



# Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Lighting Supplies for Recitals in 4138
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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: Marschak, Daniel

Division: A&H

Discipline: Music

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 #: 4000

Room #: 4138

### Comments:

4138 is being converted into a recital space. The Steinway Spirio is now located here, and we have constructed a stage. The missing piece is lighting. This gear will allow intimate performances to take place and look professional.

**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 performance space essential for student success and achieving SLOs. Performers will get to perform on a stage with industry-standard lighting, and thus become better musicians. Audience members will get a more authentic concert experience, once we are able to turn off the classroom lights, and use these performance ones. 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 equipment 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 lighting supplies will support all performing ensembles and music majors who will be able to perform and rehearse recitals, juries, auditions, and other intimate performances.

**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:**

4138 is designed as a classroom, not a performance hall. But the addition of these lighting fixtures will help transform the space into an acceptable recital venue which will allow teachers to help students perform in an intimate space where lighting is a key component. For example, the instructor will be able to demonstrate standard performance technique when appropriate lighting is available.

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

Music students take courses at LPC in order to learn to perform, rehearse at increasingly advanced levels. In the music industry, small recital venues have performance lighting to enhance the performance for both performers and audience. 4138 currently only has the classroom lighting, and so it is hard for students to learn in a situation they will encounter once they move into the workforce. This equipment will enable students to rehearse and perform in a professional situation. Audiences are mostly made up of LPC music students, who will also be much more immersed in the performance with appropriate lighting, and are more likely to learn from watching the performance.

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

**Classes/Sections:** 5

**Students:** 70

## SECTION 5: Student Learning Outcomes (SLOs)

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

SLO: (MUS 38) Upon completion of MUS 38, the student will be able to complete successful music performances and final jury or recital demonstrating overall improvements and advancement in individual study.

These smaller music performances really must take place in a smaller venue. 4138 is the perfect size, and with the addition of this lighting equipment, it will be a perfect situation for all students to achieve this SLO.

(MUS 17A) Upon completion of MUS 17A, the student will be able to perform jazz repertoire at an introductory level.

With the addition of this lighting gear, our smaller ensembles will be able to perform not only on the Main Stage, but also in this more intimate space, thus preparing them for the variety of venue sizes in the music industry.

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

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

On average, excellent lighting like this can last between 10-15 years with proper care.

**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:	10
<p>Comments:</p> <p>All Music faculty and music students will benefit from the lighting equipment when they perform recitals, juries, and forums in 4138, but only faculty, classified technicians such as Mike Rinaldi, and student assistants will operate it.</p>	

**Maintenance and Repairs**

Who will perform maintenance and repairs?	Mike Rinaldi
Estimated hours per month:	.01
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:** 10-15 years

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

Vendor Name:                                      Fund                                      Org                                      Acct                                      Program

Mike Rinaldi (not likely to be needed)

**Part A: Initial Start-Up Costs**

Type	Cost	Comments
Equipment or Materials	27,738.06	
Shipping & Delivery Fees	0.00	Free
Installation Costs	0.00	
Miscellaneous Costs	2,843.15	Sales Tax
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	<b>30,581.21</b>	

**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>	<b>0.00</b>	
<b>Overall Cost:</b>	<b>30,581.21</b>	

## 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>	10/08/2024
Division Dean:	<i>Amy Mattern</i>	10/09/2024
Vice President:	<i>Nan Ho</i>	10/11/2024
College Technology Services Manager:		
M&O Director:	<i>John Seybert</i>	10/11/2024
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/16/2024





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**QUOTATION NUMBER 20241008-1504**

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Mike Rinaldi <MRinaldi@laspositascollege.edu>  
 Las Positas College  
 3000 Campus Hill Dr  
 Livermore, CA 94551

October 8, 2024

RE: ETC Cyc Lights

Quantity	SKU	Description	Unit Price	Ext. Price
16	04-2441	ColorSource Cyc, black	\$ 1,498.22	\$ 23,971.46
6	17-332	PowerCon to Edison Plug Power Lead (included with fixture)	\$ -	\$ -
10	17-735	10' PowerCon Jumper Power Lead (included with fixture)	\$ -	\$ -
16	20-7025	25' DMX Cable	\$ 77.60	\$ 1,241.60
16	16-102	5' PowerCon Jumper	\$ 66.80	\$ 1,068.80
6	17-723	PowerCon Coupler	\$ 36.50	\$ 219.00
4	16-035	50' 12/3 Edison Extension Cable	\$ 194.50	\$ 778.00
4	16-034	25' 12/3 Edison Extension Cable	\$ 114.80	\$ 459.20
Total:				\$ 27,738.06
Tax: 10.25%				\$ 2,843.15
Shipping				Included
<b>Lump Sum Total (includes all applicable sales tax)</b>				<b>\$ 30,581.21</b>

Delivery ARO: 3-7 Weeks  
 Terms: Net 30 days with PO

Pricing Good: 30 Days  
 FOB: Destination

David Lindberg/on behalf of Musson Theatrical, Inc.

Lic. #554811

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