



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000098

Banner #:

Requisition #:

Title of Submission:	Drone Technology Reinforce and Resilience: Mavic 3 Pro Drones
Vendor Name:	B&H Photo and Video
Brief Description of Item(s):	Mavic 3 Pro Drones and supportive equipment

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: PATH

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:

This is a request for 3 professional drones used primarily for aerial photography and videography. These aircraft will replace two older model drones and represent a needed upgrade to our current fleet which is experiencing end of lifespan issues. Our current base model is showing battery life issues, software upgrade inconsistencies, and simple usage wear and tear. We will continue to use our older models, both as back-up and as primary aircraft. Two of our drones are currently damaged and under assessment for repair, these additional drones will allow for increased resilience in our inventory.

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, safe, and sufficient materials to support the students' completion of our courses and directly aid in full-filling LPC's mission. These drones offer students a educational experience that is accessible to all ability levels and are equal to industry standards. They will provide a "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."

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

This request focuses on the Drone Technology non-credit courses: NAVI 201, 202A, 202B. We offer 3 to 4 courses a semester that represent 45 – 97 students per semester since 2022. These are Career Technical Education focused courses that allow students to quickly learn to operate aircraft adeptly within an ethical and safe frame of mind.

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 maintain industry standards in a technology driven sector that experiences frequent change. In Section 1, Part B of our 2024 Program Review. "this program does require periodic investment in aircraft, ancillary equipment."

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:

These aircraft represent a significant improvement over previous aircraft. Most notably, battery technology has doubled the flight time, allowing students to spend significantly more time practicing in the air. In contrast, our older models had a 15-minute flight time requiring up to 8-10 battery changes during a course session. The proposed aircraft have a 45-minute battery life that will allow for much fewer battery changes and be more cost effective for the college.

In terms of cinagraphic performance, these aircraft also represent a wider array of photographic/videography modes. Instructors will be able to project images of the camera and of the controller screen in real time, so students can easily visualize the menu settings and different modes.

There are also improvements to memory and computer processing. This means that these aircraft are more stable in windy turbulent conditions, providing a gentler platform for learning and teaching. These improvements also increase quality of stills and video, allowing for different and more complex exercises.

Detail the impact the equipment has on learning:

As mentioned previously, the increased battery life of these new aircraft allows more sustained learning. We currently have one of these aircraft. In our usage we have noticed that students are more relaxed and less inclined to be anxious about a decreasing battery level. In addition the stability of these aircraft is notable, which adds an additional level of confidence for students.

The next generation software enhancements are easier for students to learn and navigate. Software for cameras can be quite complicated, yet after a year of using this system students are able to acquire fluency faster than previous models. This is also important when considering the added complexity of pre-set flight modes and the addition of orchestrated movements.

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

Classes/Sections:3 classes

Students:45-97

SECTION 5: Safety and/or Organizational Effectiveness

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

These new aircraft have some of the more advanced safety features available on the market. They have an increased ability to recognize obstacles in all directions with an additional sensor in comparison to our older models. The sensors are more “omni” directional since they use fish eye lens technology to remove blind spots. These drones also will return to their starting point with greater accuracy and with the ability to navigate around obstacles. They have other features which allow for improved situational awareness by receiving real-time feeds from surrounding aircraft traffic.

SECTION 6: Student Learning Outcomes (SLOs)

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

This investment in equipment and associated resources will allow students to capture aerial photography/videography in a safe and controlled manner with additional benefits for gaining fluency in a faster timeframe than previous models. The increased flight time and more stable platform will increase skill acquisition. The more user-friendly controller and software interface will allow students more capture time and less software onboarding. All of these attributes will increase a student's ability to produce more complex, polished, and professional work.

NAVI 201

Safely operate a UAS and perform a controlled take-off, demonstrate basic flight controls, and execute a landing.

NAVI 202A

Create and produce an original professional presentation to tell a story using aerial photography, Videography, and/or other remote sensing data set.

NAVI 202B

Analyze aerial photography and/or other remote sensing data sets to solve a problem.

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?

We will maintain our previous models to allow for the expansion of the program and provide of back-up when needed. The manufacturer of our previous models is currently providing software updates, however issues related to batteries, gimbals, and camera calibration are becoming more frequent.

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

Unfortunately, this type of technology that drones utilize has a relatively short life span with few industry built-in sustainable pathways for recycling, replacement parts, or reuse. It is difficult to ascertain a data driven timeframe number, however similar technologies like computers, digital cameras, and previous drone models reflect a life span, that with care, can range from 3-5 years, but with current practices we expect 4-7 years.

The batteries are a weak link, these are LiPo batteries which have a relatively short lifespan or battery charge cycles. The exact number is unclear, 100 - 200 cycles. A consistent battery management process will extend the life of this equipment.

Any other additional information?

The number of hours in flight creates wear on the moving parts. Our experience has shown that the gimble is a part that requires periodic calibration. Other moving parts like the motors, collapsible arms, and other aspects seem to be more robust.

With this said the actual maintenance process is not well defined by the manufacturer, nor is there a maintenance schedule that would be comparable to other types of aircraft. This may be changing as new FAA policy is being debated that may address this issue.

Operator

Primary operator: Cearley, Daniel

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? Cearley, Daniel

Estimated hours per month: 1-2

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: 3 - 7 years

FOAP (Budget) for Recurring Costs:

Fund

Org

Acct

Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	13,459.12	
Shipping & Delivery Fees	0.00	
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	13,459.12	
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	1,379.56	Sales Tax
Annual Total	1,379.56	
Overall Cost:	14,838.68	

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.** 3 Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	<i>Daniel Grover Cearley</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



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Fed Gov: federsales@bhphoto.com
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Prices Are Valid Until:

11/08/25

Quote No.: 1124274878

Reference No.: 21002-FCCC-P

Sold To: Daniel Cearley
Las Positas College
3000 Campus Hill Dr
LIVERMORE, CA 94551

Ship To:
Las Positas College
3000 Campus Hill Dr
LIVERMORE, CA 94551

Bill Phone: (925)424-1203
Work Phone: (510)965-2800

(925)424-1203

Date		Customer Code	Terms	Salesperson	Ship Via	
10/09/25		B8295637	N/A	WB	MULTIPLE	
Line No	Qty Ord	Item Description			SKU# MFR#	Item Price Amount
1	4	NANUK WATERPROOF HARD CASE W/FOAM f/M3P -BLK/REG Country of Origin: CANADA In Stock - while supplies last.			NA925MAV3P1 (925-MAV3P1)	157.46 629.84
2	3	DJI MAVIC 3 PRO FLY MORE COMBO (RC PRO)/REG Country of Origin: CHINA In Stock - while supplies last.			DJM3PFMCRCP (CP.MA.00000662.01)	3,797.61 11,392.83
3	3	SAMSUNG 512GB EVO SELECT MICROSDXC MEMORY CARD/REG Country of Origin: SOUTH KOREA Instant Savings 9.00 Exp. 10/12/25 This item currently has a price of \$34.99 while supplies last. In Stock - while supplies last.			SAMBME512SA (MB-ME512SA/AM)	34.82 104.46

Continued on Next Page ...



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**B2B**

420 Ninth Avenue
New York, NY 10001
Phone: 212.329.7500
www.bhphotovideo.com

October 09, 2025
Quote #**1124274878**

Need help with your order?
Call us: 800.606.6969

QUOTE DETAILS

Expires Nov 8, 2025

	STOCK	PRICE	QTY	SUBTOTAL
 Nanuk 925 Waterproof Hard Case for Mavic 3 Pro/Pro Cine (Black) BH# NA925MAV3P1	In Stock	\$157.46	4	\$629.84
 DJI Mavic 3 Pro Drone with Fly More Combo & DJI RC Pro BH# DJM3PFMCRCP	In Stock	\$3,797.61	3	\$11,392.83
 Samsung 512GB EVO Select microSDXC Card with SD Adapter BH# SAMBME512SA	In Stock	\$34.82	3	\$104.46
 Common Sense RC LiPo Safe Pocket 6 Charging/Storage Bag for 6S LiPo Battery BH# COLSPCKT6	In Stock	\$11.99	1	\$11.99
 DJI Battery Kit for Mavic 3 Enterprise BH# DJMV3EPP5BK	Special Order	\$660.00	2	\$1,320.00

SHIP TO

Daniel Cearley
LAS POSITAS COLLEGE
3000 CAMPUS HILL DRIVE
LIVERMORE, CA, 94551
USA
925-424-1203

Subtotal: **\$13,459.12**
Shipping Free
FedEx Ground Delivery
Sales Tax \$1,379.56
Total **\$14,838.68**

Expires Nov 8, 2025

[Modify/Cancel Quote](#)

Feedback

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October 09, 2025
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Feedback