



# 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](mailto: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
<b>LPC Mission &amp; Planning Priorities</b> [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
<b>Educational Items: Programmatic Impact and Institutional Support</b> [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
<b>Teaching &amp; Learning</b> [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
<b>Outcomes</b> [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:

This equipment was identified as needing replacement in 2019, approved through RAC in Fall 2019, and never ordered then lost during COVID. I have tried multiple times to get the approved request granted during COVID.

Requesting backstroke flags and equipment for attachments for both swimming pools. We are looking to replace our old and torn flags that are missing almost every other flag. Currently we have been using "car lot" flags as they are cheap and will not make it to the next semester. The ones requested are far more durable and will last for years.

The backstroke flags are standard swimming pool equipment are used as markers to designate distance from the wall for any swimming stroke in which the participant is face up (looking at the sky).

Equipment needed: backstroke flags, cables, attachments

**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:**

NCAA Rules and Regulations: Rule 1  
Backstroke Flag-Line Anchors ARTICLE 10. At least three pennants (flags) must be evenly spaced left, right and center in each lane located 5 yards from each end of a 25-yard racing course and approximately 7 feet above the water surface. These pennants should be 6 to 12 inches in width and 12 to 18 inches in length. In any event in which the backstroke is swum, failure to provide these pennants shall result in disqualification of the host competitors. It is recommended that the pennants contrast the ceiling and the remainder of the pool environment to ensure proper safety to the swimmers in the water.

The rules are the same for High School, USA Swimming, and FINA (International) regarding type, size, placement, etc

Safety- They are used as markers so participants know the distance to the wall and do not collide with it!

## 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 50B - Intercollegiate Swimming & Diving.  
KIN 51A - Preseason Intercollegiate Swimming & Diving

Kinesiology AA-T

Area 1: Aquatics

KIN SWF1 Swimming for Fitness 1

KIN SWF2 Swimming for Fitness 2

KIN SW1 Swimming 1

KIN SW2 Swimming 2

Kinesiology AA Degree (courses in addition to those listed above): Swimming for Fitness 3, Swimming for Fitness 4, Swimming 3, Swimming 4

**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. It was not in last year's 2021 request because there was dialogue about honoring the 2019 request.

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 will allow the instructor to teach swim techniques safely and effectively to participants while on their back. Teaching swim techniques and understanding pool designators are part of the course content.

**Detail the impact the equipment has on learning:**

Allows students to safely learn swim techniques on their back, as well as understand positioning in the pool in relation to the wall. Learning backstroke and backstroke turns is part of the swim classes.

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

Classes/Sections: <b>6</b>	Students: <b>150</b>
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SECTION 5: Student Learning Outcomes (SLOs)

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

For both the Swimming (1-4) and Swim for Fitness (1-4) families, both have SLO's that require the use of the backstroke flags. They both have timed events and/or skills that require the use of the backstroke flags for successful completion of the course and Student Learning Outcomes.

Examples:

- Demonstrate 25 yards of backstroke
- Perform 100 yards of backstroke with competitive flip turn

For Intercollegiate Swimming & Diving students are expected to evaluate specific contest situations and demonstrate advanced swimming and diving skills appropriate to intercollegiate competition.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

**Please provide the lifespan of the proposed equipment:**

About 6 years.

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

None. They will be set up and used all year. They do not get stored.

**Is there a specific location required to store the equipment?**

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

NA

**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?**

The new equipment will replace the old. The old ones will go where they belong, in appropriate trash receptacle.



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:**

These will last much longer, and reduce the waste of plastic products. Our current ones are cheap plastic and are replaced 1-2 times per year.

**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	\$ 2,564.00	
Shipping & Delivery Fees	\$ 115.00	
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts (enter as negative)		
<b>Sub-Total</b>	<b>\$ 2,679.00</b>	
<b>Taxes</b>	<b>\$ 262.81</b>	
<b>Grand Total</b>	<b>\$ 2,941.81</b>	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
<b>Grand Total</b>	<b>\$ 0.00</b>	
<b>Overall Cost:</b>		

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

Operator	
Primary operator:	Jason Craighead, Spencer Wood, Mackenzie Draper
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:	120
Comments: They are used any time we have a swim class or outside rental/user group.	
Maintenance and Repairs	
Who will perform maintenance and repairs?	Jason Craighead, Spencer Wood, Mackenzie Draper
Estimated hours per month:	As needed, usually once per year
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No
Cost to train for maintenance and repairs:	0

### 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 Lincoln Aquatics Requisition	
PATH Requested/submitted via requisition prior to IER request submission.	
Total Cost of initial request (\$2941.81) came from 953162-39340-5884-693400	\$ 2,941.81
(See attached Reg copy)	
Applicable Fiscal Year	FY 22-23
	Check Total
	\$ 2,941.81

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

Ellie Hirstein 10/18/22  10/19/22  
 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:  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



**Office of Administrative Services**  
**Requisition Request Form**

(Wait 5-10s)

Reset

Submit

R \_\_\_\_\_ - \_\_\_\_\_

Fiscal Year	Vendor ID#	Vendor Name	Date Required		
22-23		Lincoln Aquatics	11/14/2022		
Deliver To	Room #	Return Copy of Requisition To			
Jason Craighead	Pool	Ellie Hirstein			
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	CPN-53-020-BLACK	UNF-35-8512 SPA-115S-BP BLACK CHAMPION BACKSTROKE PENNANTS	168	\$ 4.25	\$ 714.00
2	CPN-53-020-RED	UNF-35-8530 SPA-115S-BP RED CHAMPION BACKSTROKE PENNANTS	168	\$ 4.25	\$ 714.00
3	K53-030 CPN-K53-030	LNC-35-8509 K53-030 CHAMPION HARDWARE PACKAGE	4	\$ 109.75	\$ 439.00
4	CPN-44-120	KEM-42-1092 14-017 3.25"x5/8" BRONZE ROUND SWIVEL BOLT SNAP	4	\$ 4.25	\$ 17.00
5	CPN-53-115	KDI-35-743 38301 A3368 SLIDING COLLAR W/EYEBOLT	8	\$ 85.00	\$ 680.00
6					\$ 0.00
7					\$ 0.00
8					\$ 0.00
9					\$ 0.00
10					\$ 0.00
11					\$ 0.00
12					\$ 0.00
13					\$ 0.00
14					\$ 0.00
15					\$ 0.00
Comments			Subtotal	\$ 2,564.00	
Copy			10.25% Tax	\$ 262.81	
			Shipping	\$ 115.00	
			<b>Total Cost</b>	<b>\$ 2,941.81</b>	
FOAP to be Charged			%	Amount	
953162	39340	5884	693400	100	\$ 2,941.81
FUND	ORG	ACCOUNT	PROGRAM		
FUND	ORG	ACCOUNT	PROGRAM		

\_\_\_\_\_  
 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