.83	4,932.45
15	TMP-BTA	STAINLESS STEEL TEMP PROBE	40.00	34.92	523.80
15	MCA-BTA	MICROPHONE	55.00	42.68	640.20
22	LS-BTA	LIGHT SENSOR	69.00	57.23	1,259.06
18	GPS-BTA	GAS PRESSURE SENSOR	94.00	86.33	1,553.94
9	VPG-BTD	VERNIER PHOTOGATE	55.00	47.53	427.77
16	DFS-BTA	DUAL-RANGE FORCE SENSOR	120.00	105.73	1,691.68
15	MD-BTD	MOTION DETECTOR	99.00	86.33	1,294.95

If any items on the quote are not being requested, an updated quote with those items removed must be obtained by the vendor

EXAMPLE

Total Item Qty: 125 Total Weight: 69.20

The prices listed on this quote are valid with complete shipment to one location. Any applicable tax will be based on the bill-to entity, the ship-to address, and the date of the shipment.

Please contact our Quotes Dept at 1-888-837-6437 or quotes@vernier.com if you have any questions about the quote. Please contact our Orders Dept at 1-888-837-6437 or orders@vernier.com and reference this quote number to place the order.

Thank you for using Vernier products!

Line Item Total: 12,323.85
Shipping: 56.84
Subtotal: 12,380.69
***Estimated Tax:** 1,263.19
Total: 13,643.88 ✓