



Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Drum Kit with Complete Hardware and Cases
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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 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] (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: Cindy Browne Rosefield

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 #: 4130, 4138, 4138A

Comments:

The Music Dept is requesting a Tama Starclassic Maple Drum Kit - complete w/hardware (cymbal/snare stands, throne and high hat cymbals) and soft cases for travel and protection. It is a smaller kit perfectly suited for students in our LPC performing groups as well as for guest artists who work/perform with our groups. It is an upgrade that allows our students to perform on professional level instruments. The Ahead soft drum cases are much needed now that our students are doing more gigs around and off campus (jam sessions, festivals and competitions) Dubs Drum Basement in Dublin CA is offering outstanding prices on DW hardware that was recently used at the Monterey Jazz Festival, brand new hardware used once selling as 'used'.

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 drum lessons or ensembles effectively without industry standard percussion and drum equipment. Teaching and Learning will become more effective. Equity and greater Student success is furthered when all students have equal access to good quality instruments. Support for basic skills and techniques and those looking to transfer into career-technical fields. 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, and 46 as well as performances throughout the year including the musical productions. Combos and large Instrument Jazz Ensembles, Improvisation class, Chamber Ensembles, Orchestra, Vocal Jazz Ensembles. The percussion/kit 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 (ie: LPC Summer 2 week Jazz Camp)

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 drums/percussion effectively, appropriate gear is necessary. Students cannot learn well on sub-par or non-existent equipment, and teachers cannot teach well.

We believe that teaching and learning benefits are similar. In the past years we have hired some of the best musicians and educators from around the Bay Area. Our faculty are always amazed and excited to see our facilities and instruments. They feel respected and honored to be able to teach on such high level and well made instruments-that many schools do not offer for students.

Our guest artists comment on the same. To be able to offer professional 'backline' to guests artists puts LPC on a high standard of professional and respect. This also goes for visiting middle school and high school groups and the greater community coming to our concerts.
Our instructors appreciate the well made instruments that LPC has to offer. The enhancements/benefits of the Tama kit are as stated, numerous.

Detail the impact the equipment has on learning:

Learning to play on a drum kit is much easier and more effective when students are using quality industry-standard gear. It will not only help them succeed in reaching their SLOs but it will also ensure that they are prepared to enter the workforce. Having to practice and perform on a quality drum set with proper hardware will help those directly playing them, as well as others in the ensembles who are performing and rehearsing with them.

The kit is extremely well made, lightweight but durable. The Tama shells are made of cross laminated maple that is stronger yet light. Maple is popular because of its warm clear sound. The bracketing and mounting systems and die-cast hoops are all made from zinc or aluminum which allow for a more consistent tuning for the heads. Students will learn how to properly tune the heads, heads that hold a tuning.

Having professional 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 higher grade instruments. Many students can only afford 'student level' instruments. These instruments are fine for starting to learn an instrument but can often hold students back due to being hard to play, not holding pitches or inferior quality of materials that the instruments are made from.

Besides the strong impact of learning, receiving this kit will continue to add a professional level to our program. We host many concerts, festivals and our summer Jazz Camp where community members observe what we have to offer = recruiting!

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

Classes/Sections: 12 classes could easily benefit

Students: 50-100+

SECTION 5: Student Learning Outcomes (SLOs)

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

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 student drummers and percussionists 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?

Not replacement but addition. We do have storage in 4138 as well as in 4130. No added costs.

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

The Tama kit is a solid well crafted piece of equipment that is hand made and meant to last. The maple shells are made slightly thinner than other kits and have a 30-degree bearing edge. Very low maintenance and long lasting. Students are taught how to properly change out the drum heads when needed so there will be no money used for basic maintenance. Students are taught how to care for the instruments/usage/storage thus practicing good sustainability efforts.
The cases will help get instruments in good shape adding protection.

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:	The students will be the main users/operators along with instructors.		

Maintenance and Repairs

Who will perform maintenance and repairs?	Cindy B Rosefield, Andreas Preponis, Dan Marschak, Student Assist		
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: Tama kit - life of LPC; heads - 2-4 years

FOAP (Budget) for Recurring Costs:

Fund

Org


Acct

Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$7,829.27	Total tax = \$647.83
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	861.16	
Start-Up Total	6,968.11	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	Every few years to replace heads. Will use music department or Lottery funds if available.
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:	6,968.11	

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>	10/10/2023
Division Dean:		10/11/2023
Vice President:	<i>Nan Ho</i>	10/12/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/12/2023
M&O Director:	<i>John Seybert</i>	10/15/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/16/2023



Quote

Quote # 154998518
Date 10/10/2023
Due Date 10/10/2023

Dubs Drum Basement

6715 Dublin Blvd
Dublin, CA 94568

dp@dubsdrumbasement.com
925-361-8112

Bill To:

Las Positas College
Cindy Browne
3000 Campus Hill Dr.
Livermore, CA 94551

Ship To:

Cindy Browne
3000 Campus Hill Dr.
Livermore, CA 94551
Email: CRosefield@laspositascollege.edu

Customer ID 39930864	Sales Person	Clerk Tara Noble	Shipping method COUNTER PICKUP	Payments terms (Net 30, etc) 0
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Item ID	Description	Quantity	Unit Price	Discount	Tax	Total
AR1618	Ahead Bass Drum Case - Size:16 x 18	1	\$156.07	\$-15.61	\$14.38	\$154.84
AR2014	Ahead Floor Tom Case - Size:14 x 14	1	\$108.28	\$-10.83	\$9.99	\$107.44
AR5012	Ahead Tom Case Mounted - Size:8 x 12	1	\$73.25	\$-7.33	\$6.76	\$72.68
AR3011	Ahead Snare Drum Case - Size:5.5 x 14	1	\$76.44	\$-7.64	\$7.05	\$75.85
AA6024	Ahead Cymbal Bag - Model:Deluxe Heavy Duty	1	\$211.29	\$-21.13	\$19.49	\$209.65
AA5032	Ahead Compact Hardware Bag	1	\$159.26	\$-15.93	\$14.69	\$158.02
A1402	Sabian Artisan Hi-Hats 14"	1	\$799.99	\$-80.00	\$73.80	\$793.79
DWCP5100	DW 5000 Throne Round Top	1	\$149.99	\$-15.00	\$13.84	\$148.83
MAF1414	Tama Starclassic Maple Flat Burgundy Metallic Floor Tom 14" x 14"	1	\$994.99	\$-99.50	\$91.79	\$987.28
MAT1008	Tama Starclassic Maple Flat Burgundy Metallic Rack Tom 8" x 12"	1	\$662.99	\$-66.30	\$61.16	\$657.85
MAS1455	Tama Starclassic Maple Flat Burgundy Metallic Snare Drum 5.5" x 14"	1	\$629.99	\$-63.00	\$58.12	\$625.11
MAB1814	Tama Starclassic Maple Flat Burgundy Metallic Bass Drum 14" x 18" - copy	1	\$1,670.99	\$-167.10	\$154.15	\$1,658.04
DWCP6300-U	DW 6000 Flush Based Snare Stand*	1	\$149.99	\$-30.00	\$12.30	\$132.29
DWCP6700-U	DW 6000 Cymbal Stand Boom Flush Base*	3	\$159.99	\$-95.99	\$39.36	\$423.34

Item ID	Description	Quantity	Unit Price	Discount	Tax	Total
DWCP3500A-U	DW 3000 Hi-Hat Stand 3 Legs*	1	\$199.99	\$-40.00	\$16.40	\$176.39
DWCP5000TD4-U	DW 5000 Pedal Single Turbo*	1	\$249.99	\$-50.00	\$20.50	\$220.49
DWCP5500D-U	DW 5000 Hi-Hat Stand 3 Leg*	1	\$349.99	\$-70.00	\$28.70	\$308.69
HB	Vic Firth Heritage Brush	2	\$28.99	\$-5.80	\$5.35	\$57.53

Subtotal	\$7,181.44
Discount	\$861.16
Total Tax	\$647.83
Shipping	\$0.00
Total	\$6,968.11