



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Music Technology Equipment
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/09/2024	IER forms due to Division Dean
10/16/2024	Division review of IER forms (Dean & VP signature)
10/23/2024	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 \$ 114,499.99 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 \$ 114,500.00 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: Moen, Connor

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 #: 4239 & 4130

Comments:

All of the equipment listed will be used by the music technology program so that we can keep up with the changing industry standard and train students to enter the workforce and be prepared to succeed.

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:

This equipment will help students career outcomes by giving them access to the professional tools they will be expected to know how to use in the future. Recording projects and performances will be documented for the students to use in applications and their portfolio. All students will have access to and benefit from having this equipment.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

The equipment will support the music technology program as well as performing ensembles, solo, and chamber ensembles who need to record their repertoire.

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 will be included on this year's Program Review. We were too focused on upgrading the lab's Clavinovas last year and forgot to mention it.

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:

It is much more effective to teach on equipment that is up to date and that students will encounter in the workforce. These mics monitors and racks are standard equipment and it is impossible to teach students without being physically available on campus. Equipment similar to this is already being used by our sister campus's recording studio at Chabot College.

Detail the impact the equipment has on learning:

Music students take courses at LPC in order to learn to perform, rehearse, and record at increasingly advanced levels. Acquiring industry-standard recording equipment will allow students to achieve their potential through learning, modeling, and excelling in coursework, practice, and performances. Students will be encouraged to practice more, and thus become better musicians and engineers.

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

Classes/Sections: 8	Students: 60
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SECTION 5: Student Learning Outcomes (SLOs)

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

SLO: (MUS 36) Upon completion of MUS 36, the student will be able to present completed audio projects using recorded live audio with appropriate editing, mixing, and mastering in a variety of formats.

Upon completion of MUS 35, the student will be able to understand and be able to demonstrate basic techniques in using a Digital Audio Workstation with MIDI capability.

Upon completion of MUS 35, the student will be able to understand and demonstrate general music technology concepts, equipment, software, and industry practices.

Upon completion of MUS 36, the student will be able to explain and demonstrate advanced principles of sound and acoustics.

Upon completion of MUS 36, the student will be able to present completed audio projects using recorded live audio with appropriate editing, mixing, and mastering in a variety of formats.

Upon completion of MUS 22B, the student will be able to skillfully work with digital audio workstation software, MIDI, and recording technology.

Upon completion of MUS 22A, the student will have a foundational skill set for working with digital audio workstation software and recording technology.

Students will be asked to record in the workforce, and a high quality instrument is needed in order for students to record 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?

The only new piece of equipment that will replace older equipment is the sound board. The older sound board will be stored in the current music studio on campus and used as a teaching tool.

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

This equipment has a lifespan of 12+ years.

How does the equipment provide renewal resources to the college?

N/A

Operator

Primary operator:	Moen, Connor		
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:	15		
Comments:			

Maintenance and Repairs

Who will perform maintenance and repairs?	Connor Moen		
Estimated hours per month:	.3		
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: 12+

FOAP (Budget) for Recurring Costs: _____

Vendor Name: _____ Fund _____ Org _____ Acct _____ Program _____
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Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	29,946.88	
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	3,069.55	Tax
(Enter as Positive) Discounts	4,726.27	2nd quote shows full prices without discounts.
Start-Up Total	28,290.16	
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:	28,290.16	

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>Connor Moen</i>	10/09/2024
Division Dean:	<i>Amy Mattern</i>	10/09/2024
Vice President:	<i>Nan Ho</i>	10/11/2024
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/14/2024
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/16/2024

Sweetwater®

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

Quote Number 10120159
Quote Date 10/8/24
Customer Number 3508638

Quote To: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Ship to: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Qty.	Item	Description	Your Price	Total
1	DM7C	Yamaha 72-ch Digital Console	\$12,499.00	\$12,499.00
1	Rio1608D2	Yamaha 16x8 Rio-D2 Dante Stage Box	\$4,499.00	\$4,499.00
1	GTOUR12CAST	Gator 12U G-Tour Rack Case w/Casters	\$449.00	\$449.00
1	RK1	Yamaha LS9-16/01V96 Rack Ears	\$27.00	\$27.00
2	VoodooVR1	sE Electronics Passive Ribbon Mic	\$319.00	\$638.00
1	C414XLIIST	AKG C414 XLII Matched Pair	\$2,399.00	\$2,399.00
1	e906	Sennheiser Dynamic Guitar Cabinet Mic	\$165.00	\$165.00
1	K10.2	QSC 10" 2000W K.2 Series Speaker	\$695.00	\$695.00
1	AF95DA	Ibanez Artcore Exp AF95, Dark Amber	\$575.00	\$575.00
1	AF100C	Ibanez Case For Artcore AF Series	\$125.00	\$125.00
1	CMC62STSet	Schoeps CMC Mic, Omni, Stereo Pair	\$3,300.00	\$3,300.00
1	AEG5012DVH	Ibanez AEG5012 12-str A/E, Drk Vln Snbrst	\$289.00	\$289.00

Subtotal: \$25,660.00
Shipping & Handling: \$0.00
Tax: \$2,630.16
Total: \$28,290.16

Your Sales Engineer Is Richard Whittington:

Dear Daniel,
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.

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Quote Number 10124437
Quote Date 10/9/24
Customer Number 3508638

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 Las Positas College
 3000 Campus Hill Dr
 Livermore, CA 94551

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Qty.	Item	Description	Your Price	Total
		FULL RETAIL COPY		
		PLEASE SEE Q# 10120159		
		FOR DISCOUNT SCHEDULE		
1	DM7C	Yamaha 72-ch Digital Console	\$14,999.99	\$14,999.99
1	Rio1608D2	Yamaha 16x8 Rio-D2 Dante Stage Box	\$5,329.99	\$5,329.99
1	GTOUR12CAST	Gator 12U G-Tour Rack Case w/Casters	\$536.99	\$536.99
1	RK1	Yamaha LS9-16/01V96 Rack Ears	\$27.00	\$27.00
2	VoodooVR1	sE Electronics Passive Ribbon Mic	\$399.00	\$798.00
1	C414XLIIST	AKG C414 XLII Matched Pair	\$2,825.00	\$2,825.00
1	e906	Sennheiser Dynamic Guitar Cabinet Mic	\$199.95	\$199.95
1	K10.2	QSC 10" 2000W K.2 Series Speaker	\$799.99	\$799.99
1	AF95DA	Ibanez Artcore Exp AF95, Dark Amber	\$649.99	\$649.99
1	AF100C	Ibanez Case For Artcore AF Series	\$149.99	\$149.99
1	CMC62STSet	Schoeps CMC Mic, Omni, Stereo Pair	\$3,300.00	\$3,300.00
1	AEG5012DVH	Ibanez AEG5012 12-str A/E, Drk Vln Snbrst	\$329.99	\$329.99

Continued on page 2...

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Qty.	Item	Description	Your Price	Total
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Items listed on previous page

Subtotal:	\$29,946.88
Shipping & Handling:	\$0.00
Tax:	\$3,069.55
Total:	\$33,016.43

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