



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000097

Banner #:

Requisition #:

Title of Submission:	Anthropology Teaching Materials: Dial Calipers
Vendor Name:	Forestry Suppliers, Inc
Brief Description of Item(s):	A metric linear measuring tool for up to 6 inch distances.

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: Cearley, Daniel

Division: BSSL

Discipline: Anthropology

This Equipment Request is: An Upgrade

SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

Equipment Location

Building #: 1000

Room #: 1061

Comments:

These calipers will upgrade and expand our current set of calipers. Our current calipers are not metric, nor do we have them in sufficient numbers for use in our lecture/lab courses. The additional two digital calipers will expose our students to industry standard equipment.

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:

This request continues our effort to offer the most current materials to support the student's completion of basic skills and general education courses and directly aid in full-filling LPC's mission. These tools offer industry standard ways of collecting data points that can be used to answer scientific minded questions. Broadly, training students on the proper use of instruments addresses our mission to support "completion of students' transfer, degree, and career- technical goals." Student led data collection provides a tactile three-dimensional experience to reinforce lessons and linkages to textbooks and lectures.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

This request is targeted towards our biological, archaeology, and forensic anthropology courses, which comprise the majority of our sections. In Fall 2025, we offered 9 lecture and 4 labs, that represent 465 students. These are general education courses as part of their Life Science and Social Science requirements for transfer. This request continues the effort to offer the most current materials to support the student's completion of basic skills and general education courses.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

This request is part of our ongoing effort to modernize and buttress our teaching resources. We referenced these resources in Section 1, Part B of our 2024 Program Review. "We are conducting an annual assessment and review of our teaching collection. Based on this effort, we will submit a request for new and updated materials" and "It should be noted that we are currently using equipment that is reaching the end of its life span and may need to be reconditioned or replaced with an IER request. . ."

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:

Each of these items will have an immediate and significant impact on teaching by fortifying the existing resources. We currently use a small set of 8 plastic 6" dial calipers. These are non-metric and allow a class of 16 students to work in pairs. Our current class sizes for our lab sections are a minimum of 24 with overload commonly reaching 28 students. The additional calipers will be able to accommodate the lab sections and also expand our usage in larger lecture classes that are between 44 and 48 students when working in pairs. Moreover, our calipers are non-metric yet our labs exercises are in metric. These new calipers are more aligned with our current curriculum and industry standards.

Detail the impact the equipment has on learning:

This increase will allow students to make more accurate comparisons when conducting quantitative measurements. Students will learn both analog and digital collection methods. As a collective, these materials are geared toward our hands on exercises, which create a varied learning landscape and provide the opening for different learning styles to be addressed. Most prominently, this investment includes enhanced visual and tactile experiences for students. All of these items support our model of "learning by doing" and can have significant impact on comprehension and developing problem solving skills.

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

Classes/Sections:3 Classes/10 Sections

Students:465

SECTION 5: Safety and/or Organizational Effectiveness

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

The Forestry Suppliers vendor is a leading supplier for field equipment among field research professionals, museums, universities, and other educational institutions. Instruments of similar type, purchased by the same supplier, have been utilized by Las Positas College students for over two decades without any documented safety or health issues.

SECTION 6: Student Learning Outcomes (SLOs)

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

The investment in laboratory resources will allow students to collect, document, and apply evolutionary theory in an applied setting. Students will be able to pose questions, make measurement-based observations, and discuss their findings.

Each of the SLOs listed below will be strengthened by accurate metric measuring equipment. The tools will allow students to access evolutionary trends, ancestral lineages, and variation in species. The expanded access to calipers will allow a more comprehensive and quantitative teaching environment to address topics such as, natural selection, comparative evolution, biomechanics, sexual dimorphism, race, and human development. In Archaeology, the use of calipers reinforces data collection methods and quantitative techniques.

ANTR 1 Intro to Biological Anthropology

Students will be able 1) to explain how natural selection works and 2) to describe and identify fossil hominid species.

ANTR 1L Biological Anthropology Laboratory

Students will be able 1) apply the scientific method to solve research questions in anthropology; 2) Describe human evolution through the lens of the changes in the environment, biology, and cultural adaptations; and 3) Use osteological techniques to differentiate among nonhuman primate, fossil hominid species to illustrate evolutionary trends.

ANTR 2, Intro to Archaeology

Students will be able to apply the methods, tools, and technical skills of archaeological research.

ANTR 13, Intro to Forensic Anthropology

Students will be to analyze human bones for identification of sex, ancestry, age, trauma and stature.

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?

The new calipers will upgrade our existing set. We still plan to use the previous set, however for more specific non-metric purposes.

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

We expect that these calipers will have a very long-life span and use for the college, most likely exceeding a generation or two of students. Each is manufactured with high-quality materials, and when properly stored under climate-controlled conditions, they have a significant life span.

Any other additional information?

It all starts with good solid well crafted equipment.

Operator

Primary operator: Daniel Cearley

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: 60

Comments:

Maintenance and Repairs

Who will perform maintenance and repairs? Daniel Cearley

Estimated hours per month: 0.00

Does the work align with current position duties? Yes

Cost to train for maintenance and repairs: 0.00

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

Lifespan of Equipment: 50+ years

FOAP (Budget) for Recurring Costs:

- - - -
Fund Org Acct Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	1,089.67	
Shipping & Delivery Fees	38.26	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	
Start-Up Total	1,127.93	
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:	1,127.93	

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 grover cearley</i>	10/08/2025
Division Dean:	<i>Michelle Simotas</i>	10/13/2025
Vice President:	<i>Sean Brooks</i>	10/13/2025
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

QUOTE# 257959

Quote Date: 10/03/2025

Customer ##: 1213162

Ship Method: UPS GROUND

Expires On: 11/20/2025

Ref#: LAS POSITAS COLL

Billing Address

LAS POSITAS COLLEGE
BIOLOGY
3000 CAMPUS HILL DR
LIVERMORE CA 94551-7623

Shipping Address

LAS POSITAS COLLEGE
DANIEL CEARLEY
3000 CAMPUS HILL DR
LIVERMORE CA 94551

Item #	Qty	UOM	Description	Price	Ext. Price
59615	1	EA	CALIPER,DIGIMATIC,W/SPC In Stock	\$203.92	\$203.92
59609	1	EA	CABLE, DIGIMATIC CALIPER In Stock	\$63.50	\$63.50
59591	23	EA	CALIPER, METRIC DIAL In Stock	\$35.75	\$822.25

Merchandise Amount: \$1,089.67

Shipping: \$38.26

Taxable Total: \$1,127.93

Tax (at 0.00%): \$0.00

Total: \$1,127.93

NOTES

SHIPPING \$38.26

Thank you for choosing Forestry Suppliers as your source for outdoor professional tools and supplies. The purchase of the Quote is subject to Forestry Suppliers' [Terms & Conditions of Sale](#).

To view or purchase this quote you can click [here](#).

We are eager to know how we compete on every quote. Please fax us an abstract/tabulation of the pricing on this quotation to 800-813-2704 or email us at bid@forestry-suppliers.com. Your response will help us continue providing competitive prices.

If you have any questions or if we can be of further assistance, please contact us at 800-752-8461.

Sincerely,

Bid Department
Forestry Suppliers, Inc.