Instructional Equipment Request (IER) Form
FY _____

Title of Submission:	

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

Deadline	Action
	IER forms due to Division Dean
	Division review of IER forms (Dean & VP signature)
	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)
  - o **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**.
  - o **IMPORTANT**: To comply with state law, purchases between $_____ and $_____ require 3 quotes from 3 <u>different</u> 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.
  - o Purchase requests of $_____ 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.
  - o 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:
  - o Quote (required)
  - o [New Vendor Application](#) (if new vendor)
  - o 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)

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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)*	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities.
Ranking Scale	4-5	2-3	0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] *(10 points)*	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.
Ranking Scale	8-10	4-7	0-3
Teaching & Learning [Section 4] *(10 points)*	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.	Clear evidence/data that equipment provides enhanced instruction that is not met through current means.	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means.
Ranking Scale	8-10	4-7	0-3
Outcomes [Section 5] *(5 points)*	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability.	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability.	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability.
Ranking Scale	4-5	2-3	0-1

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Instructional Equipment Request Form

Name of Requestor: _____   **Division**: _____

Discipline: _____

This Equipment Request is: _____

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 #: _____   **Room #**: _____

Comments:

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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:

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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:

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SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

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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:

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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:

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Detail the impact the equipment has on learning:

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

Classes/Sections:	Students:

SECTION 5: Student Learning Outcomes (SLOs)

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

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?

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

How does the equipment provide renewal resources to the college?

Operator	
Primary operator:	
Does the work align with current position duties?	
Cost to train primary operator:	
Approx. # of hours equipment will be used per month:	
Comments:	

Maintenance and Repairs	
Who will perform maintenance and repairs?	
Estimated hours per month:	
Does the work align with current position duties?	
Cost to train for maintenance and repairs:	

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Lifespan of Equipment: _____

FOAP (Budget) for Recurring Costs: _____

	Fund	Org	Acct	Program

Part A: Initial Start-Up Costs		
Type	**Cost**	**Comments**
Equipment or Materials		
Shipping & Delivery Fees		
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Other		
(Enter as Positive) Discounts		
Start-Up Total		
Part B: Annual Operating Costs		
Type	**Cost**	**Comments**
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
Annual Total		
Overall Cost:		

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 <u>before</u> submitting.**

Title	Signature	Date
Requestor:		
Division Dean:		
Vice President:		
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:		