



Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Two Way Radios Mertes Center
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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: Lish, Titian Division: A&H

Discipline: Theater

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 #: 4000 Room #: 4119

Comments:

This equipment request serves the entire campus community. While the Mertes center was outfitted with wired two-way radios for communication between backstage and sound/light booth, there is not enough communication between front of house and house manager. This creates communication difficulties, resulting in delayed start times, confusion amongst students and staff, and could potentially delay communication in the event of an emergency..

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:

This need speaks to student success by removing barriers and creating change in college practices. While it may seem small, oftentimes students who work the front of house are in communication with patrons and other students & staff. Failure to be able to do this professionally and adequately delays their understanding of the necessity of critical response time and inadvertently trains them in standards that are outside the industry norm for live event spaces.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Theater Arts, Music, Dance, Communication Studies, Presidents Speaker Series, Town Hall Meetings, and any other campus wide event in the Mertes center in which technical support is required.

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:

These would not replace headsets for theater shows with students as they are independent systems. These will enhance the learning space. They are more of a tool to connect front of house to stage management and the “adults” on duty.

Detail the impact the equipment has on learning:

As technical staff and faculty often have to be scattered throughout the building doing multiple jobs, this allows faculty and staff to remain in contact with students who are acting as front of house support for live events. It is impossible to be able to see all students at all times during live events, and therefore it is critical to be able to get connected with them in the event of learning opportunities or emergencies.

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

Classes/Sections: 20+	Students: 100+
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SECTION 5: Student Learning Outcomes (SLOs)

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

Speaking only to THEA 48 A-D Technical Theater in Production (though certainly these items will serve many programs on campus):

- Upon completion of THEA 48A, the student should be able to work collaboratively with designers, technicians, and other theatre personnel.
- Upon completion of THEA 48D, the student should be able to work in a managerial or supervisory role in a technical production area of a theatre company or a production

Both of these SLOs speak to the need for students to be able to collaborate and communication during a production. Currently, that ability is limited in scope to only a few students at a time, severely impacting student learning regarding the reality of what communication is necessary between team members during live events.

This equipment would level the playing field, doubling the number of students who would have access to communications during live events, keeping everyone within the class, and the event, up to speed on the management of the event in real time.

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?

This equipment acts in partnership to already established and utilized equipment in the Center.

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

These are rechargeable, eliminating battery waste.

How does the equipment provide renewal resources to the college?

These are rechargeable, eliminating battery waste.

Operator

Primary operator:	Hill, Jackie
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:	40 or more
<p>Comments: Recurring fees related to repair would need to be negotiated. As these materials would be used by multiple campus users and programs, for many events, I would propose repair costs be shared and distributed from the Business office.</p>	

Maintenance and Repairs

Who will perform maintenance and repairs?	Haller, Karl
Estimated hours per month:	<5
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: more than 5 years

FOAP (Budget) for Recurring Costs:

	103001	33371	4320	100700
	Fund	Org	Acct	Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	1,984.00	
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	0.00	
(Enter as Positive) Discounts	0.00	
Start-Up Total	1,984.00	
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:	1,984.00	

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>Titian Lish</i>	10/02/2023
Division Dean:		10/02/2023
Vice President:	<i>Nan Ho</i>	10/03/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/19/2023
M&O Director:	<i>John Seybert</i>	10/19/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/20/2023



Buy Two Way Radios
 Tax ID: 30-0365783
 Tel: 800-584-1445
 sales@buytwowayradios.com
 http://www.buytwowayradios.com

khaller@laspositascollege.edu

Quotation # Q14271

Quotation Date: 09/22/2023 Salesperson: Stephen Paine

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
[RMU2040] Motorola RM RMU2040 Two Way Radio	6.000	229.00	0.00%	\$ 1,374.00
[HKLN4606] Motorola Remote Speaker Microphone (HKLN4606)	6.000	55.00	0.00%	\$ 330.00
[PMLN6384A] Motorola RM Series 6 Port Charging Station	1.000	280.00	0.00%	\$ 280.00
[PROG-NONE] No Radio Programming Required	1.000	0.00	0.00%	\$ 0.00
Subtotal				\$ 1,984.00
Taxes				\$ 0.00
Total				\$ 1,984.00

No Tax / Free Economy Shipping / PO Net 30 on approval / ACH or CC preferred / In Stock
 Kark Haller
 khaller@laspositascollege.edu



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>Cricket Ventures, LLC</u> DBA (if any): <u>Buy Two Way Radios</u> Check payable to <u>Cricket Ventures</u>
2.	This information must be supplied. If not, the application will be returned. <u>W9 form Required.</u> Federal ID Number <u>30</u> <u>-0365783</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification <input type="checkbox"/> Individual/Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership <input checked="" 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>06</u> / <u>_____</u> / <u>2005</u>
3.	Addresses A. <u>Primary/Mailing</u> Street <u>3030 Lesslie Hwy</u> City/State <u>Rock Hill, SC</u> Zip Code <u>29730</u> Primary Contact Name <u>Stephen Paine</u> Phone <u>(800) 584 -1445</u> Ext. <u>236</u> Fax <u>(803) 985 - 8775</u> Email <u>stephen@cricketventures.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City/State _____ Zip Code _____ Primary Contact Name _____ Phone (____) _____ - _____ Ext. _____ Fax (____) _____ - _____ Email _____ C. <u>Remittance (for checks if different from above)</u> Street <u>PO Box 736</u> City/State <u>Fort Lawn, SC</u> Zip Code <u>29714</u> Primary Contact Name <u>Accounts Receivable</u> Phone <u>(800) 584 -1445</u> Ext. <u>232</u> Fax <u>(803) 985 - 8775</u> Email <u>purchasing@cricketventures.com</u>
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 type="checkbox"/> Collects all Sales/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes _____ % <input checked="" 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>Two way radio and accessories sales</u>
8.	Name of person completing the form Name <u>Anthony Roque</u> Title <u>COO</u> Phone No. <u>800-584-1445</u> Signature <u>[Signature]</u> Date <u>10/2/2023</u> Email Address: <u>anthony@cricketventures.com</u>

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

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.

Print or type.
See Specific Instructions on page 3.

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

2 Business name/disregarded entity name, if different from above
dba BuyTwoWayRadios.com

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) ▶ **S**

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.
3030 Lesslie Hwy

6 City, state, and ZIP code
Rock Hill, SC 29730

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										
3	0		-	0	3	6	5	7	8	3

Part II Certification

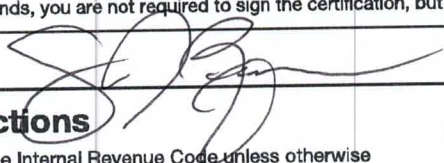
Under penalties of perjury, I certify that:

- 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 ▶



Date ▶

8/4/2023

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-INT (interest earned or paid)

- 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.