



Instructional Equipment Request (IER) Form

FY 2023-2024

| | |
|----------------------|------------------------------------|
| Title of Submission: | Euphonium Instruments and Supplies |
|----------------------|------------------------------------|

Please review all information carefully to ensure timely processing. More information can be found [here](#).

| Deadline | Action |
|------------|--|
| 10/11/2023 | IER forms due to Division Dean |
| 10/18/2023 | Division review of IER forms (Dean & VP signature) |
| 10/20/2023 | IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature) |

Checklist

- All IER form fields complete
- Valid quote attached to submission (must be attached before submitting form)
 - Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
 - IMPORTANT:** To comply with state law, purchases between \$30,000.00 and \$109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
 - Purchase requests of \$109,300.00 or more must go out for bid* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
 - For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
- IER form, with quote, signed and submitted to Division Dean including:
 - Quote (required)
 - [New Vendor Application](#) (if new vendor)
 - Copy of [W9](#) (if new vendor)

***Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

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] <i>(5 points)</i> 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] <i>(10 points)</i> 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] <i>(10 points)</i> 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] <i>(5 points)</i> 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: Browne Rosefield, Cindy

Division: A&H

Discipline: Music

This Equipment Request is: 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 #: 4138, 4138A

Comments:

The Music Dept is requesting the purchase of three (3) Euphonium instruments. LPC does not own any euphoniums and more students are coming into our music program who play this instrument. Most high schools own euphoniums due to marching band and concert band programs so students are used to using school instruments.

We are also requesting supplies: One (1) brass and woodwinds repair kit; One (1) bari sax hard case; Two (2) double bass soft cases. The repair kit will allow instructors and students to do minor repairs on instruments. The bari sax case and bass cases are much needed to protect instruments. The old cases were not great quality and are in disrepair. The old cases have lasted over 9 years.

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:

Academic Quality is listed as an ACCJC standard, and we cannot teach properly if we do not have instruments and modestly high level quality instruments. Teaching and Learning will become more effective. Equity and greater Student success is furthered when all students have equal access to good quality instruments, in this case, having access to instruments. Support for basic skills and techniques and those looking to transfer into career-technical fields such as instrument repair or teaching. Students will gain experience with quality instruments and become better prepared for working in the field. Moreover if LPC supports this request, they will be providing necessary institutional support for curriculum development and maintenance.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

This equipment will support all of the LPC Music programs- 2 degrees and 6 of our certificates. MUS 11, 17A/B, 14, 15, 16, 38, as well as performances throughout the year including the musical productions. Combos and large Instrument Jazz Ensembles, Improvisation class, Chamber Ensembles, Orchestra. The euphoniums will also be used in other classes when students back up each other in practice/performance as well as in student & faculty music forums and end of the year Applied lessons juries. Indirectly, this equipment supports overall recruiting efforts and the quality of the LPC Performing Arts department as a whole. The Euphoniums can be used in both jazz & classical settings, similar to a trombone except with valves not slides.

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:

11. Continuously Updated Resources for Students
The music program faculty remain committed to providing industry-standard resources for all students of the department. This includes new items, updates to items as technology progresses, and replacing items due to wear-and-tear. As our music department continues to grow in population, classes and certificates, we will continue to add language in our PR that states the needs of instruments to be added for student and faculty use.

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:

In order to teach brass instruments effectively, appropriate appropriate instruments are necessary. Students cannot learn well on non-existent equipment, and teachers cannot teach well. When we are able to offer students instruments to play on, they don't have to rent them. We have had student not sign up for our performing classes because they cannot afford to rent instruments. We can teach more successfully when we have the instrumentation in the classroom. Euphoniums are a flexible instrument similar to trombones but without slides. If we have too many trumpet players sign up for classes, we can offer them to play euphonium to fill in for missing lower brass.

We are requesting three (3) different instruments of varying degrees of make from high level student quality to semi-professional. The enhancements/benefits of teaching capabilities of the three different euphoniums are important to show students the variety or instruments from 4 valves inline to 4 valve side line; to small bore vs large bore and small-shank vs large shank mouth pieces. There is more flexibility in teaching as well as being able to offer a greater variety.

We believe that teaching and learning benefits are similar. The Repair Kit will allow instructors to teach students how to take care of instruments and to make minor repairs. This is crucial for anyone going into music either as a performer, educator or going into the music industry. Instructors can teach changing out key pads, adjusting screws and springs to re-corking mouthpiece and body joints.

The new instrument cases will keep LPC instruments in great shape.

Detail the impact the equipment has on learning:

Historically, educational institutions ranging from middle schools to private conservatories, supply instruments for student use. These instruments expand access to the LPC Music program by providing instruments to learn and perform on and therefor, ensembles to play in. There are many students who need experience in a performing group and doubling of instruments. Playing in a variety of ensembles is an important part to being a well-rounded musician/educator.

Many of the Tri-Valley students who have played in K-12 music programs have had a wide variety of instruments to perform on that are school owned. By having this equipment request fulfilled, this will also provide opportunities for some under-represented populations as well. It will not only help them succeed in reaching SLOs but it will also ensure that they are prepared to enter the workforce. Having to practice and perform on a variety of instruments will help those directly playing them, as well as others in the ensembles who are performing and rehearsing with them. Having the variety and quality instruments to learn on will encourage and entice students to come to LPC, sign up for music classes as well as pursuing their educational goals and/or degrees. Students will gain a greater proficiency on quality instruments.

The repair kit will allow students to learn how to do minor repairs to their own instruments as well as to help maintain LPC instruments with instruction from teachers.

The cases will protect LPC instruments. It is important that students learn to properly take care of

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

| | |
|-----------------------------|-------------------------|
| Classes/Sections: 12 | Students: 75-150 |
|-----------------------------|-------------------------|

SECTION 5: Student Learning Outcomes (SLOs)

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

SLO: (MUS16)

- Upon completion of MUS 16, the student will be able to demonstrate an adherence to recognized standards of professionalism in a rehearsal setting. This SLO is attainable when students have quality equipment to rehearse/perform on.
- Upon completion of MUS 16, the student will be able to demonstrate the ability to play on pitch in a section and ensemble as directed by a conductor. This SLO is attainable if they have quality instruments that hold pitches.

SLO: (MUS 17A) Upon completion of MUS 17A, the student will be able to perform jazz repertoire at an introductory level. This SLO is only attainable for students if they are able to perform and rehearse on industry standard gear.

Similar SLOs exist for all of our instrumental performing ensembles.

Again, this equipment is necessary to allow the students the opportunity to meet the intended levels of professional rehearsal and performance practices as well as enable achievement in the following listed SLOs:

Perform stylistically appropriately to the period/style of the composition;

Students will demonstrate knowledge of jazz repertoire through performance and practice;

The student should apply knowledge of jazz practices to their unique improvisations;

The student should develop a mastery of improvisation through study, transcription, and trial and error;

The student will gain a better appreciation and understanding of a variety jazz styles.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

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?

New equipment that will be stored in 4138.
Cases will be on instruments in 4138/4138A and 4130.

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

The euphoniums are made of high quality materials and are meant to last with proper care. With the Repair Kit students and assist in proper care of LPC instruments. The instruments are commonly used in the US Army and Navy bands and are durable.

How does the equipment provide renewal resources to the college?

N/A

Operator

| | | | |
|--|--|--|--|
| Primary operator: | Browne Rosefield. Cindy | | |
| Does the work align with current position duties? | Yes | | |
| Cost to train primary operator: | 0.00 | | |
| Approx. # of hours equipment will be used per month: | 20-40 | | |
| Comments: | Students will be the main users/opporators along with instructors. | | |

Maintenance and Repairs

| | | | |
|---|-------------------|--|--|
| Who will perform maintenance and repairs? | Cindy B Rosefield | | |
| Estimated hours per month: | 1/2 | | |
| Does the work align with current position duties? | Yes | | |
| Cost to train for maintenance and repairs: | 0.00 | | |

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

Lifespan of Equipment: Euphoniums - 50-60 years. Cases-15+ years. Repair Ki -10 years.

FOAP (Budget) for Recurring Costs:

Fund

Org

Acct

Program

| Part A: Initial Start-Up Costs | | |
|---------------------------------------|-----------|--|
| Type | Cost | Comments |
| Equipment or Materials | 16,287.92 | Includes Sweetwater and Ingram & Brauns Invoice |
| Shipping & Delivery Fees | 0.00 | |
| Installation Costs | 0.00 | |
| Miscellaneous Costs | 0.00 | |
| Modification to Facilities | 0.00 | |
| Operator Training | 0.00 | |
| Maintenance/Repair Training | 0.00 | |
| Other | 0.00 | |
| (Enter as Positive) Discounts | 0.00 | Price reductions are on individual items on quotes |
| Start-Up Total | 16,287.92 | |
| Part B: Annual Operating Costs | | |
| Type | Cost | Comments |
| Service/Maintenance | 0.00 | |
| Part Replacement | 0.00 | |
| Vendor Calibration or Standardization | 0.00 | |
| Storage | 0.00 | |
| Supplies | 0.00 | |
| Maintenance/Repair Labor | 0.00 | |
| Software Licensing | 0.00 | |
| Other | 0.00 | |
| Annual Total | 0.00 | |
| Overall Cost: | 16,287.92 | |

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). **Quote must be attached to this form before submitting.**

| Title | Signature | Date |
|--|---|------------|
| Requestor: | <i>Cindy Browne Rosefield</i> | 10/11/2023 |
| Division Dean: |  | 10/11/2023 |
| Vice President: | <i>Nan Ho</i> | 10/12/2023 |
| College Technology Services Manager: | <i>Stephen Gunderson</i> | 10/16/2023 |
| M&O Director: | <i>John Seybert</i> | 10/16/2023 |
| Vice President, Administrative Services: | <i>Anette Raichbart</i> | 10/16/2023 |

Sweetwater®

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

Quote Number 9160225
Quote Date 10/6/23
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 | BamHTBSLG | BAM Bari Sax Case, HighTech, Lt Grey | \$1,672.00 | \$1,287.65 | \$1,287.65 |
| 1 | VitDlxKit | Valentino Deluxe Repair Kit | \$757.50 | \$579.00 | \$579.00 |
| 1 | TNSyDB34OI | Tonareli Dbl Bass Bag, Symph, 3/4, Olive | \$611.00 | \$391.49 | \$391.49 |
| 1 | TNSyDB34Gr | Tonareli Dbl Bass Bag, Symph, 3/4, Grey | \$611.00 | \$391.49 | \$391.49 |

| | |
|----------------------|-------------------|
| Subtotal: | \$2,649.63 |
| Shipping & Handling: | \$208.07 |
| Free Shipping Promo: | -\$208.07 |
| Tax: | \$271.58 |
| Total: | \$2,921.21 |

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 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.