Instructional Equipment Request (IER) Form

FY ___2023-2024___

Title of Submission:	3D Scanner for Arts 24 (Three-Dimensional Design)

Please review all information carefully to ensure timely processing. More information can be found <u>here</u>.

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)
    - 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 $__30,000.00__ and $__109,299.99__ 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 $__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.
    - o For assistance with quotes, please contact Bill Pagano at <u>bpagano@clpccd.org</u> or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
    - o Quote (required)
    - o <u>New Vendor Application</u> (if new vendor)
    - o Copy of <u>W9</u> (if new vendor)

*__Bid Process__: Purchasing submits RFP & selects cheapest bid → Requestor submits <u>Requisition</u> → 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)*	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

Revised 8/22/23

Instructional Equipment Request Form

Name of Requestor: Kuo, Peter

Division: A&H

Discipline: Art

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 #: 700

Room #: 714

Comments:

> The 3D scanner will be a new piece of equipment used by students in Arts 24 (Three-Dimensional Design) to scan designs made with traditional materials (clay, wood, plaster, paper mache..etc) into three-dimensional computer models. Students will then be able to manipulate the digital files using computer software like Maya or Blender. Current students in Arts 24 only work with traditional materials. By introducing this new technology, students will be able to experience working with three-dimensional design on the computer.

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

- 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:

> The new equipment will introduce students to new technologies and allow them to learn a new medium that was not previously taught in the course. With this equipment, students will be able to explore how to work with both traditional materials as well as digitally, allowing them to develop new methods and workflows for working with three-dimensional art forms.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Studio Arts

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:

Yes, the equipment is part of the upcoming program review. This was not included in last year's review as we were still in the process of updating the course outline and did not have a complete picture of how the class will be run and what type of equipment will be necessary.

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:

Current teaching capabilities allow for the student to experiment with multiple mediums using clay, wood, cardboard...etc. With this new equipment, students will be able to translate their physical projects into digital models and continue to work with their projects using the computer. Students will also be able to create three-dimensional forms directly from the computer using modeling software such as Maya and Blender.

Detail the impact the equipment has on learning:

Students will be introduced to the use of computers in three-dimensional design, which is often not taught in a traditional art classroom. Students will be introduced to careers in the arts that use a computer, such as 3d modeling for games.

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

Classes/Sections: 1	**Students:** 24

SECTION 5: Student Learning Outcomes (SLOs)

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

• Upon completion of ARTS 24, the student should be able to demonstrate and apply an understanding of 3D composition.
• Upon completion of ARTS 24, the student should be able to demonstrate and apply excellent craftsmanship.

Students will be able to surpass current SLOs by being able to engage their three-dimensional design and composition in a new medium and experiment and explore three-dimensional design in ways not possible with their physical projects.

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. There is currently no equipment that does the function of this new equipment.

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

NA

How does the equipment provide renewal resources to the college?

NA

Operator	
Primary operator:	Instructor for Arts 24
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:	5
Comments:	

Maintenance and Repairs	
Who will perform maintenance and repairs?	Instructor for Arts 24
Estimated hours per month:	0
Does the work align with current position duties?	Yes
Cost to train for maintenance and repairs:	0.00

Lifespan of Equipment: 5 years

FOAP (Budget) for Recurring Costs:

	Fund	Org	Acct	Program

Part A: Initial Start-Up Costs		
Type	**Cost**	**Comments**
Equipment or Materials	5,278.77	
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	Equipment should not require regular maintenance and repair
Other	0.00	
(Enter as Positive) Discounts	0.00	
Start-Up Total	5,278.77	
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:	5,278.77	

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:		10/10/2023
Division Dean:		10/11/2023
Vice President:	Nan Ho	10/12/2023
College Technology Services Manager:	Stephen Gunderson	10/12/2023
M&O Director:	John Seybert	10/15/2023
Vice President, Administrative Services:	Anette Raichbart	10/16/2023

Revised 8/22/23

Government, Education, and Corporate Department
For Pricing Requests, Purchase Orders, and Customer Service:

Phone:	800-947-8003 212-239-7503	Fax:	800-858-5517 212-239-7759	Email:	Education: **emailbids@bhphoto.com**	Fed Gov: **federalsales@bhphoto.com**
					Corporate: **corporatesales@bhphoto.com**	State and Local: **biddept@bhphoto.com**

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Prices Are Valid Until:	11/09/23	**Quote No.:** 902024558
		Reference No.: 21002

Sold To: **Susan Affleck**
Chabot Las Positas Comm Coll
7600 Dublin Blvd
3 Fl
Attn: Accounts Payable
DUBLIN, CA 94568

Ship To:
Las Positas College
3000 Campus Hill Drive
Recieving Department
LIVERMORE, CA 94551

Bill Phone: **(925)485-5221 Ext.:A/P**
Work Phone: **(925)485-5289 Ext.:"B" PO**
Fax Phone: **(925)485-5253**

(510)723-7270

Date	Customer Code	Terms	Salesperson	Ship Via
10/10/23	1233144	N/A	D0E	FDX GROUND

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	1	**AFINIA EINSCAN H2 3D SCANNER/REG** Country of Origin: CHINA **In Stock - while supplies last.**	AFEINSCANH2 (EINSCAN H2)	4,788.00	4,788.00

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      PLEASE NOTE: ------------------------------------------------------------
      ****  Please reference your quote number on all PO's ****
      **** ALL PRICES ARE LISTED IN USD ****
      Certain items may be enforced by vendor to sell at the
      vendor-imposed price posted at the time of order.
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Payment Type -	- Amount		
NO PAYMENT TYPE SELECTED		**Sub-Total:**	**4,788.00**
		Shipping:	**Free STND**
		Tax:	**490.77**
		Total:	**5,278.77**