



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: Jason Craighead Division: PATH

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 #: Swimming Pool Room #: Pool 2

Comments:

We are asking for a combination of items that are used for our water polo classes and intercollegiate teams. We upgraded our game/shot clock system in 2019 and these items were not available yet.

The items requested are:

- a handheld run/stop/reset unit that is used to operate the game clock and shot clock in conjunction with unit purchased in 2019. Far more user friendly and efficient.
- a padded case for the unit purchased in 2019. The unit travels in and out of multiple storage units and does not have a padded protective case. Strange that the company didn't offer this right away, because we want to protect our investment.

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:

NA

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:

The equipment requested supports the LPC Mission Statement as it provides support for students to transfer and/or earn local degree(s)/certificate(s). The instructional courses that will use the equipment listed are tied to the Kinesiology Transfer Degree, Kinesiology A.A. Degree and Coaching Certificate.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

KIN 60 - Intercollegiate Swimming & Diving.
KIN 65- Preseason Intercollegiate Swimming & Diving
KIN 61A - Preseason Intercollegiate Water Polo
KIN 61 B - Offseason Intercollegiate Water Polo

Kinesiology AA-T
Area 1: Aquatics
KIN WP1 Beginning Water Polo
KIN WP2 Intermediate Water polo

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:

It is part of the upcoming year. These are new items that were not available last year.

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:

This equipment allows the user to more accurately and efficiently operate the wireless game/shot clock. As an instructor it allows me to focus more on instruction and accurate assessment during interactive class sessions.

Detail the impact the equipment has on learning:

Allows students to receive more accurate and immediate feedback.

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

Classes/Sections: **4**

Students: **60**

SECTION 5: Student Learning Outcomes (SLOs)

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

For Intercollegiate Water Polo students are expected to demonstrate skills required for intercollegiate water polo which includes the demonstration and utilization of offensive and defensive strategies to compete at the intercollegiate level. Students are also expected to be able to evaluate various game or water polo situations and explain possible solutions. This includes situations where there are time limitations in which the game/shot clock are needed to achieve such outcomes.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

About 10+ years.

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

Hopefully, when approved, the controller will be in the storage case with the controller. No costs for storage.

Is there a specific location required to store the equipment?

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

Building 2500

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?

NA. New item, no replacements.

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:

NA

How does the equipment provide renewal resources to the college?

NA

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

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$ 352.00	
Shipping & Delivery Fees	\$ 30.00	
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts (enter as negative)		
Sub-Total	\$ 382.00	
Taxes	\$ 36.08	
Grand Total	\$ 418.08	
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	\$ 0.00	
Overall Cost:		

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

Operator	
Primary operator:	Jason Craighead, Spencer Wood, Mackenzie Draper, Kate Faix
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	0
Approx. # of hours equipment will be used per month:	12
Comments:	Used during any home competitions as well as various class sessions.
Maintenance and Repairs	
Who will perform maintenance and repairs?	Colorado Timing (contract out)
Estimated hours per month:	
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	NA

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:	Jason Craighead <small>Digitally signed by Jason Craighead Date: 2022.10.11 16:38:27 -07'00'</small>	Date:	10/11/2022
Division Dean:		Date:	10/19/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



[District-Clearing]

Office of Administrative Services

Disbursement Request Form

(Wait 5-10s)

Reset

Submit

R _____ - _____

Vendor/Employee W#: _____
 Check Payable To: Intercollegiate Co-Curricular
 Address: 3000 Campus Hill Drive
 City, State, Zip: Livermore CA 94551

Date Received by Administrative Services

Type: Reimbursement | Direct-Pay | Advance

PATH: ATHL

Division/Department

Description (Summarize purpose of request. Itemize only when reasonable.)	Amount
Reimbursement for Intercollegiate Co-Curricular account's payment of Colorado Timing Systems Disbursement	
PATH Requested/submitted via disbursement prior to IER request submission.	\$ 418.00
Total Cost of initial request (\$418) came from 953162-39340-5884-693400	
See attached copy of Disbursement	

Applicable Fiscal Year	FY 22-23	Check Total	\$ 418.00
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FOAP to be Charged				%	Amount
-	-	-	693400	100	
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-	-		
FUND	ORG	ACCOUNT	PROGRAM		

Check Disposition: Mail to Address Above | Campus Mailbox | To Requestor | _____

Date Required: 08/01/2023 Return Copy to: Ellie Hirstein

<u>Ellie Hirstein</u>	<u>10/18/22</u>		<u>10/19/22</u>
<small>Requestor (print name)</small>	<small>Date</small>	<small>Dean (signature)</small>	<small>Date</small>

<hr/>	<hr/>	<hr/>	<hr/>
<small>Coordinator/Manager (signature)</small>	<small>Date</small>	<small>Vice President (signature)</small>	<small>Date</small>

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____	Verified: _____	Approved: _____
<small>Administrative Services</small>	<small>Administrative Services Officer</small>	<small>VP, Administrative Services</small>

Disbursement: District | Revolving Check Number: _____ Date: _____

Please allow 10 business days for processing. Advances must be closed within 14 days of the event.

Default Check Disposition: Employees – campus mailbox | Vendors – requestor.

TR 4/6/20



[Co-Curricular]
Office of Administrative Services
Disbursement Request Form

(Wait 5-10s)
 Reset Submit

R _____ - _____

Vendor/Employee W#: W10772711
 Check Payable To: Colorado Time Systems
 Address: 1551 E 11th Street
 City, State, Zip: Loveland CO 80537

Date Received by Administrative Services

Type: Reimbursement | Direct-Pay | Advance

LPC Men's Water Polo

Co-Curricular Fund Name

Description (Summarize purpose of request. Itemize only when reasonable.)	Amount
CASE-WTTC: Case for the wireless tabletop controller x 1 @ 157	\$ 157.00
RS3: Run Stop Reset Unit 1@ 195	\$ 195.00
Tax @ 10.25	\$ 36.08
Shipping	\$ 30.00
RUSH - Needed ASAP	
Deliver to Jason Craighead to L2500/121	
Please send a copy to Ellie Hirstein after completion.	
Applicable Fiscal Year	FY 22-23
Check Total	\$ 418.08

copy

FOAP to be Charged				%	Amount
953162	39340	4320	693400	100	\$ 418.08
FUND	ORG	ACCOUNT	PROGRAM		
FUND	ORG	ACCOUNT	PROGRAM		

Check Disposition: Mail to Address Above | Campus Mailbox | To Requestor | _____

Date Required: 09/30/2022 Return Copy to: Ellie Hirstein

Jason Craighead

9/15/22

[Signature]

9/19/22

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*

Disbursement: Check Check Number: _____ Date: _____

Please allow 10 business days for processing. Advances must be closed within 14 days of the event.

Default Check Disposition: Employees – campus mailbox | Vendors – requestor.

TR 4/6/20



July 27, 2022

Jason Craighead
Las Positas College
Customer # 018104

Dear Jason,

The following is the price quotation you requested. Colorado Time Systems provides premier athletic facilities like yours across the world with platinum quality timing, scoring, and display systems. We look forward to working with you to turn your vision into reality.

Colorado Time Systems also offers a wide range of solutions tailored to fit your needs – and your budget. If you have any questions or comments, please call me at 949-751-9655 or e-mail me at andrew.priest@coloradotime.com. Look for us online at <http://www.coloradotime.com>.

PLEASE NOTE: Due to ongoing shipping and supply chain issues accurate lead times cannot be established. Lead time for timing equipment is estimated at 8-12 weeks but cannot be guaranteed. Video Displays are estimated at 18-27 weeks. Product will ship as soon as it is available, which may be earlier than above stated lead times.

TABLETOP SCOREBOARD CONTROLLER

<u>Qty</u>	<u>Model</u>	<u>Description</u>
1	CASE-WTTC	Case for the Wireless Tabletop Controller
1	RSR-3	Run Stop Reset Unit

EQUIPMENT PRICE \$352

+ % Estimated Tax \$

+ Shipping \$30

TERMS: Purchase order or 50% down, net 30 days. Visa, MasterCard or American Express are acceptable. Quote does not include power, permits, engineering fees, delivery charges or installation, unless otherwise noted. Change order fee of 5% will apply after purchase. Returns are subject to a 25% restocking fee; any custom orders including Video Displays are nonreturnable.

Unless noted, the above pricing **DOES NOT** reflect cooperative agreement pricing, including but not limited to BuyBoard, U.S. Communities, TIPS, GoodBuy, YMCA Shared Services. Please reach out to your regional sales manager for additional information regarding the contracted pricing.

WARRANTY: Two Year limited Warranty

SHIPPING: PLEASE NOTE: Due to ongoing shipping and supply chain issues accurate lead times cannot be established. Lead time for timing equipment is estimated at 8-12 weeks but cannot be guaranteed. Video Displays are estimated at 18-27 weeks. Product will ship as soon as it is available, which may be earlier than above stated lead times.

Shipping charges are estimated and subject to change. Tailgate delivery, all unloading is done by receiver. If inside delivery is needed, please call our Sales Team at (800) 279-0111, option 2. Any additional fees will be billed to end user/facility.

TAXES: If purchaser is tax-exempt or purchasing for resale, a copy of purchaser's tax- exempt certificate shall be required at time of order. If purchaser's tax-exempt certificate is not available purchaser shall be charged all appropriate tax.

FORCE MAJEURE: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

NOTE: Price quotations valid for 30 days. All quotations are in U.S. Dollars.

Best Regards,

Andrew Priest

Andrew Priest
West Coast Sales Representative

AP/AF