



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Steinway Upright Piano for Recording Studio
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/09/2024	IER forms due to Division Dean
10/16/2024	Division review of IER forms (Dean & VP signature)
10/23/2024	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 \$ 114,499.99 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 \$ 114,500.00 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: Marschak, Daniel

Division: A&H

Discipline: Music

This Equipment Request is: An Upgrade

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 #: 4239

Comments:

A performance-quality upright Steinway piano with dolly and topper cover is requested for the recording studio to upgrade the outdated Yamaha that currently resides there. When recording piano, the best possible instrument is needed for both music technology and music performance students. Steinway instruments are the performance and recording standard for all other pianos both in physical performance and tone quality.

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:

N/A

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:

A high-quality instrument for our music students to record is essential for student success and achieving SLOs. Students will play better on a great piano, and this will help them to become better musicians. Equipment that is satisfactory and in good working order is necessary for effective teaching, allowing instruction without the distraction of old or improperly functioning equipment. Equity will be achieved because the instrument will be available to music students regardless of socio-economic background.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

The instrument will support the music technology program as well as performing ensembles, solo, and chamber ensembles who need to record their repertoire. Music majors can record their auditions for 4year programs on an excellent piano.

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:

It will be included on this year's. We were too focused on upgrading the lab's Clavinovas last year and forgot to mention it.

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:

Teachers do their jobs more effectively when they have adequate equipment to teach with. A Steinway upright is the standard in world class studios, and our faculty will be able to demonstrate proper performance practice, recording technique, and nuances that are impossible to model on lesser instruments. For example, the instructor will be able to demonstrate excellent intonation, rhythm, and dynamic contrast more effectively with an excellent piano. Piano students will be taught to play with correct technique and voicing on a high quality instrument. Steinway & Sons pianos are recognized as the "state of the art" instrument both nationally and internationally. These instruments give our students the best chances at success in performance situations, competitions, and pursuing a career in music.

Detail the impact the equipment has on learning:

Music students take courses at LPC in order to learn to perform, rehearse, and record at increasingly advanced levels. There is a plateau to how well one can play or record on an inadequate instrument. Acquiring an industry-standard recording piano will allow students to achieve their potential through learning, modeling, and excelling in coursework, practice, and performances. Students will be encouraged to practice more, and thus become better musicians and engineers.

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

Classes/Sections: 8	Students: 60
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SECTION 5: Student Learning Outcomes (SLOs)

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

SLO: (MUS 31) Students will select, practice, master, and memorize intermediate to advanced repertoire in a variety of styles with an understanding of correct rhythm, fingering, and expression.

This SLO is only attainable if student pianists are performing on an industry-standard instrument like a Steinway. The nuances achievable on a good instrument include pedal control, balance, voicing, dynamics, timbral effects, and acoustic properties. The equipment is needed for student success.

SLO: (MUS 36) Upon completion of MUS 36, the student will be able to present completed audio projects using recorded live audio with appropriate editing, mixing, and mastering in a variety of formats.

Students will be asked to record upright pianos in the workforce, and a high quality instrument is needed in order for students to record effectively.

All student and faculty recording projects that feature piano will be enhanced with this equipment.

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?

Yes. The old Yamaha P22 will be a trade in if this purchase moves forward. Steinway will give a \$1500 credit and take the piano away.

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

On average, an excellent performance piano model can last between 15-20 years with proper care, tuning, and maintenance. Reduced string tension, soundboard is Sitka spruce (long lasting and extremely resonant). The patented Steinway technologies lend to long lasting instruments that hold up over time.

How does the equipment provide renewal resources to the college?

N/A

Operator

Primary operator:	Marschak, Daniel		
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:	60		
Comments:	All Music faculty and many music students will use the piano. Music technology students and faculty will record it.		

Maintenance and Repairs

Who will perform maintenance and repairs?	Peter Acronico		
Estimated hours per month:	2		
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: 15-20 years

FOAP (Budget) for Recurring Costs: 103001 33371 5110 100400

Vendor Name: Fund Org Acct Program

Peter Acronico (Simply Pianos)

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	54,200.00	
Shipping & Delivery Fees	625.00	Freight/Handling.
Installation Costs	0.00	
Miscellaneous Costs	4,966.44	Sales Tax
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	7,872.00	
Start-Up Total	51,919.44	

Part B: Annual Operating Costs

Type	Cost	Comments
Service/Maintenance	600.00	Piano tuning is already part of our budget anyway.
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	600.00	

Overall Cost:	52,519.44	
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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>Daniel Marschak</i>	09/17/2024
Division Dean:	<i>Amy Mattern</i>	09/23/2024
Vice President:	<i>Nan Ho</i>	09/23/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/22/2024



STEINWAY & SONS

Quote

Date: September 13, 2024
QUOTE # 091324.K
Exp. Date: December 31, 2024

To: Mr. Daniel Marschak
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

Table with 7 columns: Salesperson, P.O.#, Shipping Method, Shipping Terms, Delivery Date, Payment Terms, Due Date. Row 1: Matthew F., TBD, Encore Piano, Pre-Paid, TBD, Net 30, Per P.O.

Table with 6 columns: Qty, Item #, Description, Unit Price, Unit Incentive, Line Total. Rows include Steinway Model K-52 piano, cover, and dolly.

Table containing 'Purchase Price Includes' (warranty, bench, tuning), 'Trade-In: Yamaha P-22 #H0173767', and 'Pricing & Terms under Foundation for California Community Colleges Master Agreement #00006501'.

Summary table with 2 columns: Description (Freight & Handling Pre-Paid, Subtotal, Sales Tax, Trade-In Value, TOTAL) and Amount (\$625.00, \$48,453.00, \$4,966.44, (\$1,500.00), \$51,919.44).

Quote prepared by: Matthew Felver

Customer agrees to purchase and Steinway, Inc. agrees to sell the piano and/or goods or services more specifically identified above on the terms and conditions specified herein.

Customer Signature: _____

Thank you for your business!