



Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Pickleball equipment
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- All IER form fields complete
- Valid quote attached to submission (must be attached before submitting form)
 - Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
 - IMPORTANT:** To comply with state law, purchases between \$30,000.00 and \$109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
 - Purchase requests of \$109,300.00 or more must go out for bid* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
 - For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
- IER form, with quote, signed and submitted to Division Dean including:
 - Quote (required)
 - [New Vendor Application](#) (if new vendor)
 - Copy of [W9](#) (if new vendor)

***Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

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: Sapsford, Paul

Division: PATH

Discipline: Kinesiology

This Equipment Request is: 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 #: 2500

Room #: Gym

Comments:

This request is for the new KIN class of Pickleball. This KIN class will replace KIN Personal Fitness because when Area E is removed, the likelihood of people registering for KIN PF will diminish. Secondly, it provides our Kinesiology students with an option to fulfill their KIN requirements by learning the fastest growing sport in the US.

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:

N/A

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:

This course and equipment fulfills the following aspects of LPC's Mission Statement and planning priorities:
Encouraging and celebrating lifelong learning (Pickleball is undoubtedly a lifelong sport).
Responding to the needs of the ever-changing workplace and society (it's the fastest growing sport in the US).
Promoting ethical behavior, mutual trust, equity, and respect within our diverse community (this is promoted in the curriculum of this class).
Fostering a climate of discovery, creativity, personal development, and physical and mental health (unquestionable physical and mental benefits of Pickleball participation)

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

Kinesiology is an academic area of study concerned with human movement and physical activity. It will also serve our Adult Education by connecting adult learners to campus resources and support services.

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:

This course has been discussed within our department and we plan on including this in the upcoming 2023-2024 Program Review. Curriculum for Pickleball has been submitted and approved by the Curriculum committee.

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:

Presently, Pickleball is not taught at Las Positas College. The curriculum has been submitted, and I am hopeful this class will be taught in the Fall of 2024. Our department is forced to pivot with the State's removal of Area E, and thus I anticipate a realignment of KIN classes. Pickleball is the fastest growing sport in the US, and will undoubtedly prove popular with our KIN students, as well as the local adult community, and this equipment is absolutely necessary to teach this class.

Detail the impact the equipment has on learning:

We presently do not have any Pickleball equipment, and without this it would be impossible to impart the learning objects. The following are a sample of Pickleball SLO's:
Compare when and how to use the fundamental techniques of Pickleball including; the serve, groundstrokes, volleys and dinks.
Assess when and where to apply specific strategies of Pickleball (e.g. why after returning the serve, the receiver should quickly move forward to the NVZ line to a position parallel with his/her partner).
Compare when and how to use the fundamental techniques of Pickleball including; drop shots, smashes and lobs.
Assess when and where to apply singles strategies of Pickleball (e.g. transitioning to the kitchen line).
Demonstrate the various Pickleball grips including; The continental grip and eastern forehand grip.

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

Classes/Sections: 1	Students: 40
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SECTION 5: Student Learning Outcomes (SLOs)

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

Pickleball is a new KIN course, and with the required equipment we will be able to deliver Student Learning Outcomes. Here's a sample of the course SLO's: Compare when and how to use the fundamental techniques of Pickleball including; the serve, groundstrokes, volleys and dinks.

Assess when and where to apply specific strategies of Pickleball (e.g. why after returning the serve, the receiver should quickly move forward to the NVZ line to a position parallel with his/her partner).

Compare when and how to use the fundamental techniques of Pickleball including; drop shots, smashes and lobs.

Assess when and where to apply singles strategies of Pickleball (e.g. transitioning to the kitchen line).

Demonstrate the various Pickleball grips including; The continental grip and eastern forehand grip.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

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?

No, we have never had Pickleball equipment, and there is ample storage space in the gym at LPC.

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

Pickleball is a popular and growing sport in the Tri-Valley area, and there is a significant shortage of available courts, causing local residents to drive large distances to find playing facilities. With this course being held in the gym at LPC, it will reduce the driving distances of our residents, and thereby reduce carbon emissions. I will also encourage the use of public transportation, ride-sharing, bicycle, and pedestrian access.

How does the equipment provide renewal resources to the college?

The Pickleball course will have a positive impact in these areas:
 This will definitely improve public health, and subsequently, people we'll have happier lives. Additionally, having a healthier population will cause a significant reduction in the health budget people and governments should set aside each year.

Operator

Primary operator:	Sapsford, Paul		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	11.3 to 14.2 hours per month		
Comments:	The class will be held once per week, and the duration of each class will be 2 hours and 50 minutes per week.		

Maintenance and Repairs

Who will perform maintenance and repairs?	Paul Sapsford - but maintenance & repairs unlikely		
Estimated hours per month:	0		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

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

Lifespan of Equipment: 10 years

FOAP (Budget) for Recurring Costs:

Fund

Org

Acct

Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	4,470.26	7xRally Graphite Power 5.0 Set/Paddles/Net/Balls/Bag/Rules. Extra Paddles, balls, court tape, and cart for storage.
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	
Other	458.21	TAX
(Enter as Positive) Discounts	0.00	
Start-Up Total	4,928.47	
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	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
Annual Total	0.00	
Overall Cost:	4,928.47	

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). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>Paul Sapsford</i>	09/28/2023
Division Dean:	<i>Kevin Kramer</i>	10/05/2023
Vice President:	<i>Nan Ho</i>	10/05/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/10/2023
M&O Director:	<i>John Seybert</i>	10/15/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/16/2023



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Return Completed Form to:

Contact Person Requesting Your Services

PLEASE TYPE OR PRINT.

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1.	Vendor Name: <u>Pickleball Holdings LLC</u> DBA (if any): <u>Pickleball Central</u> Check payable to <u>Accounts Receivable</u>
2.	This information must be supplied. If not , the application will be returned. W9 form Required. Federal ID Number <u>87</u> - <u>4105533</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification <input checked="" type="checkbox"/> Individual/Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership <input type="checkbox"/> Single-Member LLC <input type="checkbox"/> Corporation (C), State where incorporated _____ B. Is it a Non-Profit Organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date <u>01</u> / <u>01</u> / <u>2006</u>
3.	Addresses A. <u>Primary/Mailing</u> Street <u>6250 S 196th St</u> City <u>Kent</u> Zip Code <u>98032</u> Primary Contact Name <u>Accounts Receivable</u> Phone (<u>888</u>) <u>854</u> - <u>0163</u> Ext. _____ Fax (_____) _____ - _____ Email <u>info@pickleballcentral.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____ C. <u>Remittance (for checks if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____
4.	Vendor Category <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Minority Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Women Owned
5.	Type of Business: Check the one which best describe your company: <input type="checkbox"/> Broker <input type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer's Rep <input type="checkbox"/> Wholesaler <input checked="" type="checkbox"/> Retailer <u>Service</u> <input type="checkbox"/> Architect, Engineer, Construction <input type="checkbox"/> Professional <input type="checkbox"/> Other
6.	Sales Tax Collection <input checked="" type="checkbox"/> Collects all Sales/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes _____ % <input type="checkbox"/> Does not collect Sales Tax California Seller or Use Tax Permit Number _____ Do you supply recycled products? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7.	Type of commodities or services that your business provides <u>Pickleball equipment</u>
8.	Name of person completing the form Name <u>Nathan Evensen</u> Title <u>Wholesale Manager</u> Phone No. <u>888-854-0163</u> Signature _____ Date <u>09/26/2023</u> Email Address: <u>info@pickleballcentral.com</u>

DO NOT COMPLETE – For CLPCCD use only	<input type="checkbox"/> New <input type="checkbox"/> Updated	Received by Purchasing on _____
		VENDOR NO. _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Pickleball Holdings LLC

2 Business name/disregarded entity name, if different from above
Pickleball Central

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
6250 S 196th Street

6 City, state, and ZIP code
Kent, WA 98032

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
8	7		-	4	1	0	5	5	3	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Janah Hilbert* Date ▶ *1-17-23*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.