



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Sweetwater Mixer
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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: Lish, Titian

Division: A&H

Discipline: Theater

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 #: 4119

Comments:

This equipment upgrades audio equipment that is more than 12 years old.

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:

This equipment most closely aligns with the second planning priority, to increase student success through change in college practices and processes. By keeping the equipment industry responsive and relevant, we continue to train our technical theater and music technology students for the current industry.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Theater Arts and Music.

While this request is filled out by Theater Arts, it is a requested upgrade that serves all of the performing arts, and any event on campus in which live sound is utilized during the summer month (speaking events, lit festival, scholarship ceremonies, etc.), making the facility still usable by other groups while the Theater Program (or Music) uses the Amphitheater.

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:

This is found in our upcoming program review.

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:

Yamaha is sunsetting the CL/QL series of mixers (which is what we currently have) so upgrading now ensures we are able to have support for our mixing consoles. We will be able to train students on the latest equipment that is being used in many areas of the industry from corporate to theatrical to concert settings.

Furthermore the Axient Spectrum Manager, is a powerful tool that will not only improve our ability to manage the RF environment but also will allow us to teach the students important concepts of how RF frequencies work and interact with each other in real time.

Overall, upgrading to more advanced mixers and integrating tools like the Axient Spectrum Manager can create a richer educational experience, providing students with the skills and knowledge they need to thrive in the audio industry. This not only enhances their technical abilities but also encourages creativity and innovation in their projects.

Detail the impact the equipment has on learning:

Broader Skill Development: With more advanced features, students can learn industry-standard practices, preparing them for future careers in audio production, broadcasting, and live sound.

Project-Based Learning: The capabilities of a new mixer allow for more complex projects, enabling hands-on experiences that deepen learning through practical application.

Frequency Management: The Axient Spectrum Manager - By incorporating this into an upgraded mixer setup, students can learn about frequency coordination and the importance of avoiding interference, crucial skills in live sound situations.

Real-Time Monitoring: It provides real-time feedback on spectrum usage, helping students understand the technical aspects of audio management and the importance of maintaining clear communication channels in a live environment.

Professional Standards: Learning to use the Axient Spectrum Manager equips students with knowledge of professional audio practices, enhancing their readiness for industry challenges.

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

Classes/Sections: 6-8	Students: 120
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SECTION 5: Student Learning Outcomes (SLOs)

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

Upgrading to more advanced mixers and integrating tools like the Axient Spectrum Manager can significantly enhance students' ability to meet and exceed the learning outcomes for technical theater courses such as THEA 48B and, more notably, THEA 48C.

Design Skills Development (THEA 48C)

*Creative Exploration with Advanced Features: Access to advanced audio effects and processing allows students to experiment creatively, enabling them to explore soundscapes that enhance theatrical productions.

*Integration of Sound with Other Design Elements: The ability to seamlessly integrate sound with lighting and projections fosters a collaborative environment where students learn to think holistically about production design.

*Learning Professional Tools: By working with the Axient Spectrum Manager, students gain exposure to professional audio management practices. This knowledge prepares them for real-world scenarios and positions them to work confidently as designers or assistant designers in various settings.

*Portfolio Development: Students will be able to create high-quality sound designs and demonstrate advanced technical skills, leading to a stronger portfolio that reflects their capabilities and experience, thus enhancing their prospects for future opportunities in the industry.

The combination of advanced technology and real-world applications gives students a competitive edge. They'll not only meet but potentially exceed the expectations of their learning outcomes by demonstrating a higher level of proficiency and creativity in their work.

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?

This new equipment replaces older equipment. The old CL/QL series will be retired as soon as it is no longer supported by Yamaha.

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

Well maintained audio equipment can last more than a decade. That being said, once the equipment is no longer usable, or supported by the manufacturer, it must be replaced in order to maintain rigorous and contemporary academic standards. This equipment would most likely need to be recycled via E-waste when no longer usable through a district technology recycling program. (pg 7)

How does the equipment provide renewal resources to the college?

It is not intended by design to provide renewable resources

Operator

Primary operator:	Haller, Karl		
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:	25		
Comments:	use varies by month and number of performing arts events in the Mertes Center for the Arts		

Maintenance and Repairs

Who will perform maintenance and repairs?	Karl Haller		
Estimated hours per month:	0-5		
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: 10 years

FOAP (Budget) for Recurring Costs: 103001 33371 432 100700

Vendor Name: Fund Org Acct Program
Sweetwater

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	54,423.77	
Shipping & Delivery Fees	628.47	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	5,578.45	Tax
(Enter as Positive) Discounts	628.47	
Start-Up Total	60,002.22	
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:	60,002.22	

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>Titian Lish</i>	09/27/2024
Division Dean:	<i>Amy Mattern</i>	10/01/2024
Vice President:	<i>Nan Ho</i>	10/01/2024
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 10087645
Quote Date 9/25/24
Delivery Method Multi-Campus Delivery
Customer Number 6271131

Quote To: Karl Haller
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Ship to: Karl Haller
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Qty.	Item	Description	Retail Price	Your Price	Total
		INCLUDED WITH QUOTE			
		FREE TWO YEAR WARRANTY			
		FREE TECHNICAL SUPPORT			
		FREE SHIPPING			
1	DM7mixer	Yamaha 120-ch Digital Console	\$36,000.00	\$25,787.00	\$25,787.00
1	DM7CTL	Yamaha DM7 Control Expansion	\$7,200.00	\$4,983.78	\$4,983.78
2	GTOUR12CAST	Gator 12U G-Tour Rack Case w/Casters	\$1,089.99	\$496.00	\$992.00
2	Rio3224D2	Yamaha 32x24 Rio-D2 Dante Stage Box	\$10,196.00	\$8,335.00	\$16,670.00
1	AD600US	Shure Axient Spectrum Manager	\$6,875.00	\$4,941.00	\$4,941.00
1	GS108v4	Netgear 8-Port Gigabit Ethernet Switch	\$85.78	\$79.99	\$79.99
2	M8Dx	Furman 8+1 Outlet 15A Rk Pwr Cond w/Lt	\$283.95	\$139.00	\$278.00
1	YDM7DHW	ProX Fits Yamaha DM7 w/ DH and Wheels	\$1,799.99	\$692.00	\$692.00

Subtotal:	\$54,423.77
Shipping & Handling:	\$628.47
Free Shipping Promo:	-\$628.47
Tax:	\$5,578.45
Total:	\$60,002.22

Your Sales Engineer Is Richard Whittington:

Dear Karl,
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.