



# Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Backboard-Mount Shot Clocks
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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: Giacomazzi, James

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 #: 113

### Comments:

The current shot clocks are wall-mounted on the baseline walls. We'd like to upgrade our current set up and have shot clocks that mount atop the backboard. This will also free up space on the baseline walls to potentially move the scoreboard over, to a more visible location in-game for the student athletes.

### 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:

3C2A Bylaws require men's and women's basketball to have functioning, visible shot-clocks at both ends of the floor.

## 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 shot clock mounted on the backboard provides the quickest place to gather the required information: how much time is left on the shot clock. Having shot clocks mounted atop the backboards means the student-athletes don't have to divert their eyes far from the field of play, making their decision-making time quicker. With each second being critical in a 30 second possession, backboard-mounted shot clocks are the updated standard.

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

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

Intercollegiate Men's basketball and women's basketball teams, KIN Basketball courses, and potential external renters. The shot clocks will be used by men's and women's basketball every day during practice/class and at all home contests.

**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 shot clocks will be part of an upcoming Program Review. They were not included last year as the new standard was still in implementation process.

**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:**

As a basketball player on offense and possessing the basketball, the eyes should be on the rim (goal). With the eyes on the goal, one can use peripheral vision and see everything else that is happening on the court, and adjust where they take their eyes accordingly. Backboard-mounted shot-clocks are a technological advancement in the field of basketball. The need to avoid diverting the eyes from the action, for even a moment, has been recognized, and the result is the backboard-mounted shot clock.

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

The shot clocks atop the backboards will allow the student-athletes to focus on the action happening on-court the whole time. This inherently involves more repetitions of seeing the action and that generally means greater learning and accuracy during play.

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

<b>Classes/Sections:</b> 2	<b>Students:</b> 30
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## SECTION 5: Student Learning Outcomes (SLOs)

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

The backboard-mount shot clock will help us surpass our current SLO's because it will assist in "explaining the strategies and tactics of the sport as it relates to certain opponents."

The shot clock is an integral part of the strategy of the game. For example, what is a good shot with 1 second left on the shot clock might be a terrible shot with 29 seconds left on the shot clock. What that means, why, and how it affects the game are all critical elements of the strategy of the game.

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 new shot clocks will replace older shot clocks. We plan to donate the old ones to a local high school.

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

The shot clocks run on standard 120v electricity. There is no waste and little heat emitted.

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

The equipment provides a renewal resource in that it does not need to be replaced for 10-15 years.

**Operator**

Primary operator:	Giacomazzi, James		
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:	80		
Comments:			

**Maintenance and Repairs**

Who will perform maintenance and repairs?	M&O - Miguel Angel		
Estimated hours per month:	1		
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:

Fund

Org

Acct

Program

Neveco

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

Type	Cost	Comments
Equipment or Materials	3,565.00	
Shipping & Delivery Fees	400.00	
Installation Costs	1,500.00	Updated Quote with installation attached
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	365.41	Tax
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	<b>5,830.41</b>	

**Part B: Annual Operating Costs**

Type	Cost	Comments
Service/Maintenance	100.00	
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>100.00</b>	
<b>Overall Cost:</b>	<b>5,930.41</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>James Giacomazzi</i>	10/09/2024
Division Dean:	<i>Kevin Kramer</i>	10/21/2024
Vice President:	<i>Nan Ho</i>	10/21/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/22/2024





**BASKETBALL**

**ACCESSORIES**

# MODEL SSC-7



**Shot Clock Size:** 20" L x 20" H x 2" D

**Approximate hanging weight:** 30lbs (includes Indoor Accessory Driver (IAD) box and horns)

**Digit Color:** Super Bright Red or White     **Digit Size:** 13"

## DESIGN FLEXIBILITY



MODEL ABOVE SHOWN WITH ALL WHITE DIGITS UPGRADE.

**SINGLE SIDED**



Can be mounted to backboard and flush with walls

**DOUBLE SIDED**



Ideal for fans and coaching staff

**3-SIDED**



Optimal viewing angles for players, coaches, and officials

## Advanced timing features ideal for Basketball.

- Integrates with Nevco End of Period Lights through the IAD box (included with shot clock).
- Bright, long lasting, energy-efficient LEDs reduce power consumption and operating expense.
- Horn is encased in an external box that can be attached above or below the clock, ensuring sound clarity.
- Durable Lexan, yet lightweight, cabinet design can withstand heavy impact from basketball.
- Shot clock connects through cat5 cable to the IAD box, which is easy to conceal and protected from game elements.
- Integrates with Nevco accessories, such as End of Period lights and Locker Room Clocks.
- Daisy chaining capability allows for single or double sided mounting.



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WWW.NEVCO.COM**

**U.S. & CANADA: 800-851-4040 INTERNATIONAL: 618-664-0360  
FAX: 618-664-0398 E-MAIL: INFO@NEVCO.COM**

# INTEGRATED DISPLAY AND SCORING SOLUTIONS

## Model SSC-7 (Indoor) Basketball Shot Clock



SSC-7 Shot Clock Details	
<b>AGENCY APPROVAL</b>	FCC, CE, INDUSTRY CANADA, Power Supply is UL/CUL listed
<b>SHOT CLOCKS</b>	Size: 20"L x 20"H x 2"D Hanging Weight: 30lbs each (including IAD box & horns) Constructed of aluminum
<b>LED UNITS</b>	Seven-bar segmented digits with protective aluminum
<b>POWER</b>	12vDC low voltage power input from included 120 VAC 0.5A Power Supply
<b>BUILT-IN LIGHTNING PROTECTION</b>	All models feature optical isolation circuitry providing additional protection against lightning strikes.

### SHOT CLOCK / CONTROL OPERATING FEATURES

MODEL SSC-7 (SHOT CLOCK)	MPC WIRED (CONTROL)	MPCW WIRELESS (CONTROL)	MPCX <sub>2</sub> WIRELESS (CONTROL)
<b>TIMING</b> 13" Super Bright Red LED Digits Or all White Digits Upgrade	<ul style="list-style-type: none"> <li>Any shot time can be set between 0-69 seconds.</li> <li>Handheld switch provides instant reset to programmed shot time, out of bounds time and prevents timer from counting.</li> </ul>	<ul style="list-style-type: none"> <li>Any shot time can be set between 0-69 seconds.</li> <li>Handheld switch provides instant reset to programmed shot time, out of bounds time and holds prevents from counting.</li> </ul>	<ul style="list-style-type: none"> <li>Any shot time can be set between 0-69 seconds.</li> <li>Handheld switch provides instant reset to programmed shot time, out of bounds time and prevents timer from counting.</li> </ul>
<b>HORN</b>	<ul style="list-style-type: none"> <li>Encased in external box that can be attached above or below the clock.</li> <li>Sounds automatically at 00.</li> <li>Shot clock violation has unique sound.</li> <li>End of game time syncs with scoreboard sound.</li> </ul>	<ul style="list-style-type: none"> <li>Encased in external box that can be attached above or below the clock.</li> <li>Sounds automatically at 00.</li> <li>Shot clock violation has unique sound.</li> <li>End of game time syncs with scoreboard sound.</li> </ul>	<ul style="list-style-type: none"> <li>Encased in external box that can be attached above or below the clock.</li> <li>Sounds automatically at 00.</li> <li>Shot clock violation has unique sound.</li> <li>End of game time syncs with scoreboard sound.</li> </ul>
<b>SYSTEM OPERATION</b>	<ul style="list-style-type: none"> <li>Control can operate scoreboard and shot clocks at the same time.</li> <li>When using shot clocks and scoreboard horns as a system, they sound at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>Control can operate scoreboard and shot clocks at the same time.</li> <li>When using shot clocks and scoreboard horns as a system, they sound at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>Control can operate scoreboard and shot clocks at the same time.</li> <li>When using shot clocks and scoreboard horns as a system, they sound at the same time.</li> </ul>
<b>INDEPENDENT OPERATION</b>	Control operates shot clocks as an independent system.	Control operates shot clocks as an independent system.	Control operates shot clocks as an independent system.
<b>CONTROL CABLE</b>	<ul style="list-style-type: none"> <li>Two (2) lengths of 2-WIRE (coaxial type) ¼" diameter required.</li> <li>Order the lengths required.</li> </ul>	N/A	N/A
<b>SEGMENT TIMING</b>	Supported	Supported	Requires MPCX <sub>2</sub> segment timer control.

**GUARANTEE:** TO VIEW OR RECEIVE THE MOST RECENT COPY OF OUR GUARANTEE, PLEASE VISIT: [WWW.NEVCO.COM/](http://WWW.NEVCO.COM/)  
**U.S. SERVICE: 1-800-851-4040. INTERNATIONAL SERVICE: 1-618-664-0360. CANADA SERVICE: 1-800-461-8550.**



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1270 Avenida Acaso, Unit F  
Camarillo, CA 93012

# QUOTE

Shot Clocks- SSC7 SS Set



A Nevco-Authorized Dealer

Account Name	Las Positas College	Created Date	10/7/2024
Quote Number	00175292	Expiration Date	11/6/2024
Contact Name	Ravi Bhambhra	Prepared By	Stacey Kotzamanis
Title	Assistant Men's Basketball Coach	Title	Display and Scoring Consultant
Phone	5202603353	Phone	(618) 659-7948
Email Address	<a href="mailto:rbhoops@gmail.com">rbhoops@gmail.com</a>	Fax	(618) 664-0398
		Email Address	<a href="mailto:skotzamanis@nevco.com">skotzamanis@nevco.com</a>

Quantity	Model/Part #	Product Description	Dimensions L x H x W/D	Total Price
1.00	SSC-7-SS Set	Slim Shot Clock LED Display (Set of 2) - Black with Red Digits	20" x20"x 2"	USD 2,415.00
2.00	MPCW-7 Indoor Rec	Receiver MPCW-7 (Wireless) for indoor scoreboards		USD 1,150.00

Ttl Shipping Wt (lbs)	60	Subtotal	USD 3,565.00
Sales Tax Rate	10.250%	Freight	USD 400.00
County	Alameda	Tax	USD 365.41
		Total	USD 4,330.41

### Additional Notes

Installation is not included in this quote.

These shot clocks would be operated by the MPCW7 controller which is included on the scoreboard quote.

### Billing/Shipping Information

Bill To Name	Las Positas College	Ship To Name	Las Positas College
Bill To	3000 Campus Hill Dr Livermore, CA 94551-7623 USA	Ship To	3000 Campus Hill Dr Livermore, CA 94551-7623 USA

### Quote Terms and Conditions

The above pricing is for equipment only and does not include installation (unless specified) or taxes (if applicable). Unless shown specifically in the quote, shipping is an additional cost and is not included. Due to the custom nature of our products, our preferred payment terms are 50% down and remaining balance net 30. Additional payment terms available upon credit review. Shipping terms are F.O.B. Greenville, IL USA.

All Scoreboards and Message Centers are UL Listed and most come with our free 5-year guarantee (Exception: Special promotion/packages may have shorter warranty and are noted in product descriptions). Portable Production Kits carry a 3-year guarantee. Wireless components and Solar Power Kit carry a 2-year guarantee. Hand-held controls, switches and

printed scrims carry a 1-year guarantee. Performance and Payment Bonds, if required, will include a one-year warranty after substantial completion.

STATE TAX EXEMPT FORM MUST BE SUBMITTED WITH ORDER OR TAXES WILL BE INVOICED.

Scoreboards are available in 15 standard colors at no extra charge. Please contact your consultant for production/shipping lead times.

Purchase Order CSM Sales, Inc. or ABV Scoreboard Svcs, Inc.  
Address 1270 Avenida Acaso, Unit F  
Camarillo, CA 93012

Remit To Address CSM Sales, Inc. or ABV Scoreboard Svcs, Inc.  
1270 Avenida Acaso, Unit F  
Camarillo, CA 93012

# QUOTE

Shot Clocks- SSC7 SS Set



A Nevco-Authorized Dealer

Account Name	Las Positas College	Created Date	10/17/2024
Quote Number	00175292	Expiration Date	11/6/2024
Contact Name	Ravi Bhambhra	Prepared By	Stacey Kotzamanis
Title	Assistant Men's Basketball Coach	Title	Display and Scoring Consultant
Phone	5202603353	Phone	(618) 659-7948
Email Address	<a href="mailto:rbhoops@gmail.com">rbhoops@gmail.com</a>	Fax	(618) 664-0398
		Email Address	<a href="mailto:skotzamanis@nevco.com">skotzamanis@nevco.com</a>

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Sales Tax Rate	10.250%	Freight	USD 400.00
County	Alameda	Installation	USD 1,500.00
		Tax	USD 365.41
		Total	USD 5,830.41

### Additional Notes

Installation is for goal mounted shot clocks.

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### Billing/Shipping Information

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