



# Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000090

Banner #:

Requisition #:

|                               |                                |
|-------------------------------|--------------------------------|
| Title of Submission:          | KIN Volleyball Net Systems     |
| Vendor Name:                  | Sports Imports                 |
| Brief Description of Item(s): | KIN Volleyball Net Systems (2) |

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](mailto:bpagano@clpccd.org) or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
  - Quote (required)
  - [New Vendor Application](#) (if new vendor\*)
  - Copy of [W9](#) (if new vendor\*)
  - **\*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                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>LPC Mission &amp; Planning Priorities [Section 2]</b><br>(5 points)<br>Ranking Scale                             | Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities.<br>4-5                                      | Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities.<br>2-3                                | Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities.<br>0-1                                  |
| <b>Educational Items: Programmatic Impact and Institutional Support [Section 3]</b><br>(10 points)<br>Ranking Scale | Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.<br>8-10      | Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.<br>4-7 | Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.<br>0-3      |
| <b>Teaching &amp; Learning [Section 4]</b><br>(10 points)<br>Ranking Scale                                          | Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.<br>8-10                              | Clear evidence/data that equipment provides enhanced instruction that is not met through current means.<br>4-7                   | Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means.<br>0-3               |
| <b>Safety and/or Org. Effectiveness [Section 5]</b><br>(5 points)<br>Ranking Scale                                  | Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness above and beyond current capability.<br>4-5 | Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.<br>2-3     | Limited or no evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.<br>0-1 |
| <b>Outcomes [Section 6]</b><br>(5 points)<br>Ranking Scale                                                          | Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability.<br>4-5             | Clear evidence/data that equipment will support course and/or program outcomes beyond current capability.<br>2-3                 | Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability.<br>0-1             |

# Instructional Equipment Request Form

Name of Requestor: Hirstein, Ellie

Division: PATH

Discipline: Kinesiology

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 #: L2500

Room #: PE 101

### Comments:

**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:**

These are replacement volleyball poles for current equipment that is outdated and may represent a safety hazard due to its weight, age, and normal wear and tear.

## 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:

This new equipment allows faculty/staff to easily adjust the height of the nets. This will enable us to effectively adjust the equipment to serve both men's and women's height levels, or to encourage students of all levels, abilities, and accommodations. This growth would align with our Educational and Facilities Master Plans, which emphasize expanded athletic/wellness infrastructure and operational efficiency--specifically identified as a strategic priority in the 2025 FMP as an expansion of athletic and wellness facilities. Investing in replacement net systems would unite that growth by providing the operational capacity to effectively use these athletic spaces.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

This equipment would support KIN Volleyball 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 equipment will be a part of the upcoming (2025-2026) Program Review. It was also not in the 2024-2025 Program Review as it was not a large need at the time. Due to normal wear and tear, the old volleyball pole systems are now in need of replacement. There are 3 KIN net systems needed total to run a class. One set was replaced in 22-23, but now the other two net systems need to be replaced.

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 equipment will benefit our students in terms of physical fitness, health benefits, cognitive development, personal well being, and social integration. It is significantly easier to adjust the height of the net, thereby improving student outcomes and overall efficiency by allowing faculty to teach more volleyball skills, as compared to the outdated equipment set up. A net that is easier to adjust also allows for students of all abilities and/or participating in adaptive KIN activities (due to mobility limitations) to ensure equitable participation for all.

Detail the impact the equipment has on learning:

The adjustability of this equipment allows us to provide more repetitions of skills, which enhances skill development. This will also enable us to more effectively teach student's of all abilities. By implementing easier equipment to set up, courses deliver more active instructional time, improving student outcomes and overall efficiency.

Aside from the direct impact that these net systems would have on learning within the KIN VB classes, there's also an over-arching benefit to all students that a quality KIN class can have on the human body. Exercise is directly able to reduce insulin resistance, reduce inflammation, and stimulate the release of growth hormones in the brain. It can also improve mood, reduce stress and anxiety, and help with a healthy sleep cycle. Students who take a KIN class and enjoy integrating the physicality into their lives are able to enhance/balance out their studies with their physical wellbeing to assist with their general education.

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

|                    |              |
|--------------------|--------------|
| Classes/Sections:9 | Students:125 |
|--------------------|--------------|

## SECTION 5: Safety and/or Organizational Effectiveness

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

Adjustable height and tensioning, updated materials, and improved quality of our equipment would provide a safer and more effective class offering to students. Carbon Fiber poles are lighter and more durable than our current selection, and are easier to set up.

The updated materials/technology of the poles also improve upon the potential hazards of using aging/deteriorating poles--bent poles, fraying cables and nets, and compromised anchoring or tensioning mechanisms for the nets can lead to safety concerns within classes that are easily avoided. Proper net height and tension are key for student safety to reduce physical strain or injuries, as uneven tension can lead to unpredictable play conditions and improper net heights reduce risk of improper/overuse injuries by over-compensating to keep game play active.

The new netting/pole systems would also streamline operations with quicker adjusting/telescoping height, allowing for faculty/staff to transition between height needs. The reliability of improved equipment aligns with the idea that Divisions are often asked to maximize facility use and enrollments, while ensuring efficient course delivery. By reducing time lost to equipment repair/downtime or longer set up times, courses deliver more active instructional time, improving student outcomes and overall efficiency.

## SECTION 6: Student Learning Outcomes (SLOs)

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

As above, the new poles for the net system are Carbon Fiber, meaning that they are lighter and allow for more repetitions of the SLOs of the KIN VB course including enhanced student engagement, skill performance accuracy, and applied learning of general Volleyball knowledge. These course SLOs are then also looped into the program SLOs regarding proficiency in motor skills and physical education knowledge to accomplish multi-level SLO competency.

The updated equipment is also better suited to showcase to students what collegiate-level competition settings are like, and with properly adjustable poles, that improves accuracy of technique (serving, blocking, spiking, setting, etc.). This allows for students to engage in more reliable and structured round-robin play, as compared to our current equipment, which (in it's current state) puts us down a court for play and makes it hard to offer a robust class where everyone gets the most time to play possible.

As a part of the larger-scale Institutional SLOs, the new equipment would help us better align with many of the categories. With more students playing, communication within teams would be crucial--as would respect and responsibility. Effective communication during learning, drills, and round-robin play would foster more teamwork with strategic communication, and allow students opportunities to showcase conflict resolution, inclusive collaborative respect for others, and general sportsmanship.

## 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?**

Yes. We would replace the pole systems that are aged and damaged and surplus them. No further costs would be accrued with storage, as the Volleyball supply cart would have room for the poles.

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

New technology regarding equipment means updated eco-conscious materials that are more durable for a longer lifespan and then fully recyclable at the end of their lifecycle. This aligns with the LPC Climate Action Plan's goal to become a zero-waste campus. The CAP also loops in encouraging a shift in academic practices, which allows us to highlight energy efficiency and resource reduction, as the new poles have a longer service life that leads to reduction in the frequency of replacement and an overall lower environmental impact when it comes to our college.

**Any other additional information?**

Through Sports Import, the Carbon Fiber Net system poles have a "Lifetime Performance Warranty: Backed by the strongest warranty in the industry, ensuring your investment is protected."

### Operator

Primary operator: Sapsford, Paul

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: 30

Comments:

### Maintenance and Repairs

Who will perform maintenance and repairs? NA

Estimated hours per month: 0.00

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:** ~15 - 20 yrs

|                                           |        |   |       |   |      |   |         |
|-------------------------------------------|--------|---|-------|---|------|---|---------|
| <b>FOAP (Budget) for Recurring Costs:</b> | 103001 | - | 34424 | - | 4320 | - | 083500  |
|                                           | Fund   |   | Org   |   | Acct |   | Program |

| Part A: Initial Start-Up Costs        |           |          |
|---------------------------------------|-----------|----------|
| Type                                  | Cost      | Comments |
| Equipment or Materials                | 11,706.00 |          |
| Shipping & Delivery Fees              | 843.10    |          |
| Installation Costs                    | 0.00      |          |
| Miscellaneous Costs                   | 0.00      |          |
| Modification to Facilities            | 0.00      |          |
| Operator Training                     | 0.00      |          |
| Maintenance/Repair Training           | 0.00      |          |
| Other                                 | 1,286.29  | Tax      |
| (Enter as Positive) Discounts         | 0.00      |          |
| <b>Start-Up Total</b>                 | 13,835.39 |          |
| Part B: Annual Operating Costs        |           |          |
| Type                                  | Cost      | Comments |
| Service/Maintenance                   | 0.00      |          |
| Part Replacement                      | 0.00      |          |
| Vendor Calibration or Standardization | 0.00      |          |
| Storage                               | 0.00      |          |
| Supplies                              | 0.00      |          |
| Maintenance/Repair Labor              | 0.00      |          |
| Software Licensing                    | 0.00      |          |
| Other                                 | 0.00      |          |
| <b>Annual Total</b>                   | 0.00      |          |
| <b>Overall Cost:</b>                  | 13,835.39 |          |

## 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>Ellie Hirstein</i>       | 10/08/2025 |
| Division Dean:                           | <i>Michael A. McQuiston</i> | 10/14/2025 |
| Vice President:                          | <i>Sean Brooks</i>          | 10/15/2025 |
| College Technology Services Manager:     | <i>Stephen Gunderson</i>    | 10/15/2025 |
| M&O Director:                            | <i>JOHN SEYBERT</i>         | 10/16/2025 |
| Vice President, Administrative Services: | <i>Sean Brooks</i>          | 10/16/2025 |

# sports imports

AT THE CENTER OF EVERY VOLLEYBALL CHAMPIONSHIP



Toll Free 800.556.3198  
Phone 614.771.0246  
Fax 614.771.0750  
Email [info@sportsimports.com](mailto:info@sportsimports.com)  
Web address [www.sportsimports.com](http://www.sportsimports.com)  
Mailing Address PO Box 21040  
Columbus, OH 43221

## Quote# QUO47437

ATTN:  
**Ellie Hirstein**

Bill To:  
Chabot - Las Positas Community  
College District  
Accounts Payable  
7600 Dublin Blvd  
3rd Floor  
Dublin CA 94568  
United States

Ship To:  
Las Positas Community College  
3033 Collier Canyon Road  
Livermore CA 94550-7650  
United States

Date: 8/28/2025  
**Valid Until: 12/31/2025**

Sales Rep:  
Drew Kindy  
[dkindy@sportsimports.com](mailto:dkindy@sportsimports.com)

## Sports Imports SI1 Carbon Fiber Net System, 19lbs per Pole, True Lifetime Warranty

| Item   | Description                                                | QTY | Rate                           | Amount             |
|--------|------------------------------------------------------------|-----|--------------------------------|--------------------|
| AD-P   | Standard Volleyball Adapter Sleeve                         | 4   | \$95.00                        | \$380.00           |
| SI-1   | All Carbon Volleyball Pole                                 | 4   | \$1,999.00                     | \$7,996.00         |
| HDNR-B | Heavy Duty Net Ratchet w/ Crank Handle - Black (SI-1, AL7) | 2   | \$385.00                       | \$770.00           |
| HM50   | Technora Volleyball Net with NL2/NLC, DR1, VSS2, VSM2      | 2   | \$410.00                       | \$820.00           |
| NA2    | Volleyball Net Antenna (pair)                              | 4   | \$130.00                       | \$520.00           |
| FP1-B  | Tapered Indoor Volleyball Pole Safety Pad - Black          | 4   | \$305.00                       | \$1,220.00         |
|        |                                                            |     | <b>Subtotal</b>                | \$11,706.00        |
|        |                                                            |     | <b>Shipping &amp; Handling</b> | \$843.10           |
|        |                                                            |     | <b>Tax Total (%)</b>           | \$1,286.29         |
|        |                                                            |     | <b>Total</b>                   | <b>\$13,835.39</b> |

Remit to Address:  
Sports Imports Inc  
PO Box 98  
Middletown, OH 45042



Federal Tax ID#: 31-0879428