

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-01
Total \$: 8274.61

Requester Name: Daniel Marschak Division Name: A&H/Music

SUMMARY INFORMATION

Title of Item: Audio Software and Virtual Instruments for Film Scoring

Equipment Location Building: 4000 Room: 4226

Location and Delivery Comments:

SECTION 1: EQUIPMENT DESCRIPTION

The equipment is: A Replacement An Upgrade New Equipment/Technology

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:

We request iZotope RX 7 Audio Editing Software, iZotope Creative Suite, and 5 additional Komplete Ultimate licenses.

Our new certificate program in Scoring for Film and Multimedia requires this software to introduce students to the technology they will encounter in the work force. The upper level of the two course sequence, MUS 22B, will be offered for the first time in Fall 2020. This software is necessary for producing professional quality scores for film and video games.

The iZotope software is new, but it can be used in conjunction with our existing software ProTools and Logic. We currently have 3 Komplete Ultimate licenses. Due to cost we didn't ask for more than that last cycle. We will slowly build up the Komplete licenses until we have 20.

RECEIVED
Las Positas College
SEP 20 2019
Administrative Services
Office of the Vice President

SECTION 1: EQUIPMENT DESCRIPTION (contd)

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

N/A

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ **Accreditation:** Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ **Curriculum:** Provide necessary institutional support for curriculum development and maintenance.
- ❖ **Tutoring Services:** Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ **Professional Development:** Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

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

Academic Quality is listed as an ACCJC standard, and the addition of industry-standard software will improve the quality of our academic offerings in our CTE Commercial Music: Scoring for Film and Multimedia certificate. When students have access to this software, they will be prepared for working in the field. Instructional Programs is also an ACCJC standard. Adding this software will greatly increase their opportunities in the academic as well as professional world.

This software supports our curriculum priorities in Scoring for Film and Multimedia, as both MUS 22A and MUS 22B require students to gain a solid foundation of industry standard technology.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Scoring for Film and Multimedia
Music Technology Fundamentals

Both are CTE Commercial Music Certificates of Achievement

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

“We require additional sample libraries and audio software in order to adequately prepare students in the new Scoring for Film and Multimedia program for the film music industry.”

PR 2019

“Budget support is required to meet the unique needs of our growing music program. For example: Sheet music, new instruments, new/updated facilities, maintenance of instruments, new software, new technology “

PR 2018

SECTION 4: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on teaching:

Industry-standard audio software and sample libraries will allow us to effectively teach classes in scoring for film and multimedia. Simply, without the requested software we will not be able to prepare our students to enter the workforce in the area of film scoring and music production.

Describe in detail the impact this equipment will have on learning:

Students who wish to enter the film music industry should have experience with the software they will be expected to use in the workplace. With this software, students will learn how to properly edit, mix, master, and compose high quality music, and be prepared for the workforce.

Each academic year, this equipment will impact: 4 # of classes/sections 80 # of students

SECTION 5: OUTCOMES (SLOs)

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved.

Upon completion of MUS 22A, students will be able to compose, arrange, orchestrate, mix, and master cues for visual media using industry-standard software, hardware, and sample libraries at a beginning to intermediate level.

Upon completion of MUS 22B, students will be able to compose, arrange, orchestrate, mix, and master cues for visual media using industry-standard software, hardware, and sample libraries at an intermediate to advanced level.

What are the consequences related to learning outcomes if request is not funded?

SLOs will not be fully attainable in MUS 22A and MUS 22B if the request is not funded. SLOs in MUS 35 and MUS 36 will be harder to attain without the requested software as well.

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

This software should be updated along with all other software and technology. They should be put on the campus-wide update cycle.

If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the “Part A: Initial Start-up Costs” section below.)

This software does take up a significant amount of memory on computers. To address this we are putting in an additional request which includes USB expanders and external hard drives.

If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.

N/A

If your proposed equipment will require assembly or installation, please explain what is required, who will perform it, and what the cost will be

IT will need to install software on computers in 4226. This is part of their existing duties so no additional cost is required.

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the “Part B: On-Going Annual Operating Costs” sections below as applicable.)

IT will monitor and update as necessary.

Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college:

N/A

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	7,574.00	
Taxes (9.5%)	700.61	
Shipping or Delivery Charge	0	
Installation Costs *	N/A	IT to install
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount	6735	
Grand Total:		\$8,274.61

*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		N/A
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		

Indicate the source of funding for on-going annual operating costs:

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Music Faculty and Music Students

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): \$0

Indicate amount of time per month key operator will use equipment: 60

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: IT staff

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: _____

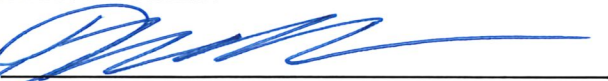
Indicate amount of time per month maintenance will be required: .25 hours

APPROVALS

Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline.

- ❖ Requests for computer-related equipment and printers must be reviewed and signed off by the LPC IT Department.
- ❖ Requests that require M&O assistance with assembly or installation must be signed off by M&O.

SIGNATURES:



Requester

9/12/19
Date

IT Approval

IT Approval

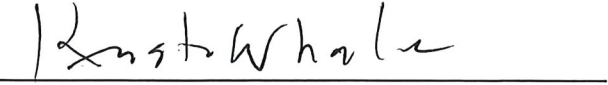
Date


M&O Approval

9/24/19 N/A
Date


Division Dean

9/20/19
Date


Vice President

9/20/19
Date

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & ssn.

SUGGESTED VENDOR: **Sweetwater**

NAME OF STAFF MEMBER
Dan Marschak

DATE WRITTEN
9/12/19

DATE REQUIRED
1/15/20

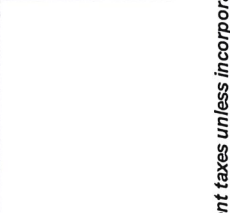
DIVISION/DEPARTMENT
AH/Music

For inventory purposes include room # where
equipment will reside: 4226

FOR OFFICE USE ONLY

RETURN COPY OF REQUISITION TO:
Dan Marschak

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	EXTENDED COST
5-pack Native Instruments Complete Ultimate Sample Library	1	1	\$ 839.00	\$ 839.00
iZotope RX 7 Std Audio Editor Edu	1	15	\$ 199.50	\$ 2,992.50
iZotope Creative Suite Bundle Edu	1	15	\$ 249.50	\$ 3,742.50
Deliver To: Las Positas College 3033 Collier Canyon Road Livermore, Ca 94551				
Subtotal				\$ 7,574.00
Tax				700.61
Shipping:			cartage	N/A
TOTAL COST				\$8,274.61



Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____

Business Office

Supervisor/ Coordinator/ Director

APPROVALS

Dean/ VP/ President

Request for Taxpayer Identification Number and Certification

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

Print or type
 See Specific Instructions on page 2.

Name Sweetwater Sound, Inc	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 5501 US Highway 30 W.	Requester's name and address (optional)
City, state, and ZIP code Fort Wayne, In 46818	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number								

or

Employer identification number								
3	5	2	0	2	3	2	9	9

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. 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**
2. 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**
3. I am a U.S. person (including a U.S. resident alien).

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 on page 4.)

Sign Here

Signature of U.S. person ▶

Anthony Strickler

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Sweetwater[®]

Music Instruments & Pro Audio

5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 222-4700
Sweetwater.com

Quote Number 5636881
Quote Date 08/30/19
Delivery Method Electronic Delivery
Customer Number 3508638

Quote To: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Ship to: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

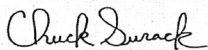
Qty.	Item	Description	Retail Price	Your Price	Total
15	RX7Edu	iZotope RX 7 Std Audio Editor Edu http://www.sweetwater.com/store/detail/RX7Edu/	\$399.00	\$199.50	\$2,992.50
15	CreativeSEdu	iZotope Creative Suite Bundle Edu http://www.sweetwater.com/store/detail/CreativeSEdu/	\$499.00	\$249.50	\$3,742.50
1	Komp12RLab	Native Instruments Komp 12 Reg Edu 5-pk http://www.sweetwater.com/store/detail/Komp12RLab/	\$839.00	\$839.00	\$839.00

A Note From Our Founder and CEO:

Hi, I'm Chuck Surack, owner of Sweetwater.

I want to take the time to personally thank you for your business with Sweetwater. I am so grateful for every customer, and I encourage you to continue to pursue your love of music.

I want you to know that your satisfaction is our first priority. If you have any questions or concerns, please do not hesitate to contact us. 24-hour support is available at [Sweetwater.com/sweetcare](http://www.sweetwater.com/sweetcare), or contact our SweetCare Center by phone at (800) 222-4700 (available Mon-Fri 9AM-6PM, Sat 9AM-5PM). Of course, you can call your Sales Engineer anytime. If you need to get in touch with me directly, my email is chuck_surack@sweetwater.com.



Your Sales Engineer Is Richard Whittington:

richard_whittington@sweetwater.com
(260) 432-8176 x1376
(800) 222-4700 x1376

Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit [Sweetwater.com/help](http://www.sweetwater.com/help).

Subtotal:	\$7,574.00
Shipping & Handling:	\$0.00
Tax:	\$700.61
Total:	\$8,274.61

