Instructional Equipment Request (IER) Form
FY ___2024-2025_____

Title of Submission:	Replacing Digital Whiteboard for Student Engagement

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](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

Revised 8/22/23

Instructional Equipment Request Form

Name of Requestor: Korber, Melissa

Division: A&H

Discipline: Journalism and Media Studies

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 #: 2400

Room #: 2409

Comments:

Promethean ActivPanel 9 Pro 86" LED-backlit LCD display - 4K - for interactive communication; stand for board; and PC.

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:

Not applicable.

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:

The whiteboard will be used every day in the Media Lab. It is an important teaching tool, adding to equitable delivery of lessons in 2409 by making course materials, media websites, social media, and other internet-based resources more accessible to all students, including those online and those with differing learning styles. It is also commonly used as an outreach tool when summer camps are held in 2409 and during events like the Literary Arts Festival, where contributors from around the world attend digitally to share their work. All of these uses support potential and current students to help promote engagement, achieve success, and complete their pathways.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Journalism and Media Studies, Photography, and English

The whiteboard will be used in all classes and other activities (camps, club meetings, outreach events)in 2409. It directly supports the Journalism and Media Studies Program, the English Program, and the Photography Program. Both the JAMS and English programs offer a transfer degree, an A.A. degree, and a certificate. The Photography program offers an A.A. degree and a certificate. Student media outlets included in the program are a vital part of the LPC campus community, benefiting the entire Las Positas College Community.

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 in the upcoming Program Review. It was not included in last year's Program Review because it will replace a digital whiteboard that stopped working in spring 2024 and was used on a daily basis in the Media Lab.

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:

Many researchers have studied whether digital whiteboards increase student success and engagement, and the conclusion is clear that it does. A resource entitled, "Interactive Whiteboards in the Classroom," published by whiteboard supplier Promethean, highlighted the advantages to students of using a digital whiteboard in the classroom: increases student engagement, including with centralized lessons, offers the ability to record presentations (and allow for remote speakers), and works effectively with different learning styles and with neurodiverse students, who can learn in a way that suits them.

This comports with the experiences of the faculty and students who have used the digital whiteboard in 2409. The digital whiteboard was first used following the pandemic when many student were still online; at that time, digital delivery allowed for more options to access the program from remote locations. Overall, the use of digital whiteboards in the JAMS classroom has resulted in increased collaboration, additional use of different social media and other online resources, increased equitable delivery, increased ability to conduct outreach to varied student groups (including students in grade school, middle school, and high school), and increased access to course materials and other media.

Detail the impact the equipment has on learning:

As set forth in the study above as well as based upon personal experience of the students and faculty in 2409, the use of a digital whiteboard has resulted in the following important impacts on learning:

1. Prioritizing collaboration between teachers and students.
2. Creating additional means for teachers and students to access course materials and other media.
3. Allowing clear integration of different media (including social media platforms and websites) into learning and into media outlets.
4. Improving active participation by students with different learning styles and with neurodiverse students.

As mentioned above, this technology was used on a daily basis in the classroom until it stopped working in late spring 2024. It is integrated by faculty into most planning and activities; it is used by guest speakers to remotely communicate with students; it is used to create new social media channels, to revitalize existing ones, and to redesign student media websites. The lack of a working digital whiteboard has led to some challenges in delivery and integration, so it is imperative that the board be replaced.

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

Classes/Sections: At least 19 (including cross-listed)	**Students:** 200+ enrolled per year and campus community

SECTION 5: Student Learning Outcomes (SLOs)

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

With the launch of SLOs in CurricuNet this year, lead faculty in JAMS will recreate and revise existing SLOs and PSLOs. Below is a list of classes for all SLOs that will be impacted. As explained above, the funding will facilitate student learning in the program. This will allow JAMS to meet and surpass existing SLOs (and will likely lead to new insights about refinements to SLOs and PSOs).

Courses:
JAMS 1 Intro to Mass Communications
JAMS 2 Intro to Media
JAMS 11 Intro Reporting & Newswriting
JAMS 3 Intro to Public Relations
JAMS 12/PHOTO 72 Introduction to Photojournalism
JAMS 19A/ENG 19A Journal of Arts, Literature, and Academic Writing A
JAMS 19B/ENG 19B Journal of Arts, Literature, and Academic Writing A
JAMS 21A Express College Newspaper A
JAMS 21B Express College Newspaper B
JAMS 21C Express College Newspaper C
JAMS 21D Express College Newspaper D
JAMS 22 — Express Editorial Board
JAMS 24A — College Magazine A
JAMS 24B College Magazine B
JAMS 23 Multimedia Reporting
JAMS 29 Independent Study, Journalism and Media Studies

Programs (PSLOs)
Journalism Associate in Arts for Transfer (AAT) Journalism Certificate of Achievement (CA) Journalism and Media Studies Associate of Arts (AA)

Plus related programs that include JAMS courses, including English and Photography.

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. The current digital whiteboard no longer works. It is stored in our room and will need to be retired and removed from the room.

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

The digital whiteboard makes the need for copies less necessary and makes digital resources more accessible for teaching. In addition, this whiteboard selected was identified by the LPC IT department, ensuring flexibility since it will part of the college's plan for the digital infrastructure. Promethean, the supplier of the whiteboard, is dedicated to sustainability, using many sustainable practices in its business. Link: https://www.prometheanworld.com/legal/sustainability/ It integrates a Quality and Environmental Management System, sustainable packaging, energy savings through software, WEEE (Waste from Electrical and Electronic Equipment) safe disposal, ENERGY STAR certification, and sources minerals responsibly.

How does the equipment provide renewal resources to the college?

It is reparable as well as familiar to the IT Department. As such, it should last longer than other equipment. The ongoing relationship with the supplier will also lead to more longevity and reparability as will the 64 GB storage capacity. The whiteboard is ENERGY STAR certified, which means it "achieve high levels of energy efficiency set by the U.S. Environmental Protection Agency (EPA)."

Operator	
Primary operator:	Korber, Melissa
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+
Comments:	

Maintenance and Repairs	
Who will perform maintenance and repairs?	IT Program
Estimated hours per month:	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:

Vendor Name: GDW	Fund	Org	Acct	Program

Part A: Initial Start-Up Costs		
Type	**Cost**	**Comments**
Equipment or Materials	5,271.74	Promethean ActivPanel 9 Pro 86" LED-backlit LCD display,
Shipping & Delivery Fees	0.00	
Installation Costs	0.00	
Miscellaneous Costs	5.00	recycling fee
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	59.91	on-site support
Other	540.35	sales tax
(Enter as Positive) Discounts	0.00	
Start-Up Total	5,877.00	

Part B: Annual Operating Costs		
Type	**Cost**	**Comments**
Service/Maintenance	0.00	Already included in ongoing college costs.
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:	5,877.00	

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:	*Melissa Korber*	10/08/2024
Division Dean:	*Amy Mattern*	10/09/2024
Vice President:	*Nan Ho*	10/11/2024
College Technology Services Manager:	*Stephen Gunderson*	10/11/2024
M&O Director:		
Vice President, Administrative Services:	*Sean Brooks*	10/14/2024

Revised 8/22/23

QUOTE CONFIRMATION

MICHAEL MCCLUNG,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PCZJ613	10/7/2024	PROMETHEAN	1748411	$10,753.29

IMPORTANT - PLEASE READ

Fees applied to item(s): 7998229

QUOTE DETAILS

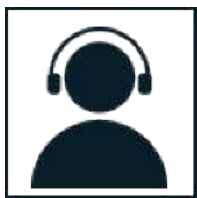| ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Promethean ActivPanel 9 86" Premium LED-backlit LCD Display Mfg. Part#: AP9E-B86-NA-1 Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	7998229	$8,138.65	$8,138.65
Promethean ActivCare Plus On-Site Support - extended service agreement - 5 Mfg. Part#: APL5YROSS UNSPSC: 81111811 Electronic distribution - NO MEDIA Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	5119800	$123.18	$123.18
Promethean ActivPanel Fixed-height mobile stand Mfg. Part#: AP-FSM-TR Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	6752471	$404.84	$404.84
Promethean OPS-M Core i7 16GB RAM, 256GB SSD, Windows 11 Pro Open Pluggable Mfg. Part#: OPS4-7P16R256S-WIN Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	7903106	$1,093.80	$1,093.80

RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 15" TO LESS THAN 35" Fee Applied to Item: 7998229	1	654810	$5.00	$5.00

SUBTOTAL	$9,760.47
SHIPPING	$0.00
RECYCLING FEE	$5.00
SALES TAX	$987.82
GRAND TOTAL	**$10,753.29**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CHABOT-LAS POSITAS COMM COLL DISTR ACCTS PAYABLE 7600 DUBLIN BLVD FL 3 DUBLIN, CA 94568-2909 **Phone:** (925) 485-5208 **Payment Terms:** NET 30 Days-Govt/Ed	**Shipping Address:** LAS POSITAS COLLEGE 3000 CAMPUS HILL DR LIVERMORE, CA 94551-7709 **Shipping Method:** DROP SHIP-GROUND
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Sales Contact Info

Gianna Panozzo | (866) 339-7083 | gianna.panozzo@cdwg.com

LEASE OPTIONS			
FMV TOTAL	**FMV LEASE OPTION**	**BO TOTAL**	**BO LEASE OPTION**
$9,765.47	**$283.30/Month**	**$9,765.47**	**$323.04/Month**

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

• Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.

• Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.

• Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

• Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

• Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

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![CDW·G logo]

QUOTE CONFIRMATION

MICHAEL MCCLUNG,

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PCZJ613	10/7/2024	PROMETHEAN	1748411	$5,877.00

IMPORTANT - PLEASE READ

Fees applied to item(s): 7998229

QUOTE DETAILS

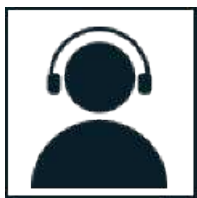| ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Promethean ActivPanel 9 86" Premium LED-backlit LCD Display Mfg. Part#: AP9E-B86-NA-1 Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	7998229	$3,909.38	$3,909.38
Promethean ActivCare Plus On-Site Support - extended service agreement - 5 Mfg. Part#: APL5YROSS UNSPSC: 81111811 Electronic distribution - NO MEDIA Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	5119800	$59.91	$59.91
Promethean ActivPanel Fixed-height mobile stand Mfg. Part#: AP-FSM-TR Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	6752471	$355.40	$355.40
Promethean OPS-M Core i7 16GB RAM, 256GB SSD, Windows 11 Pro Open Pluggable Mfg. Part#: OPS4-7P16R256S-WIN Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	7903106	$1,006.96	$1,006.96

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ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 15" TO LESS THAN 35" Fee Applied to Item: 7998229	1	654810	$5.00	$5.00

SUBTOTAL	$5,331.65
SHIPPING	$0.00
RECYCLING FEE	$5.00
SALES TAX	$540.35
GRAND TOTAL	**$5,877.00**

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LEASE OPTIONS			
FMV TOTAL	**FMV LEASE OPTION**	**BO TOTAL**	**BO LEASE OPTION**
$5,336.65	**$154.82/Month**	**$5,336.65**	**$176.54/Month**

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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http://www.cdwg.com/content/terms-conditions/product-sales.aspx
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