



Instructional Equipment Request (IER) Form FY 2022-2023

Deadlines

Date	Action
October 12, 2022	IER forms due to Division Dean
October 19, 2022	Division review of IER forms (Dean & VP signature)
October 21, 2022	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- All IER form fields complete (**attach requisition and quote before e-signing IER form**)
- Requisition completed and attached
- Valid quote attached (with extended expiration date) including (1) shipping costs, (2) installation fees, and (3) taxes. **Do not split quotes or submit duplicate quotes.** For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
 - If the quote total (including taxes) ranges from **\$30,000 to \$99,099**:
 - You must submit **three** written quotes with your request.
 - For quotes of **\$99,100 or more**, the request must go out for bid (aka RFP process) and requires Board approval. You will be provided further instruction after your request is approved.
- IER form and requisition signed by Requestor
- IER form, requisition, and quote submitted as one PDF file to Division Dean including:
 - New Vendor Form (if new vendor)
 - Copy of W9 (if new vendor)

*Note: Mac Users – do not use Apple Preview to complete forms – data will not appear when printed.

IER Process Flow

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant of Administrative Services for review
5. EA Admin Svcs submits to M&O and IT for review
6. EA Admin Svcs creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and returns to EA Admin Svcs
8. EA Admin Svcs combines committee scores for review
9. RAC Chair documents committee scoring in memo
10. College President meets with RAC Chair to review committee recommendations
11. President's Office provides approval memo to RAC
12. RAC submits IER forms to Business Office for processing

Instructional Equipment Definitions

Allowable Items

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

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.

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
Outcomes [Section 5] (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: Cindy Browne Rosefield Division: A&H 

This Equipment Request is: A Replacement | An Upgrade | New Equipment or Technology

SECTION 1: Equipment Description

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

Equipment Location

Building #: 4000 Room #: 4130 & 4138

Comments:

We are asking for a new electric Nord keyboard (Electro 6 HP Stage Bundle) to be used by students and faculty in the classroom setting as well as for outside gigs. The 73-key Nord Electro 6HP Stage piano/synthesizer brings a new level of versatility to an already established keyboard with tonewheel organ, synth and true piano tones, yet is a lightweight instrument that can be transferred from room to room as needed. With our expanding music program we are finding the need for extra keyboards in classrooms besides the upright pianos to accommodate students. We have been transferring our Yamaha Clavinovas (125 lbs) into the larger rehearsal rooms. This is not great for the instruments (nor the persons carrying them!) to constantly be moving them. The Nord Electro 6 HP weighs 25 lbs., has weighted hammer action, 3 levels of touch sensitivity, digital drawbars and 400 preset programs with 8 banks. Perfect to use in any music setting, classical - jazz as well as in musical theater. It can be used for the outdoor summer theater shows instead of hauling out the Clavinovas.

The Electro 6 HP Stage Bundle comes with (1) keyboard, (1) soft case, (1) bullet nose keyboard stand, (1) expression pedal and (1) sustain pedal.

Also requesting (5) D'Addario 10' TS-TS, Classic Pro Cables

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

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

A high-quality instrument for our music students to practice and perform with is essential for student success and achieving SLOs. Students will play better on a great keyboard, and this will help them to become better musicians. Equipment that is satisfactory is necessary for effective teaching, allowing instruction without the distraction of having to haul heavier equipment before and after rehearsals. Establishing regular and ongoing processes to implement best practices to meet ACCJC standards is supported because teaching and learning will become more effective.

Many of our CTE Commercial Music students take courses like MUS 21A/B (Group Piano), MUS 23, MUS 35, MUS 36, as well as all of our performance ensembles. They are asked to perform, rehearse, and record in recital and concert situations, and an industry-standard keyboard such as the Nord is essential for their success. Musicians who succeed in the real world need experience performing on the instruments they will encounter in the workplace. This keyboard is well known in the music business as the 'touring keyboard' for its versatility yet lightweight. It is durable.

Our music faculty perform regularly for students and the general public. The addition of this instrument will enhance professional development.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

The Nord Electro 6 HP will support all performance ensembles: Commercial Music Combo (MUS 11); Jazz Ensembles (MUS 14/15), Jazz Combos (MUS 17A/17B), Jazz/Pop Piano (MUS 18A/B), Instrumental Chamber Music (MUS 41), Improvisation Lab (MUS 48), Vocal East Jazz Ensemble (MUS 46A/46B), Chamber Choir (MUS 45).

It may also be used for any musical theater rehearsal and productions.

Our Applied Program (MUS 38) would use the Nord for their final Juries, as well as recitals and masterclasses.

The Nord may also be used in our Music Theory classes (MUS 6, 8A/B, 10A/B) as well as in Composition Program (MUS 19), Scoring for Film and Multimedia (MUS 22A/B) courses and Music Technology (MUS 26)

Students in courses for both of the Certificates of Achievement Commercial Music:Teaching Beginning Piano and Teaching Intermediate Piano would also greatly benefit from the use of this keyboard.

As you can see, the keyboard would certainly be used by all!

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:

Yes, we will again include in our upcoming Program Review the importance of purchasing new musical instruments and updating our keyboards for students and faculty as our department and programs continue to grow.

As stated in PR 2021 - The Clavinova keyboards in the lab are approaching 10 years old, with an expected operating life cycle of 10-15 years.

While this is not a substitute for the Clavinova's in the keyboard lab, the purchase of the Nord would be an excellent solution for not having to move the Clavinovas when needed for other classes.

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:

Teachers do their jobs more effectively when they have adequate equipment to teach with. A Nord electric keyboard is the standard as a world class, sturdy yet lightweight instrument. Our faculty will be able to demonstrate proper performance practice, piano-specific technique, and nuances that are impossible to model on lesser instruments. Faculty will also be able to demonstrate sampled sounds/tones and teach how to create new ones via MIDI techniques. This can be done along side the pianos in the class.

By having a more lightweight portable instrument, the instructor will not waste time in moving the heavier Clavinova's, saving time for teaching instead of setting up a rehearsal/performance space.

Detail the impact the equipment has on learning:

By having a more lightweight portable instrument, the students will not waste time in moving the heavier Clavinova's, saving time for rehearsing and learning instead of setting up a rehearsal/performance space.

Music students take courses at LPC in order to learn to perform, rehearse, and practice at increasingly advanced levels. There is a plateau to how well one can play on an inadequate instrument. Acquiring an industry-standard performance keyboard will allow students to achieve their potential through learning, modeling, and excelling in coursework, practice, and performances. Students will be encouraged to practice more, and thus become better musicians.

This instrument gives our students the best chances at success in performance situations, competitions, and pursuing a career in music.

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

19 +	250+
Classes/Sections:	Students:

SECTION 5: Student Learning Outcomes (SLOs)

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

For Example:

SLO: Upon completion of MUS 17B, students will be able to analyze, interpret, and perform intermediate and advanced jazz repertoire in a combo setting.

Combos are smaller (chamber) performance groups, and concerts, rehearsals, and recording sessions should take place in more intimate venues than the Mertes Main Stage. This SLO is much harder to achieve on a poor quality instrument and in a larger venue.

SLO: (MUS 31) Students will select, practice, master, and memorize intermediate to advanced repertoire in a variety of styles with an understanding of correct rhythm, fingering, and expression. This SLO is only attainable if student pianists are performing on an industry-standard instrument like a Steinway B. The nuances achievable on a good instrument include pedal control, balance, voicing, dynamics, timbral effects, and acoustic properties. The equipment is needed for student success.

SLO (MUS 14), Students will demonstrate an adherence to recognized standards of professionalism in a rehearsal setting.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

As mentioned prior, the Nord electric keyboards are the workhorses in the music industry. With proper care, storage and usage, this instrument can easily last 30+ years.

What are the requirements and associated costs for the storage of the equipment?

None

Is there a specific location required to store the equipment?

Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

No, since this is a portable instrument, it can be housed where needed. Rooms 4130, 4138 or the Music Recording Studio, room 4239.

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

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

What are the maintenance costs associated with the regular upkeep of the equipment?

None.

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

It is an extremely well made instrument that will last a long time.

How does the equipment provide renewal resources to the college?

N/A

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$3,989.30	This is for the keyboard bundle
Shipping & Delivery Fees	\$88.70	
Installation Costs	0	
Miscellaneous Costs	0	
Modification to Facilities	0	
Operator Training	0	
Maintenance/Repair Training	0	
Storage	0	
Other	0	
Discounts (enter as negative)	-\$88.70	Free shipping promo
Sub-Total	0	
Taxes	\$408.91	
Grand Total	\$4,398.21	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	0	
Part Replacement	0	
Vendor Calibration or Standardization	0	
Storage	0	
Supplies	0	
Maintenance/Repair Labor	0	
Software Licensing	0	
Other	0	
Grand Total	0	
Overall Cost:	0	

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	Cindy B Rosefield & Dan Marschak
Does the work align with current position duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	0
Approx. # of hours equipment will be used per month:	9 hours/mo
Comments:	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	N/A

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). **Requisition and quote must be attached to this form before signing. Adobe prevents adding pages once a document has been e-signed.**

Requestor:	<i>Cecilia A. Bunn-Rosefield</i>	Date:	10/11/22
Division Dean:	<i>Angie Matus</i>	Date:	10/18/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	

Sweetwater®

Music Instruments & Pro Audio
5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 222-4700
Sweetwater.com

Quote Number 8222387
Quote Date 10/11/22
Delivery Method FedEx Ground (Business)
Customer Number 1963768

Quote To: Cindy Rosefield
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

Ship to: Cindy Rosefield
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

Qty.	Item	Description	Retail Price	Your Price	Total
1	XStdDbLt	On-Stage XX Stand Lok-Tight Classic	\$99.99	\$61.95	\$61.95
1	KSP100	On-Stage Piano Style Univ Pedal (+/-)	\$52.99	\$32.95	\$32.95
1	KEP100	On-Stage KEP100 Expression Pedal	\$52.99	\$32.95	\$32.95
1	NE6HP73	Nord 73-key Electro HP	\$3,999.00	\$3,199.00	\$3,199.00
1	NordGB76	Nord Nord Stage 76 Bag	\$999.00	\$599.00	\$599.00
5	PWCGTPRO10	D'Addario 10' TS-TS, Classic Pro Cable	\$21.00	\$12.69	\$63.45

Subtotal:	\$3,989.30
Shipping & Handling:	\$88.70
Free Shipping Promo:	-\$88.70
Tax:	\$408.91
Total:	\$4,398.21

Your Sales Engineer Is Richard Whittington:

Dear Cindy,
If you ever have any questions or concerns, please do not hesitate to contact me at (800) 222-4700 x1376 or richard_whittington@sweetwater.com.

24-hour tech 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.



CONTRACT FOR SERVICES
Office of Administrative Services
Requisition Request Form

(Wait 5-10s)

Reset **Submit**

R _____ - _____

Fiscal Year	Vendor ID #	Vendor Name				Date Required
2022-23		Sweetwater, Music Instruments & Pro Audio				
Deliver To		Room #	Return Copy of Requisition To			
Cindy Rosefield			Mattern / Ivanova-Olsson			
Seq	CS Number	Description	Qty	Unit Price	Extended Cost	
1					\$ 0.00	
2					\$ 0.00	
3					\$ 0.00	
4					\$ 0.00	
5		On-Stage XX Stand Lok-Tight Classic	1	\$ 61.95	\$ 61.95	
6		On-Stage Piano Style Univ Pedal (+/-)	1	\$ 32.95	\$ 32.95	
7		On-Stage KEP100 Expression Pedal	1	\$ 32.95	\$ 32.95	
8		Nord 73-key Electro HP	1	\$ 3,199.00	\$ 3,199.00	
9		Nord Nord Stage 76 Bag	1	\$ 599.00	\$ 599.00	
10		D'Addario 10' TS-TS, Classic Pro Cable	5	\$ 12.69	\$ 63.45	
11					\$ 0.00	
12					\$ 0.00	
13					\$ 0.00	
14					\$ 0.00	
15					\$ 0.00	
Comments				Subtotal	\$ 3,989.30	
Sweetwater, Music Instruments & Pro Audio, 5501 US HWY 30W Fort Wayne, IN 46818, (800)222-4700 Please contact Cindy B Rosefield upon arrival. (925)424-1119 or crosefield@laspositascollege.edu				0.00% Tax	\$ 408.91	
				Shipping	\$ 0.00	
				Total Cost	\$ 4,398.21	
FOAP to be Charged			%	Amount		
-	-	-	100			
FUND	ORG	ACCOUNT	PROGRAM			
-	-	-				
FUND	ORG	ACCOUNT	PROGRAM			

Cindy Rosefield 10/11/22 *Amy Mattern* 10/18/22
 Requestor (print name) Date Dean (signature) Date

 _____ _____ _____ _____
 Coordinator/Manager (signature) Date Vice President (signature) Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ Verified: _____ Approved: _____
 Administrative Services Administrative Services Officer VP, Administrative Services
 PO Number: _____ Budget Transfer #: _____ Entered: _____
TR 4/6/20