



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000087

Banner #:

Requisition #:

Title of Submission:	Anatomical Models
Vendor Name:	GT Simulators
Brief Description of Item(s):	Anatomical Models

Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/08/2025	IER forms due to Division Dean
10/15/2025	Division review of IER forms (Dean signature)
10/24/2025	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 \$ 114,800.00 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 \$ 114,800.00 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*)
 - ***Email Business Office to confirm if vendor is in Banner and if vendor documents are needed**

***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 – scores combined into rankings by Executive Assistant for final review
6. RAC Chair meets with College President to discuss ranked requests
7. College President issues approval memo to RAC
8. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
9. Requestor submits [Requisition](#) with updated quote(s) (*itemization not required on reqs for IER requests – [see example](#)*)
10. Business Office reviews requisition, enters requisition into Banner, and forwards to Purchasing
11. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

Instructional Equipment Definitions

Scheduled Maintenance Instructional Materials Funding:

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

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.

Lottery Funding:

Allowable Items

Instructional materials: materials used by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions to develop cognitive processes:

1. Laptops and hotspots for students, teachers, and faculty as a learning resource, internet devices
2. May be printed or non-printed, textbooks, technology-based materials, other educational materials, and tests.
3. Basic instructional materials: materials that are designed to be used as a principal learning resource and meets, in organization and content, the basic requirements of the intended course.
4. Technology based materials: basic or supplemental instructional materials designed for use by pupils and teachers as learning resources and that require the availability of electronic equipment in order to be used as a learning resource. o Includes but not limited to software programs, video disks, compact disks, optical disks, video and audiotapes, lesson plans, and databases.
5. Supplies and Materials: Software, books, magazines and periodicals, subscriptions, textbooks, instructional materials printing, instructional supplies including library media, audio visual, instructional food supplies, instructional tests.
6. Other operating expenses: Software licensing fees.
7. Capital Outlay Expenditures: Library books, books replacement, library magazine and periodicals, library nonprint media, instructional software.
8. Basic Needs: Housing and food assistance includes grants to students, housing vouchers, direct payments or reimbursements for housing, efforts to increase enrollment in CalFresh, and provision of food pantries/meal programs or free meals. (Documentation is required to demonstrate the need and proper use of funds).

Measure A Bond Funding:

Allowable Items

1. Upgrade career and vocational classrooms to better prepare students and workers for good- paying jobs.
2. Upgrade classrooms and labs for science, technology, engineering, and math-related fields.
3. Provide or upgrade facilities and resources for career preparation in healthcare, nursing and early childhood education.
4. Upgrade classroom technology.
5. Improve classrooms and resources for paramedic, firefighter and public safety programs.
6. Improve vocational classroom and labs for auto repair, agriculture and environmental science programs.
7. Improve and expand facilities which prepare students for transfer to four-year college and universities.

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
Safety and/or Org. Effectiveness [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness above and beyond current capability. 4-5	Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 2-3	Limited or no evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 0-1
Outcomes [Section 6] (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: Angel Contreras Cardenas

Division: STEM

Discipline: Biology

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 #: 1850

Room #: 1858

Comments:

Five (5) half-size human muscular anatomical models, and Two (2) anatomical models of the wall of the stomach -New Equipment- These anatomical models will provide hands-on, tactile learning experiences in the Human Anatomy courses (BIO 7A). The muscular models feature removable components illustrating superficial and deep musculature, origins, and insertions that help students visualize human structure in three dimensions. The wall of the stomach models depict the layered anatomy of digestive tissues, supporting instruction on gastrointestinal physiology and homeostasis mechanisms.

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:

NA

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

- Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

The purchase directly supports Las Positas College's Mission as an "inclusive, learning-centered, equity-focused environment" by increasing equitable access to essential learning tools for all students. Expanding the number of models allows students, especially those with learning differences or limited visual-spatial ability, to explore anatomical systems through kinesthetic learning, closing achievement gaps. By improving hands-on engagement, students achieve stronger retention of anatomical concepts, increasing success rates in transfer-level biology and healthcare programs. These models foster understanding of the human body systems, supporting LPC's goal to "build capacity to support wellness" both in curriculum and campus awareness.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Courses: BIO 7A (Human Anatomy), BIO 7B (Human Physiology)
Programs: Allied Health, Nursing, Kinesiology, Emergency Medical Services, Biology Transfer Pathways

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:

The need for additional anatomical models was identified in the 2024–2025 Program Review as a priority for equipment renewal. Increased section offerings and higher lab enrollment have outpaced the number of available teaching models, warranting an update to maintain instructional standards.

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:

Research supports that active learning using physical anatomical models significantly enhances comprehension and long-term retention compared to textbook or digital-only study (Dettmer et al., Anat Sci Educ, 2021).
In LPC labs, students with greater model access score higher on lab practicals that assess spatial and structural understanding.
Improved ratios from 1:8 to 1:4 would double engagement time per student, promoting deeper learning and collaboration.

Detail the impact the equipment has on learning:

These models will enhance both lecture-lab integration and critical thinking in clinical applications. Students will use models to:
Identify structures across all major organ systems.
Relate form to function and predict physiological implications of structural damage or disease.
Apply anatomical knowledge to case studies and communicate findings using correct scientific terminology.

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

Classes/Sections: 6 sections per semester

Students: ~24 per section, over 288 students/sem. over 576 per year

SECTION 5: Safety and/or Organizational Effectiveness

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

Safety: Physical models reduce reliance on chemical preservatives or biological specimens, minimizing chemical exposure and handling risks.
Organizational Effectiveness: Additional models improve lab flow and reduce congestion, enabling more efficient group rotations and equitable student participation.

SECTION 6: Student Learning Outcomes (SLOs)

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

The equipment will enable students to surpass current SLO benchmarks:

SLO 1 (Identification): Additional models give each student meaningful time to explore detailed anatomical structures, improving accuracy in structure identification.

SLO 2 (Structure–Function Relationships): Three-dimensional models help students visualize spatial relationships between structures, strengthening understanding of how anatomy supports physiology.

SLO 3 (Clinical Analysis and Communication): Access to detailed models enables realistic discussion of clinical pathologies and fosters academic communication through oral and written presentations.

By increasing access and model quality, students will surpass current SLO achievement benchmarks through more frequent and effective hands-on practice.

SECTION 7: 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

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

Minimal maintenance, routine cleaning, and inspection only. No recurring costs or specialized training required.
Sustainability: Long-term lifespan (10–15 years). Durable, reusable, and non-electronic, minimizing environmental impact.
Aligns with LPC's sustainability goals by reducing waste and reliance on consumable lab materials.

Any other additional information?

NA

Operator

Primary operator: Gary Wilkes

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: 150

Comments:

No additional training needed

Maintenance and Repairs

Who will perform maintenance and repairs? Gary Wilkes

Estimated hours per month: NA

Does the work align with current position duties? Yes

Cost to train for maintenance and repairs: 100.00

SECTION 7: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

Lifespan of Equipment: Between 5-10 years

FOAP (Budget) for Recurring Costs:

-	-	-
Fund	Org	Acct
		Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	24,124.14	
Shipping & Delivery Fees	72.00	
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	24,196.14	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	100.00	
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	100.00	
Overall Cost:	24,296.14	

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.** 1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	<i>Angel Contreras Cardenas</i>	10/06/2025
Division Dean:	<i>Paula Checchi</i>	10/07/2025
Vice President:	<i>Sean Brooks</i>	10/07/2025
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/15/2025
M&O Director:	<i>JOHN SEYBERT</i>	10/16/2025
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/16/2025

CUSTOMER ADDRESS:

LAS POSITAS COLLEGE
 ATTN.: Angel Contreras -
 3000 CAMPUS HILL DRIVE
 LIVERMORE CA 94551
 acontrerascardenas@laspositascollege.edu

QUOTATION: **32369**
 DATE: **10/06/25**
 TERMS: **NET 30**
 VALIDITY: **11/5/2025**
 CURRENCY: **USD**

QTY	DESCRIPTION	LEAD TIME	LIST PRICE	YOUR PRICE	TOTAL
5	B55 COMPLETE DUAL MUSCLE FIGURE W/INTERNAL ORGANS 1/2 LIFE SIZE	8 - 10 Weeks ARO	\$4,627.00	\$4,194.00	\$20,970.00
2	MG23168 STOMACH WALL MICRO-ANATOMY MODEL, 150X ENLARGED	3 - 6 Weeks ARO	\$455.00	\$423.00	\$846.00
1	SUB-TOTAL SUB-TOTAL				\$21,816.00
1	ST SALES TAX - County: ALAMEDA - Combined Rate: 10.25%				\$2,236.14
1	S&H - QUOTE FREIGHT CHARGES to zip 94551				\$72.00
	* Special Offer: DISCOUNTED SHIPPING if all items are included in your order. (Standard shipping valued at \$579.95)				

Parisi & Venturini Corp. DBA GTSimulators by Global Technologies
 FEIN # 65-0388540 / GSA # 47QREA18D000M

TOTAL \$24,124.14

Ready to Proceed? Email your Purchase Order to orders@gtssimulators.com or pay with a Credit Card on our Online Portal

PAYMENT METHODS:

You can now use our Client Portal for Credit Card and ACH payments. Purchase Orders must be emailed to orders@GTSimulators.com. For prepaid checks, please mail to the address below including the Estimate Number.

AVAILABILITY:

Product availability is subjected to change and is not guaranteed until the order has been confirmed.

PRICE MATCH:

Found a lower price on the same product? Please allow us the opportunity to price match by presenting the competitor's ad or an official price estimate

SALES TAX:

If applicable, please provide us with a copy of your Tax Exemption Certificate to waive the Sales Tax.

The stated prices are calculated on the basis of the requested quantities of all products mentioned and can differ if partial orders are taken.

10388 W State Rd 84, Ste 111, Davie, FL 33324 - Phone: (954) 370-7101 - Email: sales@gtssimulators.com

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