



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Photography- Purchase New Cameras, tripods, meters, Misc.
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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: Horvath, Deanna

Division: A&H

Discipline: Photography

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 #: 700

Room #: 701

Comments:

Purchasing the Pentax 17 cameras, Tripods, meters, cable releases, filters, and cases will help improve teaching and learning. The current film cameras are really old, breaking-down and need to be replaced. These Pentax cameras are a new style of film camera that can take two photos in the same 35mm area, providing more value for the student wanting to try film. The PHTO 50 classes use film cameras and it's imperative that these cameras are replaced. All of the Photo classes use Tripods, meters, cable releases in making proper exposures in Digital/Film. The filters protect the lenses and modify the light for photos. The cases protect the cameras while being checked-out by the students.

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:

Securing the needed cameras, tripods, meters and other equipment will increase equity by giving access to this equipment to the students taking these classes. Having access to use this equipment will help the students gain knowledge and experience during their coursework, career-technical goals and finishing their degrees.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

This supports The Photography Program including career-education, Photography Certificate, and AA Photography Degree.

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, this equipment will be part of the next Program Review. It was not included in the last PR, because another set of equipment was sought to fulfill a need for the Video classes which is also part of the Photography Program.

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 equipment will make teaching and learning, practicing new skills for students more effective because new cameras will not have the problems like older equipment that has the tendency to break-down. New equipment gives more opportunity to operate professional equipment for the students.

Detail the impact the equipment has on learning:

The impact on learning will be significant, many cameras have broken-down, having new cameras will enable the students to more easily learn. The new meters, cable release and tripods will make a significant difference in student learning, allowing more students at once to use these items.

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

Classes/Sections: 13	Students: 250
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SECTION 5: Student Learning Outcomes (SLOs)

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

The Pentax 17 cameras will be heavily used by students in Photo 50,51A/B,60, and 64A. The students will be able to check-out cameras all at the same time. Having the cameras available for the whole class to practice simultaneously will facilitate teaching certain features and functions.

The new cameras, tripods, meters, cable releases will enable the Program to increase the available equipment for in-class demos, use for checking-out and for finishing homework assignments and help students expand their creativity.

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 new equipment does replace older equipment. Many film cameras have broken, so fewer can be checked-out. The tripods get a lot of wear so many have broken. The light meter also receive wear and tear, some fit on older cameras to make them work easier.

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

The new Pentax 17 cameras take twice as many photos using the same amount of film in the same format.

How does the equipment provide renewal resources to the college?

Having good working equipment is much less of a problem for the teachers and students. We all will feel renewed with the new equipment.

Operator

Primary operator:	Mark Yamamoto		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	\$100.00		
Approx. # of hours equipment will be used per month:	6		
Comments:	A few hours with the new equipment should sufficient to become familiar.		

Maintenance and Repairs

Who will perform maintenance and repairs?	Mark Yamamoto		
Estimated hours per month:	1		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	\$50.00		

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

Lifespan of Equipment: 7 years

FOAP (Budget) for Recurring Costs: _____

Vendor Name:

Fund

Org

Acct

Program

B&H Photo, Video, Audio

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	26,944.60	\$24,226.07 plus \$2,718.53 taxes
Shipping & Delivery Fees	0.00	free
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	100.00	
Maintenance/Repair Training	50.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	
Start-Up Total	27,094.60	

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:	27,094.60	

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>Deanna Horvath</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:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/16/2024



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federalsales@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Prices Are Valid Until:

11/06/24

Quote No.: 1110845505

Reference No.: 21002-FCCC-P

Sold To: **Deanna Horvath**
Las Positas College
3000 Campus Hill Dr
Attn: Deanna Horvath
LIVERMORE, CA 94551

Bill Phone: (925)301-0686

Work Phone: (925)424-1206

Date	Customer Code	Terms	Salesperson	Ship Via	
10/07/24	B2683822	N/A	WB	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	40	PENTAX PENTAX 17 FILM CAMERA - SILVER/REG Country of Origin: VIETNAM <i>Your request for the additional qty has been approved</i> In Stock - while supplies last.	PE17 (18928-RIM)	447.90	17,916.00
2	20	MANFROTTO BEFREE 3-WAY LIVE ADVANCE TRIPOD/REG Country of Origin: ITALY <i>Your request for the additional qty has been approved</i> This item currently has a price of \$179.95 while supplies last. In Stock - while supplies last.	MABF3WLATP (MKBFRLA4BK-3WUS)	159.00	3,180.00
3	20	PENTAX ELECRTONIC CABLE SWITCH 205 3.5' f/ZXL/REG Country of Origin: JAPAN This item currently has a price of \$49.00 while supplies last. In Stock - while supplies last.	PECS205 (37248)	43.90	878.00

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420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 1110845505

Date	Customer Code	Terms	Salesperson	Ship Via	
	B2683822	N/A	Sism	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
4	21	HOYA 40.5mm NXT PLUS UV FILTER/REG Country of Origin: PHILIPPINES <i>Your request for the additional qty has been approved</i> Temporarily Out of Stock. No ETA Available at this time	HOUVNP405 (A-NXTPL405UV)	9.95	208.95
5	14	HOYA 40.5mm HMC - UV FILTER/REG Country of Origin: JAPAN <i>Your request for the additional qty has been approved</i> In Stock - while supplies last.	HOUVMC40.5 (A405UVC)	9.49	132.86
6	5	SENSEI 40.5mm CENTER PINCH LENS CAP (PLASTIC)/REG Country of Origin: CHINA In Stock - while supplies last.	SELC40.5 (LC-40-5)	2.45	12.25
7	40	RUGGARD JOURNEY 24 DSLR SHOULDER BAG/REG Country of Origin: VIETNAM In Stock - while supplies last.	RUPSB124B (PSB-124B)	18.49	739.60
8	5	SEKONIC L-308X-U FLASHMATE LIGHT METER/REG Country of Origin: PHILIPPINES In Stock - while supplies last.	SEL308XU (401-305)	195.00	975.00
9	4	REFLX SHOE MOUNT DIGITAL LIGHT METER-SILVER/REG Country of Origin: CHINA	RERLDMSLV (RLDMSLV)	36.49	145.96

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BNH_quote



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Federal ID#: 15-2768071

Quote No.: 1110845505

Date	Customer Code	Terms	Salesperson	Ship Via
	B2683822	N/A	Sism	FDX GROUND

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
10	5	<p>Back-Ordered. No ETA Available at this time</p> <p>TIFFEN/ 40.5mm UV HAZE-1 FILTER/REG Country of Origin: UNITED STATES</p> <p>In Stock - while supplies last.</p>	TIUV40.5 (405HZE)	7.49	37.45

PLEASE NOTE: -----

**** Please reference your quote number on all PO's ****

**** ALL PRICES ARE LISTED IN USD ****

PLEASE NOTE: B&H will be closed 1pm Wednesday October 2 - Friday October 4 for Rosh Hashana, Friday October 11 for Yom Kippur, and 1pm Wednesday 16 - Friday October 25 for Sukkos

Payment Type - N/A	- Amount	Sub-Total: 24,226.07
		Shipping: Free STND
		Tax: 2,718.53
		Total: 26,709.24

BNH_quote