



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Loaner Calculators for students
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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](mailto: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
<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:** Young, Ashley **Division:** STEM

**Discipline:** Mathematics

**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 #:** Library **Room #:** Front desk

### Comments:

We currently have 24 Math 40 Statistics sections where technology is required per our CID. Often TI-84 calculators are used to fulfill this as they can easily be used during exams without allowing communication access for students. Because they can be expensive, the library has acquired many of these to loan to students and the math department loaned their supply to the library to supplement the number available, but they have been all out and none are available to students for the past semester. They recently got some more but more are needed. All modes, asynchronous, hyflex, and in person need these.

### 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:

C-ID for Math 110: Introduction to Statistics includes under Content:

"13. Technology based statistical analysis."

## 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:

This request is driven by the importance of having zero materials cost options for students taking statistics, which comprises over 1/3 of our math courses offered. This is an equity issue. It is critical that we do everything we can do eliminate materials costs for student

SECTION 3: Educational Items | *Program Review*

**Specify the educational programs the equipment supports:**

Math 40, Statistics courses.

**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:**

In our Program Review, we have prioritized equity and creating zero cost options for students in all our first level college courses. This is one option to help eliminating costs for technology.

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:**

These calculators are designed for statistics and have many functions to help students analyze data and do inferential queries.

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

This equipment would eliminate costs for students who could not borrow a calculator from the library after their supply has been exhausted.

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

<b>Classes/Sections:</b> 24	<b>Students:</b> 50 every semester
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## SECTION 5: Student Learning Outcomes (SLOs)

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

TI calculators are currently in use, but this will help us alleviate costs for students. Our SLOs require technology and this allows us to assess them more effectively

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?**

N/A

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

N/A

**How does the equipment provide renewal resources to the college?**

N/A

**Operator**

Primary operator:	Math Department		
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:	2000 hr/month		
Comments:	<p>Students will use each calculator about 10 hrs/week or 40 hrs/month</p> <p>40 hours * 50 calculators = 2000 hr/month</p>		

**Maintenance and Repairs**

Who will perform maintenance and repairs?	N/A		
Estimated hours per month:	0		
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: 30 years

<b>FOAP (Budget) for Recurring Costs:</b>	103001	34910	4320	170100
	Fund	Org	Acct	Program

**Part A: Initial Start-Up Costs**

Type	Cost	Comments
Equipment or Materials	4,999.95	
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	512.50	Sales Tax
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	5,512.45	

**Part B: Annual Operating Costs**

Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	10.00	Battery life about 5 years so \$50 spread over 5 years is \$10 annually
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
<b>Annual Total</b>	10.00	

<b>Overall Cost:</b>	5,522.45	
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## 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>Ashley Young</i>	10/09/2023
Division Dean:	<i>Thomas Orf</i>	10/20/2023
Vice President:		
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:		



### 3 Review items and shipping

**Estimated delivery: Oct. 16, 2023 - Oct. 23, 2023**

Items shipped from Excellent Products Inc



**TI-84 Plus School Pack (Pack of 10)**

**\$999.99**

Qty: 5 ▾

Sold by: Excellent Products Inc

Not eligible for Amazon Prime ([Learn more](#))

Gift options not available

**Choose a delivery option:**

**Thursday, Oct. 19 - Friday, Oct. 20**

\$24.75 - Standard Shipping

**Monday, Oct. 16 - Monday, Oct. 23**

FREE Economy Shipping

Place your order

**Order total: \$5,512.45**

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

### Order Summary

Items (5):	\$4,999.95
Shipping & handling:	\$0.00
Total before tax:	\$4,999.95
Estimated tax to be collected:*	\$512.50

**Order total: \$5,512.45**

[How are shipping costs calculated?](#)

[Why didn't I qualify for Prime Shipping?](#)

\*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.