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.
  - o If the quote total (including taxes) ranges from **$30,000 to $99,099**:
    - ▪ You must submit **three** written quotes with your request.
  - o 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:
  - o New Vendor Form (if new vendor)
  - o 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)*	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities.
Ranking Scale	4-5	2-3	0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] *(10 points)*	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.
Ranking Scale	8-10	4-7	0-3
Teaching & Learning [Section 4] *(10 points)*	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.	Clear evidence/data that equipment provides enhanced instruction that is not met through current means.	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means.
Ranking Scale	8-10	4-7	0-3
Outcomes [Section 5] *(5 points)*	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability.	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability.	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability.
Ranking Scale	4-5	2-3	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:

(blank text box)

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:

(blank text box)

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:

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:

SECTION 5: Student Learning Outcomes (SLOs)

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

Revised 9/7/22

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?

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?

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 (enter as negative)		
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:		

Revised 9/7/22

Operator
Primary operator:
Does the work align with current position duties? ☐ Yes | ☐ 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? ☐ Yes | ☐ 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.**

			Date:	
Requestor:			Date:	
Division Dean:	*Nan Ho*		Date:	10/12/22
Vice President:			Date:	
College Technical Service Manager:			Date:	
M&O Director:			Date:	
Vice President, Administrative Services:			Date:	

Office of Administrative Services

Requisition Request Form

R_____ - _____

LAS POSITAS COLLEGE

Fiscal Year	Vendor ID #	Vendor Name		Date Required

Deliver To		Room #	Return Copy of Requisition To

Seq	Item #	Description	Qty	Unit Price	Extended Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Comments			
	Subtotal	
	Tax	
	Shipping	
	Total Cost	

FOAP to be Charged				%	Amount
-	-	-			
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-			
FUND	ORG	ACCOUNT	PROGRAM		

Nan Ho   10/12/22

_____   _____
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

amazonsmile   Checkout (5 items)   🔒

1 **Shipping address**

Ashley Young
LAS POSITAS COLLEGE
3000 CAMPUS HILL DR
LIVERMORE, CA 94551-7709
Add delivery instructions   Change

2 **Payment method**   VISA Visa ending in 0607   Change

Billing address: Ashley J Young, 585 Saint Joh…

Add a gift card or promotion code or voucher

[Enter code]   Apply

3 **Review items and shipping**

┌───┐
│ **Want to save time on your next order and go directly to this step when checking out?** │
│ ☐ Default to this delivery address and payment method. │
└───┘

┌───┐
│ **Before you place your order:**   │
│ Shop with Points allows customers to pay for Amazon.com purchases using credit card rewards. To see if you have rewards available or to change the rewards amount for this purchase, please change your payment method. │
└───┘

┌───┐
│   **Thank you for choosing Amazon Day Delivery.** │
└───┘

Delivery date: Oct. 17, 2022 (Details)
Items shipped from Amazon.com

dbest products Trolley Dolly Red Foldable Shopping cart for Groceries with Wheels and Removable Bag and Rolling Personal Handtruck Standard
$44.01
& FREE Returns
Qty: 1
Sold by: Amazon.com Services LLC
WARNING: California's Proposition 65

🎁 Add gift options

Choose your Prime delivery option:
○ **Monday, Oct. 17**
  FREE Prime Delivery
○ **Monday, Oct. 17**
  FREE Prime Delivery
◉ **Monday, Oct. 17**
  FREE Amazon Day Delivery
  Get your orders together in fewer boxes and deliveries.
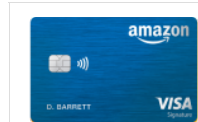 **Some orders may arrive a day early.**
  Change delivery day

┌───┐
│ amazon VISA   **Pay over time, interest-free upon approval for the Amazon Rewards Visa Card**   Learn more │
└───┘

Estimated delivery: Oct. 18, 2022 - Oct. 25, 2022
Items shipped from Excellent Products Inc

Choose a delivery option:
○ **Friday, Oct. 21 - Monday, Oct. 24**
  $19.80 - Standard Shipping

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items (5):	$4,443.97
Shipping & handling:	$0.00
Total before tax:	$4,443.97
Estimated tax to be collected:*	$455.51
Order total:	**$4,899.48**

Supporting: Foundation of the Academic Senate for California Community Colleges
How are shipping costs calculated?
Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)

TI-84 Plus School Pack (Pack of 10)

$1,099.99

Qty: 4

Sold by: Excellent Products Inc

Not eligible for Amazon Prime

(Learn more)

Gift options not available

⦿ **Tuesday, Oct. 18 - Tuesday, Oct. 25**

FREE Economy Shipping

Place your order

Order total: $4,899.48

By placing your order, you agree to Amazon's privacy notice and conditions of use.

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*Why has sales tax been applied? See tax and seller information.

Need help? Check our Help pages or contact us

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Important information about sales tax you may owe in your state

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's Returns Policy.

Need to add more items to your order? Continue shopping on the Amazon.com homepage.