Instructional Equipment Request (IER) Form
FY 2024-2025

Title of Submission:	Lighting Consoles - Mertes Center for the Arts

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)
    - 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 $_114,499.99_ 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 $_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.
    - 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)*	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities.
Ranking Scale	4-5	2-3	0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] *(10 points)*	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.
Ranking Scale	8-10	4-7	0-3
Teaching & Learning [Section 4] *(10 points)*	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.	Clear evidence/data that equipment provides enhanced instruction that is not met through current means.	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means.
Ranking Scale	8-10	4-7	0-3
Outcomes [Section 5] *(5 points)*	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability.	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability.	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability.
Ranking Scale	4-5	2-3	0-1

Instructional Equipment Request Form

Name of Requestor: Rinaldi, Mike and Lish, Titian   **Division**: A&H

                                                                Discipline: Theater

This Equipment Request is: A Replacement _____

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 and 4128

Comments:

The 15year old lighting consoles are starting to show their age. The internal fans are not working so the boards are overheating & shutting down, and they can no longer update software or output, making it harder to integrate newer lighting equipment. Though these console replacements are being requested by the Theater Arts program, the consoles are used by all campus programs in which activities or events happen in the Mertes Center theater spaces.

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:

New lighting consoles support the mission of career-technical training programs, particularly in fields like theater production and event management. Modern lighting consoles are often used in professional settings. By upgrading the consoles, students gain hands-on experience with the equipment they will encounter in the workforce, ensuring they are job-ready. The new consoles come with advanced features like intuitive interfaces, programming capabilities, and networking options. Training students on these systems enhances their technical proficiency making students more attractive to employers.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Theater Arts, Music, Dance, Literary Festival, and any program on campus that utilizes the theater space for public performances or events.

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 is mentioned in the program review for theater arts to update aging equipment in the Mertes Center.

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:

New lighting consoles can significantly enhance teaching effectiveness when training entry-level lighting design students. These consoles feature intuitive designs that simplify the learning curve for students. This allows instructors to spend less time on basic navigation and more time on creative and technical concepts, fostering a deeper understanding of lighting design.

The requested consoles offer a variety of programming options, enabling instructors to customize lessons based on student skill levels and interests. This adaptability helps cater to diverse learning styles, enhancing overall effectiveness.

The newer consoles gives the teacher the ability to work with the students on design & programming in a classroom setting, instead of having 16-20 students crowd around a single lighting console in the control booth. it is a much more equitable approach to learning and doing.

Detail the impact the equipment has on learning:

The inner workings of these consoles are similar to what we already have. Lighting students would have the ability to program virtually & then upload their show into the console to make adjustments during tech, saving on power, lamp life and lighting equipment ware & tear.

Students can use the computers in the design lab for programing, since these consoles will better align with the software on those computers:
* Having this equipment enables students to adjust to their own pace of learning. Students who need extra time can spend more time going over exercises until they understand, while students who need less support can continue ahead.
* 12 students can work together in the lab programing and not waiting to program on the console in the space.
* Gives the student the upper hand during job interviews to be competent with the Console.

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

Classes/Sections: 6 (in theater arts)	**Students:** 32

SECTION 5: Student Learning Outcomes (SLOs)

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

Theaters in the area have all upgraded to these consoles and students need to receive training to be able to set them up, patch and program on them.

* The Gio @5 is a good option for new programmers to gain professional skills that can be applied to higher-end programming jobs.
* The Gio @5 offers a full programming experience, including award-winning color control and touchscreen Magic Sheets.
* ETC offers free online video and workbook training series for the Eos family of consoles, including the Gio @5.

The SLO's that these consoles would support are:

THEA50L - Introduction to Stage Lighting
•Upon completion of THEA 50L, the student should be able to produce all technical and creative paperwork for a lighting plot for an assigned production or repertory plot.
•Upon completion of THEA 50L, the student should be able to recognize and use lighting control and lighting terminology, tools, materials and techniques.

THEA48C - Tech Theater Prod- Advanced
• Upon completion of THEA 48C, the student should be able to identify and produce all of the material typically required in one of the design areas, lighting, projection, sound, costume, or scenic.
• Upon completion of THEA 48C, the student should be able to work as a designer or assistant designer at a beginning or intermediate level

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?

Replaces older equipment that is close to 15 years old. The old equipment will most likely need to be recycled.

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

These consoles are designed to last 15 years or so, with proper care, and then are largely recyclable as a part of electronic E-waste recycling.

How does the equipment provide renewal resources to the college?

It does not meet this need.

Operator	
Primary operator:	Rinaldi, Mike
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:	50+
Comments:	

Maintenance and Repairs	
Who will perform maintenance and repairs?	Mike Rinaldi
Estimated hours per month:	10
Does the work align with current position duties?	Yes
Cost to train for maintenance and repairs:	0.00

Lifespan of Equipment: 10-15 years

FOAP (Budget) for Recurring Costs:

	953070	39340	4320	693400
	Fund	Org	Acct	Program

Vendor Name: Musson

Part A: Initial Start-Up Costs		
Type	**Cost**	**Comments**
Equipment or Materials	71,112.50	
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	$7,289.03	tax
(Enter as Positive) Discounts	0.00	
Start-Up Total	78,401.53	
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:	78,401.53	

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:	*Titian Lish*	10/01/2024
Division Dean:	*Amy Mattern*	10/03/2024
Vice President:	*Nan Ho*	10/07/2024
College Technology Services Manager:	*Stephen Gunderson*	10/14/2024
M&O Director:	*JOHN SEYBERT*	10/14/2024
Vice President, Administrative Services:	*Sean Brooks*	10/16/2024

Revised 8/22/23

September 20, 2024

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551
Attn: Mike Rinaldi
MRinaldi@laspositascollege.edu

RE: Lighting Consoles Quote

Qty	SKU	Description
2	4311A1022-US	ION XE 20 12K-US - ION XE 20 12K-US - Ion Xe 20 12K Console with 12,288 Outputs/Parameters, ships with: 1 - 3-button scroll mouse 1 - External keyboard 1 - Locking regionalized IEC power cord 1 - M7183 Littlite LED console work light 1 - Ion Xe dust cover 1 - Augment3d AR target kit
1	4390A1016-US	GIO @5 - 24K - GIO @5 - 24K - Gio @5 24K Console with 24,576 Outputs/Parameters, ships with: 1 - 3-button scroll mouse 1 - External keyboard 1 - Locking regionalized IEC power cord 1 - M7183 Littlite LED console work light 1 - Gio @5 dust cover 1 - Augment3d AR target kit
1	EOS MFW 20	EOS Motorized Fader Wing, 20 Fader -20 motorized faders with three controls buttons each - 4 full color displays to indicate fader mapping, conditions, and content
1	20-3346	ETCnomad, 6K (12 DMX universes) -Computer-based lighting control software, USB key allows output from Eos or Hog 4 PC software on your computer
1	851	Musson Delivery to 94551

Total:	$71,112.50
Sales Tax (10.25%):	$7,289.03
Grand Total:	**$78,401.53**

Prices good for 60 days.   Terms: Net 30 with Valid PO
Installation, training, accessories, and extended warranties are available at additional cost.

Todd Fouyer

Todd Fouyer/Sales