



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:
 - Shipping costs
 - Installation fees
 - Taxes
- Board packet completed (required for any requests with a total cost of \$99,100.00 or greater)
- 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: _____ Division: _____

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 #: _____ Room #: _____

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:

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:

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

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:

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:

Detail the impact the equipment has on learning:

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

Classes/Sections:	Students:
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SECTION 5: Student Learning Outcomes (SLOs)

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

A large empty rectangular box with a black border, intended for documenting how the equipment will enable surpassing current Student Learning Outcomes.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

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

Is there a specific location required to store the equipment?

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

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?

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

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

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

How does the equipment provide renewal resources to the college?

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

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials		
Shipping & Delivery Fees		
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts <i>(enter as negative)</i>		
Sub-Total		
Taxes		
Grand Total		
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
Grand Total		
Overall Cost:		

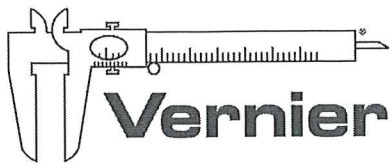
SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	
Does the work align with current position duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	
Approx. # of hours equipment will be used per month:	
Comments:	
Maintenance and Repairs	
Who will perform maintenance and repairs?	
Estimated hours per month:	
Does the work align with current position duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	

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>Christopher G Dudzik 11 Oct 2022</i>	Date:	
Division Dean:	<i>Nan Ho</i>	Date:	<i>10/12/22</i>
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



VERNIER SOFTWARE & TECHNOLOGY LLC
DBA, VERNIER SCIENCE EDUCATION
13979 SW MILLIKAN WAY
BEAVERTON, OR 97005
503-277-2299 Email: orders@vernier.com
EIN:93-1162373

Quote

Vernier Quote: 1088618 - 000
 Customer: 746598
 Expire Date 12/07/2022

Customer: 746598

Lina Chea
 LAS POSITAS COLLEGE
 lchea@laspositascollege.edu
 LIVERMORE, CA 94551-7623

Quote Date 09/08/2022	Employee nladu	Ship Via UPS	Incoterms 2020 EXW	MOS GROUND	Terms NET 30 DAYS	Contact ID	Currency USD
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Qty Ordered	Item Code	Description	Retail Price	Unit Price	Total Price
15	FLIRONE3-IOS	FLIR ONE GEN III CAMERA - IOS	199.00	199.00	2,985.00
8	GDX-SPEC-EM	GO DIRECT EMISSIONS SPECTROMETER	950.00	921.50	7,372.00
8	ST-SPS	SPECTRUM TUBE SINGLE W/HOLDER	255.00	247.35	1,978.80
8	VSP-EM-FIBER	VERNIER EMISSIONS FIBER	88.00	85.36	682.88
2	ST-H	SPECTRUM TUBE - HYDROGEN	45.00	45.00	90.00
2	ST-HE	SPECTRUM TUBE - HELIUM	45.00	45.00	90.00
2	ST-NE	SPECTRUM TUBE- NEON	45.00	45.00	90.00
2	ST-N	SPECTRUM TUBE - NITROGEN	45.00	45.00	90.00
2	ST-AR	SPECTRUM TUBE - ARGON	45.00	45.00	90.00
2	ST-CO2	SPECTRUM TUBE - CARBON DIOXIDE	45.00	45.00	90.00
2	ST-AIR	SPECTRUM TUBE - AIR	45.00	45.00	90.00

Total Item Qty: 53 Total Weight: 82.42

The prices listed on this quote are valid with complete shipment to one location. Any applicable tax will be based on the bill-to entity, the ship-to address, and the date of the shipment.

Please contact our Quotes Dept at 1-888-837-6437 or quotes@vernier.com if you have any questions about the quote. Please contact our Orders Dept at 1-888-837-6437 or orders@vernier.com and reference this quote number to place the order.

Thank you for using Vernier products!

Line Item Total: 13,648.68
Shipping: 79.40
Subtotal: 13,728.08
***Estimated Tax:** 1,398.99
Total: 15,127.07



Address P.O. Box 219
Batavia, IL 60510
Phone 800-452-1261
Fax
Email flinn@flinnsci.com

Ship To

LAS POSITAS COLLEGE
3000 CAMPUS HILL DRIVE
LIVERMORE, CA
94551

Shipping Method

Shipment 1: UPSGroundStandard

Quote

(2 items)

This online quote is valid until 12/06/2022

Product	Item #	Unit Price	Quantity	Subtotal
Holographic Diffraction Grating Film	AP1047	\$21.70	5	\$108.50
Tirrill Burner, Natural Gas	AP1019	\$37.00	75	\$2,775.00

Items:	\$2883.50
Shipping:	\$270.68
Total before tax:	\$3154.18
Estimate tax to be collected:	\$295.56
Order Total	\$3449.74



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

LINA CHEA,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MZRR194	9/27/2022	MZRR194	1748411	\$5,506.62

IMPORTANT - PLEASE READ

Fees applied to item(s): 6698842

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Apple 10.2-inch iPad Wi-Fi - 9th generation - tablet - 64 GB - 10.2" Mfg. Part#: MK2L3LL/A Contract: E&I CNR01439 Catalog Apple (CNR01439)	15	6698842	\$297.51	\$4,462.65
Higher Ground ShockGUARD Case for iPad 7 8 9 Mfg. Part#: SGIPAD789 Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	15	6882742	\$31.84	\$477.60

RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 4" TO LESS THAN 15" Fee Applied to Item: 6698842	15	654809	\$4.00	\$60.00

SUBTOTAL	\$4,940.25
SHIPPING	\$0.00
RECYCLING FEE	\$60.00
SALES TAX	\$506.37
GRAND TOTAL	\$5,506.62

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CHABOT-LAS POSITAS COMM COLL DISTR ACCTS PAYABLE 7600 DUBLIN BLVD FL 3 DUBLIN, CA 94568-2909 Phone: (925) 485-5208 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: LAS POSITAS COLLEGE KEN AGUSTIN 3000 CAMPUS HILL DR LIVERMORE, CA 94551-7709 Shipping Method: UPS Ground (2-3 days)
Please remit payments to:	



Sales Contact Info

Gianna Panozzo | (866) 339-7083 | gianna.panozzo@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$5,000.25	\$140.46/Month	\$5,000.25	\$160.46/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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Billing Address 566644-01

LAS POSITAS COLLEGE
 RM 1856
 3000 CAMPUS HILL DR
 LIVERMORE CA 94551-7623
 U.S.A.

Quote#	Customer RFQ
209280006	WQ20220928N0002
Created	Validity
09/28/2022	ALL PRICES VALID 30 DAYS

Shipping Address 566644-01

LAS POSITAS COLLEGE
 RM 1856
 3000 CAMPUS HILL DR
 LIVERMORE CA 94551-7623
 U.S.A.

Prepared For

LINA CHEA
 PHONE: 9254241331
 EMAIL: lchea@laspositascollege.edu

Thank you for the opportunity to serve you!

Payment Terms: NET 30 DAYS (SUBJECT TO CREDIT APPROVAL). FREIGHT CHARGES ARE INCLUDED IN THIS QUOTE.

Delivery Terms: 1-3 DAYS AFTER RECEIPT OF ORDER IF ITEMS ARE IN STOCK. SPECIFIC DELIVERY INFORMATION IS LISTED IN THE LINE ITEM DETAIL BELOW.

Shipment Method: UNITED PARCEL SERVICE-GROUND

Quote Comments: THERE MAY BE A SLIGHT DELAY BEFORE THIS QUOTE APPEARS ON OUR WEBSITE.

Line	Qty	UOM	Item#	Description	Unit Weight	Current Lead Time	Unit Price	Extended Price
1	2	EA	EW-09818-00	UV LAMP 6W 254/365NM 115V	3.100 LBS	10 Days	\$ 586.50	\$ 1,173.00



ESTIMATED PRODUCT NET WEIGHT (LBS):	6	ESTIMATED TOTAL US\$	1,173.00
ESTIMATED PRODUCT NET WEIGHT (KGS):	3	FREIGHT AMOUNT US\$	64.73
ESTIMATED PRODUCT GROSS WEIGHT (LBS):	8	EST. TAX - ITEMS ONLY US\$	120.23
ESTIMATED PRODUCT GROSS WEIGHT (KGS):	4	SURCHARGE US\$	61.00
		EST. TOTAL AMOUNT US\$	1,418.96

ORDER NOW

Quote#	Customer RFQ
209280006	WQ20220928N0002

Notes:

TAX AMOUNT MAY BE ADJUSTED. ACTUAL TAX IS CALCULATED WHEN THE ORDER IS BILLED.

TO PLACE AN ORDER FOR THIS QUOTATION BY PHONE, CALL: 800-323-4340, BY FAX: 847-247-2929, BY EMAIL: SALES@COLEPARMER.COM.

IF YOU WANT TO PAY VIA CREDIT CARD, PLEASE CALL COLE-PARMER AT 1-800-323-4340. IT IS NOT THE COMPANY'S POLICY TO ACCEPT CREDIT CARD ORDERS VIA EMAIL OR FAX.

THIS QUOTE HAS BEEN PREPARED FOR DOMESTIC USE AND SHIPMENT. IF THE ULTIMATE DESTINATION IS OTHER THAN THE U.S. OR CANADA, CONTACT OUR INTERNATIONAL DEPARTMENT AS ADDITIONAL REGULATIONS/LAWS MAY APPLY.

IN ORDER TO GUARANTEE THE PRICES QUOTED PLEASE REFERENCE THE QUOTATION NUMBER AT THE TOP OF THE PAGE WHEN PLACING YOUR ORDER.

DISCOUNTED PRICING IS ONLY VALID IF ALL ITEMS AND QUANTITIES QUOTED ARE ORDERED AT THE SAME TIME

ALL QUOTATIONS ARE SUBJECT TO COLE-PARMER'S TERMS AND CONDITIONS OF SALE, WHICH SHALL BE CONTROLLING IN THE EVENT OF A CONFLICT WITH TERMS AND CONDITIONS CONTAINED IN ANY DOCUMENT ISSUED BY THE BUYER.

FOR COMPLETE LIST OF TERMS PLEASE VISIT US AT

www.coleparmer.com/terms-and-conditions

STAY CURRENT ON WHAT IS IMPORTANT TO YOU! PLEASE CLICK HERE TO REGISTER OR UPDATE YOUR PROFILE AND COMMUNICATION PREFERENCES ON OUR WEB SITE!

<http://www.coleparmer.com/account/signin>

Thank you for choosing Cole-Parmer. If you have any questions, please feel free to contact us.



Quotes Department

Em: bids@coleparmer.com

Ph: 800-323-4340

Fx: 847-247-2929