



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Anthropology Program: Laboratory and Fieldwork Photography Camera Replacement
----------------------	---

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: Cearley, Daniel Grover

Division: BSSL

Discipline: Anthropology

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 #: 1000

Room #: 1061

Comments:

This request addresses the wear and tear on our existing digital photography camera that has served our program well and is extensively used by students and faculty. Our current DSLR camera is nearly 10 years old and is currently experiencing connection issues for transferring data and accessing the HDMI port. Photography is central to our documentation exercises in the lab and in the field. This request is in line with the industry shifting to mirrorless cameras will reflect professional standards, be up-to-date, and dependable.

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:

This request is "learning-centered" since it directly creates opportunities for students to learn documentation skills that are central to their training as a social scientist. This equipment allows students of all skill levels to learn by doing, actively learning to compose imagery in a directed and deliberate manner. The inclusion of this equipment removes barriers for many who are unable to invest in and/or have the opportunity to use professional industry standard equipment.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

This equipment supports the Anthropology program and our biological, forensic and archaeology courses, which comprise the majority of our sections. These are general education courses as part of their Life Science and Social Science requirements for transfer. This request continues the effort to offer exposure to industry standards and to support the student's completion of basic skills and general education courses.

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:

This request is not directly mentioned since the camera began to experience technical malfunctions recently.

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:

This camera will have an immediate and significant impact on teaching. The anthropology lab manages a 3'x3' professional photography studio light box with additional lights, a professional tripod, and forensic accessories like photo scales, mounts, and pedestals. We have established exercises developed around activities in forensic photography, artifact documentation, and field/excavation photography. This camera would allow faculty to teach documentation techniques at industry level standards.

This academic year we are creating a digital archive of our teaching collections, so that our online sections have remote access and can interact with these resources in similar ways as our in-person classes. Two honors students are currently photographing our primate cranial casts, hominid cranial casts, forensic examples, and stone tool collection.

Detail the impact the equipment has on learning:

Students tend to be very visually centered, however few have training or in experimenting with more complex and technical aspects of photography. This camera would broaden their understanding of the scope of forensic and archaeological photography. When students are able to immediately view, critique, and share digital images, their mastery can quickly increase in a short amount of time. Our students use this equipment during in-class and field exercises with large 40+ class sizes. Our current camera is showing its age; however it can continue to act as an additional camera would be useful to increase student access and allow more students the opportunity to learn.

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

Classes/Sections: 2/3

Students: 113

SECTION 5: Student Learning Outcomes (SLOs)

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

Each of the SLOs listed below will be strengthened by the incorporation of this equipment. ANTR 2 Intro to Archaeology has a stated SLO, students will be able to “apply the methods, tools, and technical skills of archaeological research.” This statement directly relates to how this camera will be integrated into existing exercises and activities and will allow students to directly apply their training in technical skills for archaeological and forensic research.

In a similar way, ANTR 13 Intro to Forensic Anthropology, has a stated SLO, students will be able to “Analyze human bones for identification of sex, ancestry, age, trauma and stature.” One of the ways that students learn these identification techniques is through photography, where students take pictures of certain skeletal features and make comparisons to case examples in their textbook.

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 camera will not completely replace our existing camera, instead we will continue to use our current camera for certain situations. It will act as a backup camera, and it also can assume the role of a secondary camera to give more opportunities for students to use a professional camera.

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

Our current camera is a Nikon brand and to continue to use the our existing lens, cords, and ac/power accessories, we decided that by using the same make, we do not have to completely retire our older camera.

How does the equipment provide renewal resources to the college?

This resource do not seem to be considered a renewable resource.

Operator

Primary operator:	Cearley, Daniel Grover		
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:	20		
Comments:			

Maintenance and Repairs

Who will perform maintenance and repairs?	Daniel Cearley		
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+ Year

FOAP (Budget) for Recurring Costs: _____

Vendor Name:

Fund

Org

Acct

Program

B&H Photo and Video

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	3,193.53	
Shipping & Delivery Fees	0.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	327.34	tax
(Enter as Positive) Discounts	0.00	
Start-Up Total	3,520.87	

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:	3,520.87	

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 Cearley</i>	10/09/2024
Division Dean:	<i>J.M. Elderly</i>	10/10/2024
Vice President:	<i>Nan Ho</i>	10/11/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/14/2024



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federalsales@bhphoto.com State and Local: biddept@bhphoto.com
---	---	---	--

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Prices Are Valid Until:

11/08/24

Quote No.: 1111060683

Reference No.: 21002-FCCC-P

Sold To: **Daniel Cearley**
Las Positas College
3000 Campus Hill Dr
LIVERMORE, CA 94551

Ship To:
Las Positas College
3000 Campus Hill Dr
LIVERMORE, CA 94551

Bill Phone: (925)424-1203
Work Phone: (510)965-2800

(925)424-1203

Date	Customer Code	Terms	Salesperson	Ship Via	
10/09/24	B8295637	N/A	WB	FDX STANDARD OVERNIGHT	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	1	SMALLRIG CAGE FOR NIKON Z5/Z6/Z7/Z6 II/Z7 II/REG Country of Origin: CHINA Instant Savings 14.00 \$14.00 Instant Savings Exp. 10/09/24 This item currently has a price of \$55.99 while supplies last. In Stock - while supplies last.	SM2926B (2926B)	45.50	45.50
2	1	NIKON NIKKOR Z 24-120mm f/4 S LENS/REG Country of Origin: THAILAND Temporarily Out of Stock. More on the Way	NIZ241204S (20105)	1,096.95	1,096.95
3	1	SMALLRIG HDMI CABLE CLAMP f/SONY A7II/ILCE-7M2/REG Country of Origin: CHINA In Stock - while supplies last.	SM1679 (1679)	11.24	11.24

Continued on Next Page ...



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
---	---	---	--

The Professional's Source

220 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 1111060683

Date	Customer Code	Terms	Salesperson	Ship Via	
	B8295637	N/A	Sism	FDX STANDARD OVERNIGHT	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
4	1	NIKON Z6 II MRLS CAMR/FTZ II MNT ADAPTER/ACC/REG	NIZ62MAAK 0	1,843.90	1,843.90
5	1	<p>CONSISTS OF:</p> <p>NIKON Z6 II MIRRORLESS CAMERA (BODY ONLY)/REG Country of Origin: THAILAND</p> <p>Instant Savings 400.00 \$400.00 Instant Savings Exp. 11/03/24</p> <p>This item currently has a price of \$1596.95 while supplies last. In Stock - while supplies last.</p>	NIZ62 (1659)		
6	1	<p>NIKON FTZ II MOUNT ADAPTER/REG Country of Origin: THAILAND</p> <p>In Stock - while supplies last.</p>	NIFTZ2 (4264)		
7	1	<p>RUGGARD JOURNEY 34 DSLR SHOULDER BAG/REG Country of Origin: VIETNAM</p> <p>In Stock - while supplies last.</p>	RUPSB134B (PSB-134B)		
8	1	<p>LEXAR 128GB PRO 1667X UHS-II SDXC MEMORY CRD/REG Country of Origin: TAIWAN</p> <p>Instant Savings 7.00 \$ 7.00 Instant Savings Exp. 10/12/24</p>	LELSD1281667 (LSD128CBNA1667)		

Continued on Next Page ...



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
--	--	--	--

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 1111060683

Date	Customer Code	Terms	Salesperson	Ship Via
	B8295637	N/A	Sism	FDX STANDARD OVERNIGHT

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
		<p>This item currently has a price of \$36.71 while supplies last. In Stock - while supplies last.</p>			
9	1	<p>SANDISK EXTREME PRO CF EXPRESS 512GB CARD/REG Country of Origin: CHINA</p> <p>This item currently has a price of \$159.99 while supplies last. In Stock - while supplies last.</p>	SACFEP512GB (SDCFE-512G-ANCNN)	159.19	159.19
10	1	<p>NIKON EP-5B POWER SUPPLY CONNECTOR/REG Country of Origin: CHINA</p> <p>In Stock - while supplies last.</p>	NIEP5B (27014)	36.75	36.75

Continued on Next Page ...



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
---	---	---	--

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 1111060683

Date	Customer Code	Terms	Salesperson	Ship Via
	B8295637	N/A	Sism	FDX STANDARD OVERNIGHT

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
<p>PLEASE NOTE: -----</p> <p>**** Please reference your quote number on all PO's ****</p> <p>**** ALL PRICES ARE LISTED IN USD ****</p> <p>PLEASE NOTE: B&H will be closed 1pm Wednesday October 2 - Friday October 4 for Rosh Hashana, Friday October 11 for Yom Kippur, and 1pm Wednesday 16 - Friday October 25 for Sukkos</p>					

Payment Type - N/A	- Amount	Sub-Total:	3,193.53
		Shipping:	Free STND
		Tax:	327.34
		Total:	3,520.87