



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:

SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your 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:		Date:	
Division Dean:		Date:	10/12/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



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	Each item, quantity, and price entered as it appears on the quote. The requisition and quote should always match.				\$ 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		
Andrew Lozano			10/1/21	Nan Ho Signature 10/8/21	
Requestor (print name)			Date	Dean (signature) Date	
Andrew Lozano Signature 10/1/21				Kristina Whalen Signature 10/15/21	
Coordinator/Manager (signature)			Date	Vice President (signature) Date	
OFFICE OF ADMINISTRATIVE SERVICES USE ONLY					
Reviewed:	Administrative Services	Verified:	Administrative Services Officer	Approved:	VP, Administrative Services
PO Number:		Budget Transfer #:		Entered:	TR 4/6/20

Andrew Lozano

10/1/21

Nan Ho Signature

10/8/21

Requestor (print name)

Date

Dean (signature)

Date

Andrew Lozano Signature

10/1/21

Kristina Whalen Signature

10/15/21

Coordinator/Manager (signature)

Date

Vice President (signature)

Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____
Administrative ServicesVerified: _____
Administrative Services OfficerApproved: _____
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

Quote

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

NO shopping carts

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	Employee	Ship Via	Incoterms 2020	MOS	Terms	Contact ID	Currency
12/30/2021	knearman	UPS	EXW	GROUNDS	NET 30 DAYS		USD
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

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 ✓



Office of Administrative Services

(Wait 5-10s)

Requisition Request Form

R

Fiscal Year	Vendor ID #		Vendor Name		Date Required	
22-23	8926		Vernier		1/31/2023	
Deliver To		Room #	Return Copy of Requisition To			
Lina Chea		1812	Gary Wilkes and Magda Mercado			
Seq	Item #	Description		Qty	Unit Price	Extended Cost
1	LABQ3	Vernier LabQuest 3		48	\$ 377.33	\$ 18,111.84
2						\$ 0.00
3						\$ 0.00
4						\$ 0.00
5						\$ 0.00
6						\$ 0.00
7						\$ 0.00
8						\$ 0.00
9						\$ 0.00
10						\$ 0.00
11						\$ 0.00
12						\$ 0.00
13						\$ 0.00
14						\$ 0.00
15						\$ 0.00
Comments				Subtotal	\$ 18,111.84	
				10.25% Tax	\$ 1,856.46	
				Shipping	\$ 73.12	
				Total Cost	\$ 20,041.42	
FOAP to be Charged				%	Amount	
-				190500	100	
FUND	ORG	ACCOUNT	PROGRAM			
-	-	-	-			
FUND	ORG	ACCOUNT	PROGRAM			

Lina Chea

10/11/22

Nan Ho

10/12/22

Requestor (print name)

Date

Dean (signature)

Date

Coordinator/Manager (signature)

Date

Vice President (signature)

Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____
Administrative ServicesVerified: _____
Administrative Services OfficerApproved: _____
VP, Administrative Services

PO Number: _____

Budget Transfer #: _____

Entered: _____

TR 4/6/20

**VERNIER SOFTWARE & TECHNOLOGY DBA, Quote****VERNIER SCIENCE EDUCATION**

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

Vernier Quote: 1089268 - 000

Customer: 746598

Expire Date 12/31/22

Customer: 746598

Lina Chea
LAS POSITAS COLLEGE
lchea@laspositascollege.edu
LIVERMORE, CA 94551-7623

Quote Date	Employee	Ship Via	Incoterms 2020	MOS	Terms	Contact ID	Currency
10/10/2022	nladu	UPS	EXW	GROUND	NET 30 DAYS		USD
Qty Ordered	Item Code	Description			Retail Price	Unit Price	Total Price
48	LABQ3	VERNIER LABQUEST 3			389.00	377.33	18,111.84

Total Item Qty: 48 Total Weight: 96.00

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: 18,111.84
Shipping: 73.12
Subtotal: 18,184.96
***Estimated Tax:** 1,856.46
Total: 20,041.42