



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.
 - If the quote total (including taxes) ranges from **\$30,000 to \$99,099**:
 - You must submit **three** written quotes with your request.
 - 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:
 - 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: George T. Freelen Division: PATH

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 #: New Fire Training Grounds Room #: TBA

Comments:

Request new rope for the Fire Academy and the FST 7 class. One the the new rope will replace lost ropes from the FST 7. The new ropes will give students the same rope that is used in the industry to learn their knots on. There are 14 different knots taught in the FST 7 class and the Academy. The more they can get hands on the ropes the better the will be when the get hired.

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:

None

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 new ropes feature the optimum balance of strength, handling, and durability with minimum sheath slippage, this 100% nylon kernmantle rescue rope offers excellent knotability and provides a high level of control when used with a descent control device. The industry standard for those who prefer traditional nylon ropes, CMC Lifeline is a great choice whether you are a firefighter on a high-rise, performing a high-angle mountain rescue, responding to an industrial accident, or a tactical officer on rappel,

The rope will be used on the new Fire tower in the Academy to teach Firefighter safety and survival and basic knots and rope systems. The clutch and carabiners will be used in this class also.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

The new ropes will support the Fire Academy and the FST 7 class on campus.

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:

No

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:

Currently the students in the FST 7 class and the Academy are using different styles of ropes donated to the program over many years. We have replaced not returned rope over the last couple years. Having standardized ropes make the testing easier for the students to be successful. In the Academy the new equipment will give us the chance to teach Fire Fighter Safety and Survival on our new tower. We could repel from the new tower adding to our graduates skill set.

Detail the impact the equipment has on learning:

The new ropes will give every student the opportunity to have hands on training that they take home with them to practice. When the students are tested on knots in the FST 7 class and The Academy you can see their confidence rise and they become empowered to reach even high. It is the first test we give in the FST 7 class. The hands on training will help the student in the field when they get hired.

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

Classes/Sections: FST 12 & 7	Students: 100 students annually
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SECTION 5: Student Learning Outcomes (SLOs)

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

This new rope is extremely low-stretch kernmantle rescue lifeline constructed of 100% High Tenacity Polyester (HTP) fiber. The polyester fibers do not absorb water, so there is no loss of strength or increase in weight if the rope gets wet. With less than 2% stretch at 300 lbf, Static-Pro is an excellent choice for high lines, long rappels, and many mechanical advantage haul systems. Polyester fiber ropes have better resistance to acids than nylon, which makes Static-Pro the preferred choice in acidic environments. Favored for its excellent hand, knotability and UV resistance, Static-Pro Lifelines come in solid colors with a single stripe to prevent confusion with CMC Lifeline and other solid color kernmantle ropes.

This will give the student the same type rope used in the Fire rope rescue industry to train on, while they are in our classes and the Academy here at LPC.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

5-10 years

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

Rope bag will be bought to store rope and clutches.

Is there a specific location required to store the equipment?

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

No

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?

Rope will replace old non serviceable rope.

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

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

None

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

Having the ability to keep equipment for ten years should meet or exceed the college's sustainability plan.

How does the equipment provide renewal resources to the college?

A training tool for all students that take the FST 7 class or the Academy

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



Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$ 2,640.00	New ropes and clutches.
Shipping & Delivery Fees	\$ 0.00	
Installation Costs	\$ 0.00	
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts (enter as negative)		
Sub-Total	\$ 2,640.00	
Taxes	\$ 270.60	
Grand Total	\$ 2,910.60	
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	\$ 0.00	
Overall Cost:	\$ 2,910.60	

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

Operator	
Primary operator:	Faculty and students
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	none
Approx. # of hours equipment will be used per month:	40 hours
Comments:	
Maintenance and Repairs	
Who will perform maintenance and repairs?	faculty
Estimated hours per month:	one
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	None

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:	10/12/2022
Division Dean:		Date:	10/19/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	

1 required piece of information is missing.

CMC

Questions?
1-800-513-7455

Your Cart

You have 559
Items in your order



\$456.00

\$1.52

300

CMC Lifeline™

Availability: In Stock

Option: Orange, 1/2

Item: 273210

Product: ROPE, LIFELINE 1/2 ORG, CMC

[Remove this item](#)



\$1,398.00

\$699.00

2

CMC CLUTCH™ BY HARKEN INDUSTRIAL™

Option: 13 mm Red CLUTCH

Item: 335013

Color: Red

Weight: 3.68 LBS

[Remove this item](#)

1 required piece of information is missing.

250



Static-Pro™ Lifeline

Availability: In Stock

Option: Blue, 1/2

Item: 281202

Product: ROPE, STATIC-PRO 1/2 BLU, CMC

[Remove this item](#)

\$94.00



1

Rope Bags

Availability: In Stock

Option: Model #3 - 2,150 ci (35 L)

Sub-Option: Blue

Item: 430302

Product: Rope Bag, Model #3

Color: Blue

[Remove this item](#)

\$312.00

\$52.00

6



Stainless Steel Carabiner

Availability: In Stock

Option: NFPA / ANSI

Item: 300011

Product Weight: 8.4 oz (238 g)

Product: CARABINER, S/S AUTO LOCK ANSI, CMC

[Remove this item](#)

1 required piece of information is missing.

\$2,640.00

Promo Codes

Add Promo Code

Free Shipping

\$0.00

Free Ground Shipping for most items on Web orders shipped to the Contiguous U.S.* Exceptions apply.

Tax (estimated)

California Sales Tax (10.25%):

\$270.60

Order Total:

\$2,910.60

1 Your Email

Email

2 Updates

Leave this box checked to receive occasional updates about our products. We will not share your email address, and you can unsubscribe at any time.

3 Comments?

If you have any comments about your order, or about our



4 Your Shipping Address

Production and shipping delays due to global supply chain constraints may temporarily affect product availability. Learn More

For orders outside of the continental United States, please Contact Us.

1 required piece of information is missing.

925-424-1274

3000 Campus Drive

Address 2 (optional)

94551

LIVERMORE, CA

United States

Use a different billing address.

5 Payment Method



Card #

Expiration

Month

Year

Card Security Code

CSC

6 Almost Done!

Save my address & payment info for next time.

Enter a password below. On your next visit you can use this password to retrieve your account information.

Password

Password

1 required piece of information is missing.

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