



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000074

Banner #:

Requisition #:

Title of Submission:	Clavinovas and interface boxes for expanded Lab Space in 500 bldg
Vendor Name:	Piedmont Piano
Brief Description of Item(s):	The new space can accommodate 10 more Clavinovas, so that we will be able to take 30 students instead of 20

Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/08/2025	IER forms due to Division Dean
10/15/2025	Division review of IER forms (Dean signature)
10/24/2025	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 \$ 114,800.00 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 \$ 114,800.00 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*)
 - ***Email Business Office to confirm if vendor is in Banner and if vendor documents are needed**

***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 – scores combined into rankings by Executive Assistant for final review
6. RAC Chair meets with College President to discuss ranked requests
7. College President issues approval memo to RAC
8. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
9. Requestor submits [Requisition](#) with updated quote(s) (*itemization not required on reqs for IER requests – [see example](#)*)
10. Business Office reviews requisition, enters requisition into Banner, and forwards to Purchasing
11. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

Instructional Equipment Definitions

Scheduled Maintenance Instructional Materials Funding:

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

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.

Lottery Funding:

Allowable Items

Instructional materials: materials used by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions to develop cognitive processes:

1. Laptops and hotspots for students, teachers, and faculty as a learning resource, internet devices
2. May be printed or non-printed, textbooks, technology-based materials, other educational materials, and tests.
3. Basic instructional materials: materials that are designed to be used as a principal learning resource and meets, in organization and content, the basic requirements of the intended course.
4. Technology based materials: basic or supplemental instructional materials designed for use by pupils and teachers as learning resources and that require the availability of electronic equipment in order to be used as a learning resource. o Includes but not limited to software programs, video disks, compact disks, optical disks, video and audiotapes, lesson plans, and databases.
5. Supplies and Materials: Software, books, magazines and periodicals, subscriptions, textbooks, instructional materials printing, instructional supplies including library media, audio visual, instructional food supplies, instructional tests.
6. Other operating expenses: Software licensing fees.
7. Capital Outlay Expenditures: Library books, books replacement, library magazine and periodicals, library nonprint media, instructional software.
8. Basic Needs: Housing and food assistance includes grants to students, housing vouchers, direct payments or reimbursements for housing, efforts to increase enrollment in CalFresh, and provision of food pantries/meal programs or free meals. (Documentation is required to demonstrate the need and proper use of funds).

Measure A Bond Funding:

Allowable Items

1. Upgrade career and vocational classrooms to better prepare students and workers for good- paying jobs.
2. Upgrade classrooms and labs for science, technology, engineering, and math-related fields.
3. Provide or upgrade facilities and resources for career preparation in healthcare, nursing and early childhood education.
4. Upgrade classroom technology.
5. Improve classrooms and resources for paramedic, firefighter and public safety programs.
6. Improve vocational classroom and labs for auto repair, agriculture and environmental science programs.
7. Improve and expand facilities which prepare students for transfer to four-year college and universities.

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
Safety and/or Org. Effectiveness [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness above and beyond current capability. 4-5	Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 2-3	Limited or no evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 0-1
Outcomes [Section 6] (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 #: 500

Room #: 502

Comments:

There is consistent high student demand for LPC piano classes (MUS 21A, 21B, 28, 31, 18A, and 18B) because they are part of a variety of certificates and degrees, not only in music but also for the Actors Conservatory. We are grateful that a new keyboard lab is being designed to accommodate 30 keyboards with listening boxes (MLC 200). We currently only have 20 keyboards and MLC200 boxes, so an additional 10 will need to be purchased in order to make the new space fully functional. This grant includes de-installation and moving of gear (piano, MCL boxes, cabling, etc.) in 4226 and installation in 502 of the equipment. Moreover this will free up 4226 to become a fully functional music technology lab with 30 stations once the large Clavinovas are moved.

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

- Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

By offering access to industry standard and up-to-date keyboards for our students, we are removing financial hurdles for them and preparing them to enter the workforce successfully. This will ensure equity for all our students, regardless of background. We will also be able to raise our cap for the piano class from 20 to 30, thus ensuring more access to this highly in-demand class, and providing more seamless pathways for students to earn degrees and certificates, improving SCFF metrics.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

The keyboards are used in all piano classes MUS 21A/21B/31/28/18A/18B as well as theory MUS 6/8A/8B/10A/10B, and composition MUS 19. Piano is a cornerstone class for any solid music program and here at LPC it is also a part of the Actors Conservatory program. Piano is also a very popular course with the general public, and usually we have to turn people away due to being limited to 20 keyboards. This investment will allow us to take up to 30 students, which will also boost the college's SCFF metrics.

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:

We will include it this upcoming PR. The 500 building project was only solidified last Spring, and I was only told recently that this additional equipment would need to be an IER, not part of the construction/FF&E cost but needed to complete the overall facilities renovation project.

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:

It is essential to have a high-quality instrument to teach proper performance practice, technique, and nuances that are impossible to model on lesser instruments. These Clavinovas and listening systems are "state of the art" and will give our students the best chances at success in performance situations, practice, and pursuing a career in music.

Detail the impact the equipment has on learning:

Acquiring 10 more industry-standard keyboards for the new keyboard lab in 502, students to achieve their potential through learning and individual practice. They will be able to more effectively translate what they learn in a piano class to one of our Boston pianos in a practice room, and ultimately to any piano or keyboard they encounter in the work force. We will be able to accept 10 more students per class with the addition of this equipment which will allow us to have students move through the Music and Actor's Conservatory programs/certificates in a more timely manner.

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

Classes/Sections:10

Students:80-100

SECTION 5: Safety and/or Organizational Effectiveness

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

The organization of LPC will benefit from having more students be able to take these popular classes which are required for a number of degrees and certificates.

SECTION 6: Student Learning Outcomes (SLOs)

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

SLO: (MUS 21A) Upon completion of MUS 21A, students will be able to practice course material effectively on their own.

This SLO is simply unattainable if students are practicing on poor instruments. Effective practice is only achievable with effective keyboards.

MUS 21B: Upon completion of MUS 21B, students will be able to practice, master, and memorize intermediate repertoire in a variety of styles while displaying accurate rhythm, fingering, and expression.

This SLO is only attainable if student pianists are practicing on an industry-standard instruments like these keyboards. The nuances achievable on a good instrument include pedal control, balance, voicing, dynamics, timbral effects, and acoustic properties. The equipment is needed for student success.

SECTION 7: 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?

N/A

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

The higher quality the equipment the longer it will last. They should last at least 10 years if not more.

Any other additional information?

N/A

Operator

Primary operator: Marschak, Daniel and other music faculty and students

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: 400+

Comments:

These keyboards are used daily by students and faculty.

Maintenance and Repairs

Who will perform maintenance and repairs? N/A (Warranty included)

Estimated hours per month: N/A

Does the work align with current position duties? No

Cost to train for maintenance and repairs: 0.00

SECTION 7: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

Lifespan of Equipment: 10-15 years

FOAP (Budget) for Recurring Costs:

N/A	-	N/A	-	N/A	-	N/A
Fund		Org		Acct		Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	43,760.00	black finish with matching bench 10 @ \$3299 + 10 MLA 200 @ 499.00 + cables and headphones
Shipping & Delivery Fees	3,750.00	delivery, assembly, setup @\$375.00, Moving existing keyboards in 4226 to new location @\$40 (20 total)
Installation Costs	4,200.00	Deinstall existing units / reinstall in new location and install new instruments
Miscellaneous Costs	3,772.17	CA sales tax 10.25%
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	6,504.00	
Start-Up Total	48,978.17	
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:	48,978.17	

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.** 1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	<i>Daniel Marschak</i>	09/27/2025
Division Dean:	<i>Amy Mattern</i>	10/02/2025
Vice President:	<i>Nan Ho</i>	10/02/2025
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/28/2025
M&O Director:	<i>JOHN SEYBERT</i>	10/28/2025
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/29/2025

9/12/25

Las Positas College
3000 Campus Hill Dr.
Livermore, CA 94551
attn: Dan Marschak

QUOTATION

10ea. Yamaha Clavinova digital piano model CLP835, black finish with matching bench @ \$3599.00.....	\$35990.00
10ea. instrument interface box MLA200 @ 499.00	4990.00
10ea. connecting cable CABLETRS - MLC @ 19.00	190.00
10ea. Eternet cables @ 40.00.....	400.00
10ea. Headphone/Mic HPH250M @ 219.00	<u>2190.00</u>
Subtotal	43760.00
less institutional discount	<u><6504.00></u>
net price	37256.00
CA sales tax 10.25%	<u>3772.17</u>
subtotal	\$41074.74
10ea. Delivery, assembly, set up of new Clavinovas @ 375.00	\$3750.00
20ea. Moving existing Clavinovas to new location @40.00	800.00
Deinstall existing units / reinstall in new location and install new instruments	<u>4200.00</u>
Net price	\$49824.74
This quotation good for 60 days	