



# Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Cramer PowerFlo Pro
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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](mailto: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
<b>LPC Mission &amp; Planning Priorities</b> [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
<b>Educational Items: Programmatic Impact and Institutional Support</b> [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
<b>Teaching &amp; Learning</b> [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
<b>Outcomes</b> [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: Schenone, Anela

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 #: 2500

Room #: 104

### Comments:

The equipment requested are portable hydration tanks. These hydration tanks will be used to hydrate students and student-athletes from LPC and also visiting institutions. This equipment provides a great level of convenience as it is both rechargeable and easy to transport. It would be used in a variety of classes and events making it versatile and cost effective.

**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:**

## 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:**

LPC's mission statement emphasizes providing innovative educational experiences that promote student success and learning. The Cramer PowerFlo Pro aligns with this mission by offering exposure to state of the art equipment. Learning will become more effective and student success will be greater by having access to equipment that is inline with the industry standard. This equipment supports the basic skills and techniques necessary for those looking to enter the healthcare industry.

### SECTION 3: Educational Items | *Program Review*

#### **Specify the educational programs the equipment supports:**

This equipment will be used to support KIN 17- Introduction to Sports Medicine/Athletic Training, KIN 18 A/B- Athletic Training Practicum, KIN 19- Care and Prevention of Athletic Injuries, The Sports Medicine Certificate of Achievement, and all student athletes in athletic programs offered at LPC which include Men's and Women's Water Polo, Men's and Women's Soccer, Men's and Women's Basketball, Men's and Women's Swim and Dive and Women's Volleyball.

#### **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:**

The Kinesiology Department continually has equipment needs and are not listed specifically. Instead, uses a blanket statement that reads "Kinesiology/Athletics doesn't list specific equipment as the nature of our department and activity disciplines utilize a wide variety of equipment that needs to be replaced and/or upgraded." Yes this equipment is part of the upcoming 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:**

Hydration is an important component of sport performance and hydration. Studies have shown that athletes will often arrive to games and practices already 2% dehydrated. Dehydration can result in injuries as minor as muscle cramping and as severe as heat stroke. By having adequate palatable water available to our student athletes, this will help to eliminate these injuries. Our athletic training students are taught to recognize the symptoms of heat illness, this equipment will help them to remedy those symptoms.

#### **Detail the impact the equipment has on learning:**

The Cramer PowerFlo Pro is designed to provide water to multiple individuals simultaneously. This will significantly benefit student athletes, making it a more efficient tool in educational and clinical settings. Furthermore, the PowerFlo Pro has been associated with greater opportunity to reduce the risk of heat illness. Students who work in the sports medicine clinic will be able to receive more hands-on experience.

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

**Classes/Sections:** 10+

**Students:** 150+

## SECTION 5: Student Learning Outcomes (SLOs)

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

- Upon completion of KIN 18A, students should be able to apply first aid and acute care for wounds and injuries.
- Upon completion of KIN 19, students should be able to describe methods for treating and rehabilitating athletic injuries.

All of the above SLOs require the student to critically examine injury treatment, rehabilitation and prevention. Students will need to use the knowledge and skills they have learned to appropriately prevent and/or treat heat illnesses.

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 Powerflo Pro will replace older equipment. The older unit is still in working condition and can be repurposed, donated or used if there is a demand or a need.

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

The PowerFlo Pro is designed with energy-efficient components, it is rechargeable and can reduce the use of cup and bottles reducing the college's carbon footprint and contributing to our sustainability goals.

**How does the equipment provide renewal resources to the college?**

The equipment runs on a rechargeable battery which will help to reduce waste

**Operator**

Primary operator:	Schenone, Anela		
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:	40+		
Comments:			

**Maintenance and Repairs**

Who will perform maintenance and repairs?	Schenone, Anela		
Estimated hours per month:	<5		
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: 10+ Years

FOAP (Budget) for Recurring Costs:

Vendor Name: MedCo Supplies Fund Org Acct Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$3,039.46	
Shipping & Delivery Fees	199.99	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	\$332.04	Tax
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	3,571.49	
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	
<b>Annual Total</b>	0.00	
<b>Overall Cost:</b>	3,571.49	

## 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:	Anela Schenone	10/08/2024
Division Dean:	Kevin Kramer	10/15/2024
Vice President:	Nan Ho	10/15/2024
College Technology Services Manager:		
M&O Director:	JOHN SEYBERT	10/16/2024
Vice President, Administrative Services:	Sean Brooks	10/22/2024





**Quote**

Estimate #: ESTMD3142399  
Customer RFP#:  
9/26/2024

Performance Health Supply, LLC  
d/b/a Medco Supply Company  
28100 Torch Pkwy Suite 800  
Warrenville IL 60555  
United States

**Ship To**  
Anela Schenone  
Las Positas College  
3000 Campus Hill Dr Bldg 3000  
Livermore, CA 94551-7623  
US

**Bill To**  
LAS POSITAS COLLEGE  
13742401-000  
3033 Collier Canyon Rd  
Livermore, CA 94551-9797  
US

**Total:**  
  
**\$3,571.49**

Customer Number	Expires	Sales Rep	Sales Rep Email	Quote Prepared By	Order Source
13742401-000:1	12/25/2024	DAVE L CHAFFIN	dave.chaffin@medcosupply.com	Dave.Chaffin@medcosupply.com	Email

Line #	Alternate Number	Item	Rate	UOM	Quantity	Amount
1		<b>596560</b> Cramer PowerFlo Pro, Cramer PowerFlo Pro	\$1,519.73	EA	2	\$3,039.46

<b>Subtotal:</b>	\$3,039.46
<b>Shipping and Handling Cost:</b>	\$199.99
<b>Tax Total:</b>	\$332.04
<b>Total:</b>	\$3,571.49

Quote Notes:

Web Site: <https://www.medco-athletics.com>  
Customer Service #: 800-556-3326  
Email: [medcosalessupport@medcosupply.com](mailto:medcosalessupport@medcosupply.com)