



# Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Water Polo Field of Play Course Mat
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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: Faix Bennett, Kate

Division: PATH

Discipline: Kinesiology

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 #: 2600

Room #: Storage Room

### Comments:

New technology. These are mats that are placed on the long side of the course to clearly mark the course for coaches, players, referees, and spectators. They make the course markings highly visible to everyone. The markings are used for all levels of play -- Intercollegiate (3C2A/NCAA, FINA (international), USA polo, High School (NFHS)).

We are working at increasing the stature of our renovated facility. We were unable to add these to the renovation project as they were not considered a permanent structure to the pool.

### 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:

NCAA and 3C2A require all course markings to be highly visible for coaches, players, and referees for all competitions.

## 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:

Participation in activity classes and Intercollegiate Sports promotes lifelong learning. Water polo is a sport and activity that can be played late into life. World Championships include a 90+ age bracket category!

The Kinesiology water polo classes as well as Intercollegiate Men's & Women's sports are also part of the KIN AA-T degree and local KIN AA degree

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

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

KIN AA-T: Team Sports (yep, not aquatics). KIN 60, KIN 65, KIN 61A, KIN 61B

**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:**

61B We don'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.

**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:**

Markings and course identification allows the instructor to quickly and efficiently identify and communicate to various students and players for instruction and feedback. Concepts of play and strategy associated with the sport rely heavily on the course markings which tell you what can/cannot be done as well as who can go/not go to certain areas of the course.

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

Markings and course identification allows the students to quickly and efficiently identify areas within the field of play to apply strategies and concepts. Concepts of play and strategy associated with the sport rely heavily on the course markings which tell you what can/cannot be done as well as who can go/not go to certain areas of the course.

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

<b>Classes/Sections:</b> 6	<b>Students:</b> 90
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## SECTION 5: Student Learning Outcomes (SLOs)

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

Markings and course identification allows the students to quickly and efficiently identify areas within the field of play to apply strategies and concepts. Instructors can easily identify and instruct students with basic rules and field of play, as well as team and individual strategies for offense and defense.

The mats/course markings will be used to set up individual class sessions and intercollegiate play to work towards the following SLO's:

KIN61A - Intercollegiate Water Polo Pre-Season

- Upon completion of KIN 61A the student will be able to explain the water polo position numbers for a standard offense and 6-on-5 offense.

KIN 60 - Intercollegiate Water Polo- Men's, and KIN65 - Intercollegiate Water Polo- Women's

- Upon completion of KIN 65, students should be able to demonstrate appropriate offensive and defensive strategies to compete at the intercollegiate level.

KINWP1 - Water Polo 1

- Upon completion of KIN WP1, students should be able to demonstrate knowledge of the rules of water polo.

KINWP2 - Water Polo 2

- Upon completion of KIN WP2, students should be able to demonstrate and explain 2 Meter offensive strategies.
- Upon completion of KIN WP2, students should be able to interpret NCAA rules and regulations and apply them in a competitive situation.
- Upon completion of KIN WP2, students should be able to organize a basic counterattack defense and offense

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?**

New technology. Will not replace anything. Nothing old to be removed or stored.

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

NA

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

NA

**Operator**

Primary operator:	Faix Bennett, Kate		
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 hours in the Fall/ 30 hours Spring & Summer		
Comments:	During Intercollegiate Season (Fall and 5 days per week plus games) they are used a lot more than during regularly scheduled classes (two days per week plus scrimmages).		

**Maintenance and Repairs**

Who will perform maintenance and repairs?	Brandon, Nathan		
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:** 10+ years

**FOAP (Budget) for Recurring Costs:** \_\_\_\_\_

Vendor Name:

S & R Sport

Fund

Org

Acct

Program

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

Type	Cost	Comments
Equipment or Materials	5,700.00	
Shipping & Delivery Fees	375.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	413.25	tax
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	6,488.25	

**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>	6,488.25	

## 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>Kate Bennett</i>	10/09/2024
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





2570 W 237th St  
 Suite A  
 Torrance, CA, 90505  
 Phone: (800) 231-8295  
 Web: <https://www.srsport.com>

# Sales Quote

**Order No.:** QT006439  
**Order Date:** 10/9/2024  
**Delivery Date:** 10/9/2024  
**Customer ID:** 71423

BILL TO:		CONTACT:	SHIP TO:		
LAS POSITAS COLLEGE JASON CRAIGHEAD 3000 CAMPUS HILL DRIVE LIVERMORE CA 94551 UNITED STATES Tel: 925-424-1253			LAS POSITAS COLLEGE JASON CRAIGHEAD 3000 CAMPUS HILL DRIVE LIVERMORE CA 94551 UNITED STATES Tel: 925-424-1253		
CUSTOMER PO #	REFERENCE	ACCOUNT REP	TERMS		
		ALI WEIDNER	Net 30		
EMAIL ADDRESS		SHIP VIA			
		Best Freight			
NO.	ITEM	SPEC#	ORDER	PRICE	AMOUNT
1	MA1514050: MALMSTEN SIDELINE FIELD OF PLAY MATTING, 600MM		2	2,850.00	5,700.00

**Thank you for your business and referrals! Our business success relies on wonderful customers like you!**

Please visit us online or follow us on social media to see our latest sales, closeout items and new products:

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[delfinausa.com](http://delfinausa.com)

Instagram: @srsportaquatics  
 Facebook: @SRSport  
 Twitter: @srsportaquatics

Payment Information

Date	Ref #	Amount
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<b>Sales Total:</b>	5,700.00
<b>Freight &amp; Misc.:</b>	375.00
<b>Less Discount:</b>	0.00
<b>Tax Total:</b>	413.25
<b>Total:</b>	6,488.25
<b>Paid:</b>	0.00
<b>Balance:</b>	6,488.25