



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Soccer Class Markers and Mannequins
----------------------	-------------------------------------

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: Cumbo, Andrew

Division: PATH

Discipline: Kinesiology

This Equipment Request is: A Replacement

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 #: L2500

Room #: Synthetic Soccer Field

Comments:

The soccer markers (flat rubber markers, small plastic discs) and air filled mannequins will be used in our soccer classes. This equipment will be used to support game simulation activities.
Items:
1) 65 rubber field markers
2) 100 small plastic disc markers
3) 12 air filled mannequins

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:

Using the air filled mannequins are safer than using students.

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:

These soccer markers and air filled mannequins will be used by courses in the KIN discipline to help KIN majors towards completion with the "team sport" requirement. It will also serve for the general student population for those students who enjoy the sport of soccer and need to earn their activity unit for their degree.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

This supports the Kinesiology discipline and the following courses:
KIN SI1, Outdoor Soccer 1
KIN SI2, Outdoor Soccer 2
KIN 38A, 38B, 38C, Intercollegiate Men's Soccer Courses
KIN 48A, 48B, 48C, Intercollegiate Women's Soccer Courses
Perhaps the equipment can be used by outside renters and be used as a way to generate revenue for the campus.

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 it will be part of our program review. It wasn't on our list from our previous program review.

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:

The flat rubber markers, small plastic discs and air filled mannequins will help identify spaces and will help support game simulation exercises. Using equipment like this helps the organization of lessons and provides organization for instructors.

Detail the impact the equipment has on learning:

This equipment will make it easier for the instructor to simulate game activities for the students. This equipment will help the students visually and spatially.

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

Classes/Sections: 8	Students: 125
----------------------------	----------------------

SECTION 5: Student Learning Outcomes (SLOs)

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

The field markers and air filled mannequins are critical in attempt to reach and surpass current SLO's.

KIN38 & 48A - Preseason Interc. Mens Soccer

- Upon completion of KIN 38 & 48A, students should be able to demonstrate effective defensive tactics. The soccer goals will allow the students to use the defensive tactics they are learning to defend the soccer goal.
- Upon completion of KIN 38 & 48A, students should be able to demonstrate effective offensive tactics. The soccer goals will allow the students to use the offensive tactics they are learning to attack the soccer goal.

KIN38 & 48B - Intercollegiate Mens Soccer

- Upon completion of KIN 38 & 48B students should be able to demonstrate an increase in fitness.
- Upon completion of KIN 38 & 48B, students should be able to understand and apply the laws of the game during an official soccer match. Soccer goals are required for a soccer game.

KIN38 & 48C - Post Season Inter.Men's Soccer

- Upon completion of KIN 38 & 48C, students should be able to demonstrate effective defensive techniques. The soccer goals will allow the students to use the defensive tactics they are learning to defend the soccer goal.
- Upon completion of KIN 38 & 48C, students should be able to demonstrate effective offensive techniques. The soccer goals will allow the students to use the offensive techniques they are learning to attack the soccer goal.

•KINSO1 - Soccer - Outdoor 1

- Upon completion of KIN SO1, students should be able to demonstrate beginning level proficiency in trapping, passing, dribbling, and shooting.
- Upon completion of KIN SO1, students should be able to demonstrate soccer knowledge including five phases of trapping, heading, kicking, passing, dribbling, and soccer formations.

KINSO2 - Soccer - Outdoor 2

- Upon completion of KIN SO2, students should be able to demonstrate soccer knowledge including five phases of trapping, heading, kicking, passing, dribbling, and soccer field dimensions.
- Upon completion of KIN SO2, students should be able to evaluate, with use of video playback, individuals' soccer technique when demonstrated.

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?

This new equipment will replace older equipment. The older equipment will be thrown out as its no longer useful.

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

The air filled mannequins are filled with air, and the field markers will be placed down and picked up by humans.

How does the equipment provide renewal resources to the college?

NA

Operator

Primary operator:	Cumbo, Andrew		
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:	125		
Comments:			

Maintenance and Repairs

Who will perform maintenance and repairs?	Draper, MacKenzie		
Estimated hours per month:	0.00		
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: 2-3 years

FOAP (Budget) for Recurring Costs: _____

Vendor Name:

Fund

Org

Acct

Program

SoccerPost

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	2,202.00	\$260 for 65 rubber markers, \$70 for 100 small plastic discs, and \$1,872 for 12 air filled mannequins
Shipping & Delivery Fees	212.00	\$32 for 65 rubber markers, \$28 for 100 small plastic discs, and \$152 for 12 air filled mannequins
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	225.71	Taxes: \$26.65 for 65 rubber markers, \$7.18 for 100 small plastic discs, and \$191.88 for 12 air filled mannequins
(Enter as Positive) Discounts	0.00	
Start-Up Total	2,639.71	

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:	2,639.71	

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>Andrew Cumbo</i>	10/15/2024
Division Dean:	<i>Kevin Kramer</i>	10/15/2024
Vice President:	<i>Nan Ho</i>	10/15/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/17/2024

Soccer Post - Dublin
6635 Dublin Blvd
Dublin CA 94568
925-803-4435
dublin@soccerproinc.com

Bill To

Las Positas College

510-258-1379
acumbo@laspositascollege.edu

Ship To

Las Positas College
LAS POSITAS COLLEGE RECEIVING DEPT
3000 CAMPUS HILL DRIVE
LIVERMORE CA 94551

Estimate Date : Oct 03, 2024

Andy Cumbo
510-258-1379

#	Item & Description	Qty	Rate	Amount
1	KWIK GOAL AIR TOM AFM #16B3704	12.00	156.00	1,872.00
			Sub Total	1,872.00
			ALAMEDA COUNTY SALES TAX (10.25%)	191.88
			Shipping charge	152.00
			Total	\$2,215.88

Terms & Conditions

FREIGHT QUOTE TO COMMERCIAL ADDRESS VALID FOR 14 DAYS. RESIDENTIAL DELIVERY, ADDRESS CHANGES AND/OR LIFTGATE SERVICE ARE ALL SUBJECT TO AN ADDITIONAL CHARGE.
ONCE ORDER IS SUBMITTED, ORDER TAKES APPROXIMATELY 10-14 BUSINESS DAYS TO ARRIVE UNLESS ANY ITEMS ARE OUT OF STOCK. CUSTOMER WILL BE NOTIFIED IF ANY ITEMS ARE ON BACKORDER OR OUT OF STOCK. PARTS ORDERS MAY ALSO HAVE ADDITIONAL PROCESSING TIME WITH MANUFACTURER.
ONCE ORDER IS SUBMITTED, NO CHANGES ARE PERMITTED.
ALL ITEMS ARE CLASSIFIED AS A SPECIAL ORDER AND CANNOT BE RETURNED NOR EXCHANGED
RECEIVING DEPARTMENT IS RESPONSIBLE FOR INSPECTING ALL CARTONS/PIECES FOR ACCURACY AND MUST NOTE ANY DAMAGE OR MISSING ITEMS WITH SHIPPER AT TIME OF DELIVERY