



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000077

Banner #:

Requisition #:

Title of Submission:	Gear and Software for Technology Lab 4226
Vendor Name:	Sweetwater
Brief Description of Item(s):	10 additional interfaces, headphones, software licenses + 31 Midi Controllers and iZotope RX 11 Standard EDU

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 #: 4000

Room #: 4226

Comments:

There is consistent high student demand for LPC music technology and film scoring classes. Due to a new space in 500 opening up for a keyboard lab, the current 4226 Clavinovas and workstations will be moving to that space, freeing up enough space in 4226 to accommodate 10 more computers with new software and equipment for classes like MUS 35, 36, 22A, 22B, as well as theory and composition classes 10A, 10B, 8A, 8B, and 19. The iZotope Software is needed to effectively teach MUS 35 and 36. The Midi Controllers are much smaller than Clavinovas, but maintain the capability for music production.

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 equipment and software for our students, student success will be enhanced. We will be removing financial hurdles for students 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 music technology, film scoring, and composition classes 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:

This equipment will support music technology classes MUS 35, 36, and future music tech classes in Live Sound and Film Sound that are currently in the curriculum process. It will also support our film scoring classes MUS 22A, 22B, as well as theory and composition classes 10A, 10B, 8A, 8B, and 19. The iZotope Software is needed to effectively teach MUS 35 and 36. The Midi Controllers are needed for music theory, composition, and production. Programs that are supported include CTE certificates in Music Technology (including a new one that we are developing), Scoring for Film and Multimedia, and the AA-T in Music.

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 of the 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:

Faculty teach more effectively in environments equipped with industry-standard gear and software with which they are familiar. It is far easier to teach students on this equipment and it will help ensure that they are better prepared for careers in music. MIDI controllers provide hands-on experience with professional music production, allowing instructors the ability to teach in settings that closely mirror real-world scenarios.

Professional software such as iZotope RX, Pro Tools, and Sibelius—standard tools for mixing, mastering, engraving, and editing—is widely used across the music technology industry. By integrating this software into our curriculum, we ensure students are workforce-ready upon graduation.

To support growing demand, additional Focusrite interfaces and headphones are needed to equip 10 new stations in Room 4226. Expanding capacity will allow more students to access these popular and in-demand classes, which serve as requirements for multiple CTE programs in Commercial Music.

Detail the impact the equipment has on learning:

This gear and software will make the teaching and learning process more efficient and engaging. Students can follow along in real time, practice skills with immediate feedback on this gear and software, and experiment creatively. Instructors can demonstrate techniques, and provide targeted support more effectively. The result is a classroom environment that bridges the gap between theory and practice, helping students progress faster and with greater confidence. Ultimately our goal is to provide students with the skills they will need to succeed in the workforce, and this gear will give us the best shot at that.

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

Classes/Sections:8

Students:70-100

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 in CTE Commercial Music. These are important SCFF metrics which will help the college to get off of hold harmless.

SECTION 6: Student Learning Outcomes (SLOs)

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

MUS 35 Introduction to Music Technology

Upon completion of this course, the student should be able to: understand and be able to demonstrate basic techniques in using a Digital Audio Workstation with MIDI capability.

Upon completion of this course, the student should be able to: understand and demonstrate general music technology concepts, equipment, software, and industry practices

MUS 22A Scoring Film and Multimedia 1

Upon completion of this course, the student should be able to have a foundational skill set for working with digital audio workstation software and recording technology.

Any music technology related course will have SLOs that are related to learning how to use industry-standard gear and software. By acquiring this equipment, SLOs will be far more achievable.

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: Commercial music faculty such as Doug Siebum, Mario Godoy, Dan Marschak, Andreas Preponis) 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:

This equipment is used daily by students and faculty.

Maintenance and Repairs

Who will perform maintenance and repairs? N/A

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 years. Avid software updated yearly with Lottery funding. iZotope software updated every 3-5 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	20,632.22	
Shipping & Delivery Fees	0.00	Free Shipping Promo:- \$350.00
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	1,031.06	Tax
(Enter as Positive) Discounts	0.00	
Start-Up Total	21,663.28	
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:	21,663.28	

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>	10/28/2025
Division Dean:	<i>Amy Mattern</i>	10/28/2025
Vice President:	<i>Nan Ho</i>	10/28/2025
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/29/2025
M&O Director:	<i>JOHN SEYBERT</i>	10/29/2025
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/29/2025



Vintage King Audio
2032 Heide Dr.
Troy MI 48084
United States

Quote

#367060

10/27/2025

Bill To

Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore CA 94551
United States

Ship To

Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore CA 94551
United States

Sales Rep	Sales Rep E-mail	Sales Rep Phone #	Terms
VK Academic	edu@vintageking.com	(213) 224-6709	Pre-pay

Customer PO #	Shipping Method
	Shipping to be determined

Qty	Item	Unit Price	Amount
14	Sennheiser HD 280 Pro Circumaural, collapsible closed professional monitoring headphones, black	\$89.99	\$1,259.86
14	Focusrite Scarlett Solo USB Audio Interface (4th Gen) Scarlett Solo (4th Gen)	\$134.99	\$1,889.86
31	Arturia KeyLab Essential Mk3 49-key Keyboard Controller - White 49-key MIDI Controller with 2,000 Presets, 9 Rotary Encoders, 9 Sliders, 8 Velocity- and Pressure-sensitive RGB Backlit Pads, Pitch/Mod Wheels, USB-C, 5-pin MIDI Out, Expression Input, LCD Screen, Bundled Software, and Customizable DAW Integration - White ** SPECIAL ORDER ITEM **	\$195.00	\$6,045.00
31	On-Stage KSP100 Keyboard Sustain Pedal KSP100 Sustain Pedal	\$22.00	\$682.00
41	Avid Sibelius Ultimate Network 1-Year Subscription - Multiseat NEW SEAT Sibelius Ultimate Network 1-Year Subscription - Multiseat NEW SEAT **SPECIAL ORDER ITEM**	\$29.00	\$1,189.00
1	Miscellaneous NEW : Avid Sibelius Ultimate Network Subscription Multiseat License NEW	\$0.00	\$0.00
38	Avid Pro Tools Studio Multiseat License Paid Annually Subscription for EDU Institution Electronic Code - NEW Pro Tools Studio Multiseat License Paid Annually Subscription for EDU Institution Electronic Code - NEW **SPECIAL ORDER ITEM**	\$89.00	\$3,382.00
1	Avid Pro Tools Multiseat License Server - NEW Pro Tools Multiseat License Server - NEW **SPECIAL ORDER ITEM**	\$0.00	\$0.00

Qty	Item	Unit Price	Amount
31	iZotope RX 11 Standard EDU	\$199.50	\$6,184.50
	RX 11 Standard EDU **SPECIAL ORDER**		
	SPECIAL ORDER ITEMS		
	** THIS ORDER CONTAINS SPECIAL ORDER ITEMS THAT ARE NON-REFUNDABLE **		

Why shop VK?

- Free Extended Warranty On All New Gear
- Lifetime Customer Support
- Efficient and Friendly Customer Service

Subtotal	\$20,632.22
Free Shipping Discount	- \$350.00
Total Before Tax	\$20,632.22
Tax	\$1,031.06
Total	\$21,663.28

Wire transfer is the preferred method of payment for transactions over \$10,000.

Our wire branch is Citizens Bank at 1 Citizens Drive Riverside, RI 02915.

Our account # is 4601660091, our ACH routing # is 241070417 and our wire routing # is 011500120

PROP 65 NOTICE

Please note that some products sold at Vintage King Audio may contain chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.

For more information, see [Prop 65 Information](#).

Reach out to us for financing options as low as \$473.00 per month!

PAYMENT TERMS: This order is subject to 1.5% interest charge per month if not paid within terms.

TRACKING INFORMATION: will be provided if available. Items shipping from another location or direct from the manufacturer may delay shipping and tracking information. Please allow one business day for the carrier to update tracking information. Certain items may be back ordered and shipped at a later date, shipped in another package, or shipped separately from the manufacturer. You will receive additional email confirmation(s) when remaining items have shipped and notified in the event of delay. ****Returns Reminder**** Refund or store credit for returns within 30 days. No returns after 30 days. Please review our full return policy at: <http://www.vintageking.com/easy-return> **SIGNATURE REQUIRED:** We require a direct signature when delivered. Please make certain someone is available to receive your package. Any packages that require rerouting will be charged \$10.00. **CANCELLATION POLICY:** We will accept cancellation of your order for items that have not shipped. Used and vintage items are subject to a 10% processing fee if cancelled prior to taking delivery. **RETURN POLICY:** Vintage King has a 30 day return policy. Special order items are not eligible for refund. You must obtain an RA number before the 30 day period expires. Returns within 30 days are eligible for refund or store credit and no returns are issued after 30 days. Restocking fees may apply. If you received Free Shipping on your order, the value of the uncharged shipping cost will be deducted from your refund or credit. **NON-REFUNDABLE ITEMS:** The following items are non-refundable: Special orders, software, computers, hard drives, tape, over-size or over-weight items, personal items. There are no refunds on any items that have been tampered with, have signs of wear or use, are without original carton and must include all original accessories and documentation. **PRICING:** Prices shown are eligible for 72 hours at which time are subject to change. Alterations to this quote/order can change pricing at any time. Changes in MSRP may alter the price of your order. **DEPOSITS:** If a deposit is made towards a purchase, full payment will be required within 21 days. If full payment is not received within 21 days, we cannot guarantee item availability. **LIMITATION OF LIABILITY:** Most products will carry Vintage King's limited warranty that such products are free from defects in material and workmanship and will conform to published specifications, provided the products are used according to such specifications. Vintage King disclaims all warranties, express or implied, written or oral, including the implied warranties of merchantability and fitness for a particular purpose. In some cases, items are sold without warranty. Those items will be posted as such. In no event shall Vintage King be liable to the buyer for any indirect, incidental, consequential, special and/or exemplary damages in connection with the products sold to the buyer, regardless of whether such damages arise out of the negligence or other fault of Vintage King and regardless of whether such damages are based on tort, contract, strict liability or any other cause of action and whether such damage resulted from: (1) reliance on the materials presented; (2) loss of use, data or profits; (3) delays or business interruptions; (4) any theory of liability arising out of or in connection with the use or performance of information whether or not Vintage King has been advised of the possibility of such damages. In the event of any claim by you, Vintage King shall be limited to replacement of the products that are the subject of such claim, or, if circumstances would cause this remedy to fail of its essential purpose, refund of the cost of such products to the buyer, in either event upon return of any such products. By purchasing products from Vintage King, the buyer acknowledges that replacement or refund are the buyer's sole and exclusive remedies. The documentation and/or related graphics published by Vintage King could include technical inaccuracies, obsolete issues or typographical errors. Vintage King assumes no responsibility for errors or omissions in the information or other documents which are referenced by or linked to its website. This Agreement has been executed and delivered in the State of Michigan and shall be governed by and construed and enforced in accordance with the laws of Michigan. Vintage King Audio reserves the right to change our terms and conditions without written or expressed notice. For a complete list of terms: <http://vintageking.com/site/files/terms.html>