



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000078

Banner #:

Requisition #:

Title of Submission:	Outboard Gear and Software for New Recording Studio in 500 Building
Vendor Name:	Sweetwater
Brief Description of Item(s):	Gear and software that is needed to have the new space be functional for teaching in Spring 2027

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 #: 505 and 503

Comments:

We are grateful that a new recording studio in 500 will be opening up in Spring 2027. This outboard gear and software is needed to ensure that the new space is fully functional and ready for student learning once construction has been completed. All items requested are industry standard and will be used to mix, edit, record, and master music at a high level, thus equipping students with the real-world skillset they will need to succeed in the work force.

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:

Providing students with access to up-to-date, industry-standard equipment and software will directly enhance their success. This investment removes financial barriers, ensures equitable opportunities for all students regardless of background, and better prepares them for careers in the workforce. Additionally, it will allow us to increase enrollment caps in current Music Technology and Film Scoring classes—as well as future Live Sound and Film Sound courses—from 20 to 30. This expansion will open access to high-demand courses, create clearer pathways for students to complete degrees and CTE certificates, and positively impact SCFF metrics.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

This equipment and software 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 and music composition MUS 19. Moreover, the larger music student population will be able to take advantage of the new recording studio as long as it is fully functional. 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. Performance majors will have the opportunity to gain experience in tracking music on high-end recording gear and software, that will result in professional quality recordings which they may use to advance their careers.

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 and software 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:

The acquisition of industry-standard recording studio hardware and software will significantly elevate both teaching and learning. Because this equipment and software mirrors what is used in professional recording studios, faculty can more effectively teach students how to record, mix, master, and edit music at a high level using the same tools employed throughout the industry. This alignment not only ensures that instruction reflects real-world practices but also allows faculty to model workflows and techniques they themselves rely on as professionals. As a result, lessons become more authentic, efficient, and impactful.

In addition, the quality of recordings and mixes produced by students will be substantially higher, giving them portfolios that stand out in academic and professional contexts. The new hardware also provides the capacity to work in advanced formats such as Dolby Atmos and other film-industry standards. This opens the door for faculty to demonstrate cutting-edge approaches in music production, sound design, and film scoring, while equipping students with skills that directly translate to workforce readiness. Importantly, it enables faculty to expand the curriculum into emerging fields, ensuring both current and future classes prepare students for the evolving demands of the music, film, and media industries.

The current studio in 4000 is rather small and is a good facsimile of a top-notch home studio where outboard gear is rarely found. The new studio in 500 is much larger and will be built to spec as a professional level studio, and thus this outboard gear is necessary to ensure that it is fully functional for tracking, mixing, editing, and mastering music at a much higher level. Simply put, without this gear and software, the music produced in the studio will not resemble music produced at a high-end recording studio. Faculty will have the ability to teach students how to use the various components listed here, which will give students an edge over their peers in the workforce.

Detail the impact the equipment has on learning:

By learning on industry-standard recording hardware and software, students will gain hands-on experience with the same tools and workflows they will encounter in professional studios. This creates a seamless bridge between the classroom and the workforce, allowing students to enter internships, freelance work, and employment with confidence. Rather than learning abstract concepts, students will practice recording, mixing, mastering, and editing in an authentic environment, which accelerates both technical proficiency and creative growth.

The use of professional equipment and software also raises the quality of student projects, ensuring they leave the program with competitive portfolios that showcase skills at a professional level. This not only boosts student confidence but also strengthens transfer and employment opportunities. Additionally, advanced capabilities such as Dolby Atmos mixing give students access to cutting-edge technology that is rapidly becoming an industry expectation. Students will learn to adapt to evolving trends, preparing them not just for today's jobs but also for future opportunities in film, television, gaming, and immersive media.

From a pedagogical standpoint, having standard hardware and software allows faculty to teach more efficiently and consistently, reducing time spent troubleshooting outdated or mismatched gear, and instead focusing on deeper hands-on learning. This efficiency provides more opportunities for collaborative projects, real-world simulations, and continuous feedback, which are essential for mastery. In short, access to this equipment and software enhances equity, raises the level of instruction, and empowers students to succeed academically, creatively, and professionally.

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

Classes/Sections:10

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 demonstrate general music technology concepts, equipment, software, and industry practices

MUS 36 Intermediate Music Technology

Upon completion of MUS 36, the student will be able to present completed audio projects using recorded live audio with appropriate editing, mixing, and mastering in a variety of formats.

MUS 22B Scoring Film and Multimedia 2

Upon completion of this course, the student should be able to skillfully work with digital audio workstation software, MIDI, and recording technology.

The Film Sound and Live Sound courses are being created in the curriculum process, and will certainly have related SLOs.

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 and software, SLOs will be far more achievable. For example, in order to understand and demonstrate music technology concepts with equipment and software, students will need access to said equipment and software.

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. This gear should last between 10-15 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: 100+

Comments:

This equipment is used daily by students and faculty. Faculty or qualified student assistants will be need to be present at all times to ensure the equipment is being used appropriately.

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: 10-15 years

FOAP (Budget) for Recurring Costs:

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

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	75,900.05	
Shipping & Delivery Fees	0.00	1,085.76 free shipping discount
Installation Costs	0.00	N/A (will be part of the construction process most likely)
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	7,121.71	Tax
(Enter as Positive) Discounts	0.00	
Start-Up Total	83,021.76	
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:	83,021.76	

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:	Daniel Marschak	10/07/2025
Division Dean:	Amy Mattern	10/15/2025
Vice President:	Sean Brooks	10/16/2025
College Technology Services Manager:	Stephen Gunderson	10/29/2025
M&O Director:	JOHN SEYBERT	10/29/2025
Vice President, Administrative Services:	Sean Brooks	10/29/2025

Sweetwater®

Music Instruments & Pro Audio

5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 222-4700
Sweetwater.com

Quote Number 11105562

Quote Date 10/6/25

Delivery Method Multi-Campus Delivery

Customer Number 3508638

Quote To: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Ship to: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Qty.	Item	Description	Your Price	Total
Pres & Outboard Hardware				
1	API3124V	API 4-ch Mic/Line Preamp	\$2,799.00	\$2,799.00
1	RetroStaLevel	Retro Instruments Retro Sta Level classic Gates tube compressor	\$2,899.00	\$2,899.00
1	CL1B	Tube-Tech Opto-Cell Compressor	\$4,725.00	\$4,725.00
1	MC77	Purple Audio MC77 Compressor Limiter	\$1,650.00	\$1,650.00
1	ELI8SX	Empirical Labs Distressor w/Brit Mode Pair	\$3,100.00	\$3,100.00
1	GCompX2	Solid State Logic G Series Compressor 500 Module	\$1,599.99	\$1,599.99
1	VariMu	Manley Variable Mu Stereo Comp/Lim	\$4,999.00	\$4,999.00
3	1073OPXpk	Neve 8-ch USB/Dante Mic Preamp w/ Remote Control	\$4,520.97	\$13,562.91
Special Order				
1	NSEQ4	Millennia 2-ch, 4-band Parametric EQ **Special Order**	\$4,099.00	\$4,099.00
1	InShip	->1 NSEQ4: FedEx Saver (Busine	\$74.15	\$74.15
Special orders non-returnable				

1	M7	Bricasti Design Model 7 Stereo Reverb	\$4,750.00	\$4,750.00
1	H9000	Eventide Multi-ch Effects Processor	\$6,999.00	\$6,999.00
Software				
1	TCStudioElite	TC Electronic - Software Studio Elite Plug-in Bundle	\$1,799.00	\$1,799.00
1	iZEveryBundle	iZotope Everything Bun	\$2,399.00	\$2,399.00
1	FFTotalBunEdu	FabFilter FabFilter Total Bun EDU	\$649.00	\$649.00
1	HDXCorePTUltBn	Pro Tools HDX Core w/PT		
1	HDXCoreNS	Avid Pro Tools HDX Core No Software	\$4,500.00	\$4,500.00
1	PTUlt	Avid Pro Tools Ult Perpetual	\$1,499.00	\$1,499.00
3	MTRXStudio	Avid MTRX Expandable Audio Interface	\$4,599.00	\$13,797.00

Continued on page 2...



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Qty.	Item	Description	Your Price	Total
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Items listed on previous page

Subtotal:	\$75,900.05
Shipping & Handling:	\$1,085.76
Free Shipping Promo:	-\$1,085.76
Tax:	\$7,121.71
Total:	\$83,021.76

Your Sales Engineer Is Carson McClain:

Dear Daniel,
If you ever have any questions or concerns, please do not
hesitate to contact me at (800) 222-4700 x1302 or
carson_mcclain@sweetwater.com.

24-hour support is also available at Sweetwater.com/
SweetCare, or with our in-house SweetCare Center by phone
at (800) 222-4700 (M - F 9am - 6pm, Sat 9am - 5pm).

Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We
promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some
reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit Sweetwater.com/help.

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Pres & Outboard Hardware				
1	API3124V	API 4-ch Mic/Line Preamp	\$2,799.00	\$2,799.00
1	RetroStaLevel	Retro Instruments Retro Sta Level classic Gates tube compressor	\$2,899.00	\$2,899.00
1	CL1B	Tube-Tech Opto-Cell Compressor	\$4,725.00	\$4,725.00
1	MC77	Purple Audio MC77 Compressor Limiter	\$1,650.00	\$1,650.00
1	ELI8SX	Empirical Labs Distressor w/Brit Mode Pair	\$3,100.00	\$3,100.00
1	GCompX2	Solid State Logic G Series Compressor 500 Module	\$1,599.99	\$1,599.99
1	VariMu	Manley Variable Mu Stereo Comp/Lim	\$4,999.00	\$4,999.00
3	1073OPXpk	Neve 8-ch USB/Dante Mic Preamp w/ Remote Control	\$4,520.97	\$13,562.91
Special Order				
1	NSEQ4	Millennia 2-ch, 4-band Parametric EQ **Special Order**	\$4,099.00	\$4,099.00
1	InShip	->1 NSEQ4: FedEx Saver (Busine	\$74.15	\$74.15
Special orders non-returnable				

1	M7	Bricasti Design Model 7 Stereo Reverb	\$4,750.00	\$4,750.00
1	H9000	Eventide Multi-ch Effects Processor	\$6,999.00	\$6,999.00
Software				
1	TCStudioElite	TC Electronic - Software Studio Elite Plug-in Bundle	\$1,799.00	\$1,799.00
1	iZEveryBundle	iZotope Everything Bun	\$2,399.00	\$2,399.00
1	FFTotalBunEdu	FabFilter FabFilter Total Bun EDU	\$649.00	\$649.00
1	HDXCorePTUltBn	Pro Tools HDX Core w/PT		
1	HDXCoreNS	Avid Pro Tools HDX Core No Software	\$4,500.00	\$4,500.00
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Items listed on previous page

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Free Shipping Promo:	-\$1,085.76
Tax:	\$7,121.71
Total:	\$83,021.76

Your Sales Engineer Is Carson McClain:

Dear Daniel,
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carson_mcclain@sweetwater.com.

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SweetCare, or with our in-house SweetCare Center by phone
at (800) 222-4700 (M - F 9am - 6pm, Sat 9am - 5pm).

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