# Instructional Equipment Request (IER) Form
## FY __2023-2024__

| Title of Submission: | Yamaha MLC200 for Keyboard Lab 4226 |
|---|---|

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)
  - o **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**.
  - o **IMPORTANT**: To comply with state law, purchases between $__30,000.00__ and $__109,299.99__ require 3 quotes from 3 <u>different</u> 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.
  - o 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.
  - o 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:
  - o Quote (required)
  - o New Vendor Application (if new vendor)
  - o 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]** *(5 points)* <br> Ranking Scale | Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. <br> 4-5 | Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. <br><br> 2-3 | Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. <br> 0-1 |
| **Educational Items: Programmatic Impact and Institutional Support [Section 3]** *(10 points)* <br> Ranking Scale | Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. <br> 8-10 | Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. <br><br> 4-7 | Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. <br><br> 0-3 |
| **Teaching & Learning [Section 4]** *(10 points)* <br> Ranking Scale | Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. <br> 8-10 | Clear evidence/data that equipment provides enhanced instruction that is not met through current means. <br> 4-7 | Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. <br> 0-3 |
| **Outcomes [Section 5]** *(5 points)* <br> Ranking Scale | Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. <br> 4-5 | Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. <br> 2-3 | Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. <br> 0-1 |

Revised 8/22/23

# Instructional Equipment Request Form

**Name of Requestor**: Marschak, Daniel

**Division**: A&H

**Discipline:** Music

**This Equipment Request is**: An Upgrade

## 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 #**: 4226

**Comments**:

The current system we have in the keyboard lab (Yamaha LC4) was purchased 7 years ago and has had many issues such as: individual student boxes breaking or malfunctioning, sound in headphones only coming out of one side, sound buzzing and poor quality. The MLC200 is a major upgrade. Student listening boxes are much more durable and only have one input, headphones are sturdier, the system runs through the latest audio technology Dante and will be much cleaner.

**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:**

## 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:**

Student success in a piano, music theory, or music technology class is far easier to achieve when students can hear themselves playing the keyboards through both ears with high quality audio fidelity. Equity is achieved by providing a classroom instructional space that is fully functional and is up-to-date with industry standards. If a student is hard of hearing and the headphones they are wearing have sub-par audio, it is much harder to succeed. This upgrade will ensure we have crystal clear audio for both instructor and student, and that every keyboard will have an equal audio quality coming from the headphones.

## SECTION 3: Educational Items | *Program Review*

### Specify the educational programs the equipment supports:

All classes which use the lab, but primarily the piano classes: MUS 21A/21B/28/31 and MUS 18A/18B. The theory classes MUS 8A/B and 10A/B would be supported as well as the music technology classes MUS 35/36 and the film scoring class MUS 22A/22B

### 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:

Yes. It was included from last year "The Clavinova keyboards in the lab are 12 years old, with an expected operating life cycle of 10-15 years. They should be replaced next year. Hopefully there will be a different system to replace the Yamaha LC4 wireless system as it regularly goes out."

At the time, the MLC200 was just getting released. We are grateful it is now available.

## 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:

Teaching piano effectively in a large classroom with 20 students who are all different levels and trying to learn simultaneously is quite a challenge. Technology makes it all possible. The LC4 system was acquired to allow the instructor to work with students one-on-one or in small groups with the touch of an iPad. But the audio quality was never great due to low quality hardware (student boxes and headphones). Over the years, it's deteriorated further as hardware does. The new system provides the same functionality of the old one, but it uses state-of-the-art audio technology called Dante which provides much higher resolution audio. The headphones and student boxes in the new system are much higher quality and will last much longer. Whereas the old ones were sub-contracted out and are made of poor quality plastic (and are very hard to replace), the new ones are made of metal and are much more durable. The iPad app has been updated and is more versatile than before as well.

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

In order to learn piano or hear intervals or compose effectively, clear audio is needed. Currently the audio the students have to work with is sub par. On some stations, audio is so bad and buzzy that students regularly inform the instructor, and the only solution I have is to tell them to do their best to ignore it. Occasionally audio from one station bleeds into another station across the room, and no one can troubleshoot it. This new system will allow for crystal clear audio and better learning will be achieved. For example, if a pianist is working to refine their technique and their touch, it will be more effective with the new system so they can truly hear what they are doing. New keyboards will also be required, but the audio is just as important. Currently students struggle many times just to figure out why the audio is coming out of just one side of their headphones. In some cases, troubleshooting may be able to fix this, but in other cases, it's simply the case that the hardware on their particular station has failed. We need this update to ensure equitable learning for all students regardless of which keyboard they are using in the lab.

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

| | |
|---|---|
| **Classes/Sections:** 8 | **Students:** 160 |

## SECTION 5: Student Learning Outcomes (SLOs)

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

Mus 18A Students will master the ability to interpret and perform basic lead-sheets

Mus 21A Students will develop and implement basic piano technique with effective hand position, posture, and fingering.

Mus 31 Students will select, practice, master, and memorize intermediate to advanced repertoire in a variety of styles with an understanding of correct rhythm, fingering, and expression.

We will be able to surpass this SLO by ensuring all students can hear themselves more clearly as they play the keyboards, and are not struggling to troubleshoot outdated and in many cases defective equipment. The new iPad app will allow better teacher flexibility and ability to track student progress.

## 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?**

Yes. We will surplus or e-waste the old equipment.

**Detail how the equipment meets or exceeds LPC's Sustainability Efforts:**

I have had to find replacement student boxes on eBay for the old system. The new one will last much longer as the boxes are made of durable metal. Buy once only and it should last us at least 10 years.

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

Modern technology evolves at an extremely fast pace; Acquiring the best technology possible will offer the longest period of functionality. The MLC200 is Yamaha's most advanced group piano solution.

| Operator | |
|---|---|
| Primary operator: | Daniel Marschak |
| 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: | 80 |
| Comments: | |

| Maintenance and Repairs | |
|---|---|
| Who will perform maintenance and repairs? | Daniel Marschak |
| Estimated hours per month: | 0-1 |
| Does the work align with current position duties? | Yes |
| Cost to train for maintenance and repairs: | 0.00 |

**Lifespan of Equipment:** 10 Years

**FOAP (Budget) for Recurring Costs:**

| | Fund | Org | Acct | Program |
|---|---|---|---|---|

| Part A: Initial Start-Up Costs | | |
|---|---|---|
| **Type** | **Cost** | **Comments** |
| Equipment or Materials | $17,116.00 | |
| Shipping & Delivery Fees | 100.00 | |
| Installation Costs | 0.00 | Included |
| Miscellaneous Costs | 0.00 | |
| Modification to Facilities | 0.00 | |
| Operator Training | 0.00 | Included |
| Maintenance/Repair Training | 0.00 | |
| Other | 1,445.15 | (Tax) |
| (Enter as Positive) Discounts | 3,117.00 | |
| **Start-Up Total** | 15,544.15 | |

| Part B: Annual Operating Costs | | |
|---|---|---|
| **Type** | **Cost** | **Comments** |
| Service/Maintenance | 0.00 | 1 year warranty included |
| 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:** | 15,544.15 | |

# 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 <u>before</u> submitting.**

| Title | Signature | Date |
|---|---|---|
| **Requestor:** | *Daniel Marschak* | 09/06/2023 |
| **Division Dean:** | | 09/07/2023 |
| **Vice President:** | *Nan Ho* | 09/07/2023 |
| **College Technology Services Manager:** | *Stephen Gunderson* | 09/08/2023 |
| **M&O Director:** | *John Seybert* | 09/08/2023 |
| **Vice President, Administrative Services:** | *Anette Raichbart* | 09/08/2023 |

Aug. 28, 2023

Re: Quotation for a Yamaha MLC200 Piano Lab Controller

**Las Positas College,** Mertes Center for the Arts (Bldg 4000)
3000 Campus Hills Drive
Livermore, CA 94551
Daniel Marschak, Music Dept. Chair; Steve Gunderson, Technology Services Manager

Dear Daniel and Steve,

We appreciate your interest in the MLC200 Piano Lab Controller. For your 20-student station + 1 teacher group piano lab, the MLC200 Lab Controller consists of the following items:

| | | |
|---|---|---|
| MRX7D-MLC | 1 | Signal Processor |
| STPSHORT-MLC* | 2 | Ethernet Cable |
| STPLONG-MLC* | 9 | Ethernet Cable |
| WIFI ROUTER-MLC CUSTOM | 1 | Pre-Configured Router for Lab Use Only |
| CM500-MLC (Headsets) | 21 | TRRS connected mic-headphone sets |
| CABLETRS-MLC | 21 | TRS ¼" cable from digital piano to MLA200 |
| MLA200 | 21 | Connector Boxes for each station |

*As your lab is larger than 8 stations, and Yamaha does not supply the CAT5-E Shielded cables, you may acquire these independently.*

Not included but necessary to make the lab complete:
*PoE Switcher (recommended brand and model: Cisco CBS350-24P-4G) and*
*Wireless headset (recommended brand and model:  Sennheiser RS175RF) for the instructor*

| **Suggested Retail Cost before Tax** | **Las Positas Cost** |
|---|---|
| $17,116 | $13,999 + $100 ship + $1,445.15 (tax)  = $15,544.15 |

Included in the price
- Installation**
- Training
- 1-Year Warranty

** Note: Yamaha can assemble, connect, and ensure everything works. Cable management is the responsibility of the end user.

Sincerely,

Chris Gilbert
National Accounts Manager, Piano Channel
Keyboard Division, Yamaha Corporation of America
cgilbert@yamaha.com / 714-522-9527

| Return Completed Form to: | Contact Person Requesting Your Services |
|---|---|

**PLEASE TYPE OR PRINT.**

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1.  Vendor Name: __Yamaha Corporation of America__
    DBA (if any): _____
    Check payable to Yamaha Corporation of America

2.  This information must be supplied. **If not**, the application will be returned. **W9 form Required.**
    Federal ID Number 95 -2101997        or Social Security Number _____-_____-_____
    A.  Federal Tax Classification
        ❑ Individual/Sole Proprietor (S)          ❑ Joint Venture (J)
        ❑ Partnership                             ❑ Single-Member LLC
        ■ Corporation (C), State where incorporated Georgia
    B.  Is it a Non-Profit Organization?  ❑ Yes   ■ No , If yes provide Tax-Exempt Form
    C.  Business Start/Incorporation Date   1 / 10 / 1960

3.  Addresses
    A.  Primary/Mailing
        Street 6600 ORANGETHORPE AVENUE           City Buena Park CA        Zip Code 90620
        Primary Contact Name Jun Fujimoto         Phone ( 714 ) 625 - 1735   Ext. _____
        Fax (_____) _____-_____         Email jfujimoto@yamaha.com
    B.  Order (for Purchase Orders, if different from above)
        Street _____  City _____ Zip Code _____
        Primary Contact Name _____  Phone (____) _____-_____ Ext. _____
        Fax (_____) _____-_____         Email _____
    C.  Remittance (for checks if different from above)
        Street _____  City _____ Zip Code _____
        Primary Contact Name _____  Phone (____) _____-_____ Ext. _____
        Fax (_____) _____-_____         Email _____

4.  Vendor Category
    ❑ Disabled Veteran   ❑ Minority Owned   ❑ Small Business   ❑ Women Owned

5.  Type of Business: Check the one which best describe your company:
    ❑ Broker   ■ Manufacturer   ❑ Manufacturer's Rep   ❑ Wholesaler   ❑ Retailer
    Service
    ❑ Architect, Engineer, Construction   ❑ Professional   ❑Other

6.  Sales Tax Collection
    ❑ Collects all Sales/Use Tax for Alameda County      ❑ Collects Selected Taxes _____%
    ❑ Does not collect Sales Tax
    California Seller or Use Tax Permit Number _____
    Do you supply recycled products?  ❑ Yes   ❑ No

7.  Type of commodities or services that your business provides
    Musical instruments
    _____

8.  Name of person completing the form
    Name Daniel Marshcak          Title FT Faculty Music      Phone No. 925 424 1116
    Signature _____   Date 9/5/2023   Email Address: dmarschak@laspositascollege.edu

---

DO NOT COMPLETE – For CLPCCD use only   ❑ New   ❑ Updated
Received by Purchasing on _____     **VENDOR NO**. _____