

Requisition #: _____
Banner #: _____

Reference #: IER#0000108
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	GDDM FALL 26 IER (Wacom Tablets + Printer)		
Requestor Name:	<u>Kuo, Peter</u>	Division:	<u>A&H</u>
Date Submitted:	<u>10/05/2026</u>	Discipline:	<u>Graphic Design & Digital Media</u>
Type of Request:	A Replacement		

Describe the specific equipment requested.

Include model/specs if known. State whether this replaces existing equipment, upgrades current technology, or fills a new need.

37X Wacom tablets (WADTH227K0A) to replace old equipment
BW Laser Printer (HES9S187A) to replace old equipment

KEY DEADLINES

Action	Deadline
IER form submitted to Division Dean	10/07/2026
Division Review of IER forms (Dean signature)	10/14/2026
IER due to Exec. Assistant, Administrative Services (with Dean & VP signatures)	10/21/2026

PRE-SUBMISSION CHECKLIST

- ☒ All fields in the form **MUST** be completed in full.
- ☒ Valid vendor quote* must be attached (include shipping, installation, and tax where applicable)
Do not split quotes or submit duplicates. For more details or assistance see Quote Requirements*
- ☒ IER form signed and submitted to Division Dean by the deadline, must include:
 - ☒ Quote (required)
 - ☒ New Vendor Application (if new vendor)
 - ☒ W-9 (if new vendor)

***Quote Requirements:** By law, purchases between \$ 30,000.00 and \$ 119,099.99 require 3 quotes from 3 different vendors. Purchases at or above \$ 119,100.00 require an RFP (bid) process and Board approval; if your request is approved, we provide further instructions via email. We are required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. For assistance with quotes, contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.

[More information on Instructional Equipment can be found here.](#)

IER RUBRIC: HOW YOUR REQUEST WILL BE SCORED

Criteria	Max Points	Strong Evidence	Adequate Evidence	Limited Evidence
Mission & Planning Priorities [Section 2]	5	4–5: Clear and compelling evidence/data that equipment fully supports LPC Mission and Planning Priorities.	2–3: Clear evidence/data that equipment supports LPC Mission and Planning Priorities.	0–1: Limited or no evidence/data.
Programmatic Impact & Institutional support [Section 3]	10	8–10: Clear and compelling evidence/data (from program review) of substantial instructional impact.	4–7: Clear evidence/data of substantial impact on program instruction.	0–3: Limited or no evidence/data.
Teaching & Learning Enhancement [Section 4]	10	8–10: Clear and compelling evidence/data that equipment provides much-needed enhancement to instruction.	4–7: Clear evidence that equipment provides enhanced instruction not met through current means.	0–3: Limited or no evidence/data.
Student Learning Outcomes [Section 5]	5	4–5: Clear and compelling evidence/data that equipment support course and/or program outcomes beyond current capability.	2–3: Clear evidence that equipment supports course and/or program outcomes beyond current capability.	0–1: Limited or no evidence/data.
Safety and/or Org. Effectiveness [Section 6]	5	4–5: Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	2–3: Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	0–1: Limited or no evidence/data.
Total	35			

Tip: Use specific data and evidence in each narrative section. Requests without evidence receive lower scores. Incomplete requests will not be ranked.

INSTRUCTIONAL EQUIPMENT: ALLOWABLE & NON-ALLOWABLE ITEMS

Allowable Items – Instructional equipment expenditures are eligible only when the equipment, library material, or technology is used for classroom instruction, student instruction or demonstration, or in the preparation of learning materials within an instructional program. All eligible items must function as durable assets with a useful life exceeding one year. Requests must fall within one of the five categories below (requests are not limited to the examples provided within the categories):

- 1. Equipment and Furniture:** Instructional equipment and furniture for primary use by students in instructional programs. Examples include, but are not limited to: classroom and laboratory equipment, such as, whiteboards, screens, projectors, lab instruments; and, instructional furniture, such as, desks, tables, podiums, chairs.
- 2. Information Technology:** Instructional IT equipment for student use in classrooms, laboratories and/or in direct support of student services. Examples include, but are not limited to: desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, and multimedia systems.
- 3. Adaptive Equipment:** Equipment for ADA/OCR-eligible students that assists them in a learning environment.

NOTE: Each individual item must cost \$200 or more.

Non-Allowable Items – Equipment that serve administrative or non-instructional purposes. Examples are: Photocopiers, file cabinets, bookcases, computers used primarily for administrative functions, networking infrastructure for non-instructional use, and software licenses for administrative systems. Items that would be considered supplies or have a useful life of less than one year.

SECTION 1 — Location and Compliance Information

Equipment Location: Building #: 700 Room #: 714

If applicable, describe any legal requirement, mandate, or safety concern.

Cite specific regulations or compliance requirements.

NA

SECTION 2 — Mission & Planning Priorities

Scored 0–5 points

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

- ☒ **Equity:** Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- ☒ **Student Success:** Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- ☒ **Health & Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how this equipment supports LPC's Mission and the Planning Priority/Priorities checked above.

Strong responses provide clear and compelling evidence or data that the equipment supports the LPC Mission and Planning Priorities (e.g., specific program goals, student populations, or outcomes).

Wacom graphic tablets are industry standard equipment across many disciplines of design. GDDM needs to replace existing hardware due to the manufacturer ending software support. The requested equipment supports LPC's mission and planning priorities

Equity: good graphic tablets are pricy equipment and many students do not have the financial resources to purchase one for personal use. Having the lab equipped with tablets will ensure all students have the opportunity to learn and work with the hardware, ensuring equitable outcomes. The printer is essential for many classroom functions, especially in a graphic design setting. Having a printer with more robust features in the classroom ensures all student have equitable access to the tools.

Student Success: The use of this equipment is necessary for student success in many of the program's courses, such as Digital Painting, Photoshop, Illustrator, and 2D animation. The equipment also makes it more intuitive to navigate 3D programs such as Blender and Maya. Wacom tablets are also commonly used in professional design settings. The printer is essential for many graphic design projects. Having access to a better printer in the classroom will increase student success rates in completing assignments, avoiding additional trips to the school computer lab or library.

Health & Fitness: Wacom tablets offer an alternative way to interact with the computer in addition to the mouse and keyboard. The intuitive and natural pen interface mimics traditional writing and drawing, improving ergonomics and reducing likelihood of repetitive stress injuries.

SECTION 3 — Program Review & Programmatic Impact

Scored 0–10 points

Strong responses provide clear and compelling evidence or data from program review of substantial instructional impact. If this equipment was not included in your most recent program review, provide a clear explanation of the instructional need.

Specify the educational programs this equipment supports:

Graphic Design & Digital Media, Arts

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review as evidence to support this request.

Quote or paraphrase relevant language directly from your Program Review. If not included in Program Review, explain why this need emerged outside the regular planning cycle.

Yes, GDDM will include the request in this year's upcoming program review.

It was not included in last year's review. The hardware we are looking to replace was originally purchased in 2016, with more tablets added a few years later when the program moved into a larger classroom. The hardware has been in continuous use but has held up well and the program intended to continue using the existing equipment. During the latest computer update, IT found out that the manufacturer no longer provides the software drivers for the equipment and they had to find old installers to make the hardware work with the latest computer updates. In future updates, there will no longer be support to make the hardware function. GDDM did not expect the end of support for this equipment and thus did not include it in last year's program review.

Section 4 — Teaching & Learning Enhancement

Scored 0–10 points

Provide clear and compelling evidence or data that this equipment enhances instruction and student learning beyond current capability. Strong responses demonstrate a much-needed instructional enhancement not met through existing means.

How does this equipment enhance teaching and the quality of instruction? Use evidence and data

Be specific about what instructors can do with this equipment that they cannot do now.

With this equipment, instructors can continue to provide quality instruction using the tablet's added functionalities. Wacom tablets provide a second screen which users can work directly on using gesture controls or a stylus pen. The pen translates pressure information which cannot be done with a traditional mouse input. This is essential for courses like digital painting where the software emulates natural painting motions. Without this equipment, we would not be able to offer these courses at all.

With the printer, instructors and students will be able to print up to tabloid size paper and dupe prints, avoiding confusing and cumbersome pagination for assignments. Instructors will be able to demonstrate settings for double sided printing and use of different paper types.

How does this equipment directly improve student learning?

Consider engagement, accessibility, hands-on practice, preparation for transfer or employment, etc.

Student learning is improved through hands-on practice using industry standard equipment, increasing their skillset and making them more valuable hires in the industry.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	9	Estimated Number of Students Per Year:	150
--	---	--	-----

SECTION 5 — Student Learning Outcomes (SLOs)

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports course and/or program outcomes beyond current capability.

Which course or program SLOs does this equipment support? List them.

Reference the relevant SLO language from your course outline or program.

GDDM 45A - Compose paintings with the elements and principles of visual art and design.
GDDM 45B - apply principles of color theory and practical color mixing (accurately depict the effects of color temperature on local colors, effects of atmospheric perspective, effects of light and shadow).
GDDM 45B - Create images demonstrating dynamic composition.
GDDM 45B - Create images that effectively communicate elements of storytelling in the image.
GDDM 45B - Draw and paint from reference images and from imagination using digital tools.
GDDM 51 - Make compositional decisions using color as the main design element by selecting colors appropriate to a project's design and communication goals.
GDDM 12 - Individually and collaboratively create original animated artworks using a variety of methods.
GDDM 53 - Use Photoshop tools to manipulate images for retouching, color correction, and basic adjustments.
GDDM 53 - Use various tools for creating Selections, Mask, and Alpha Channels to isolate and manipulate images.
GDDM 58 - Compose and manipulate a variety of images from various sources into photo-realistic composites.
GDDM 54 - Demonstrate understanding of the Pen Tool, individual anchor points, and Bezier handles, and be able to manipulate artwork on a point-by-point level.
GDDM 59 - Incorporate raster images into their work and be able to develop their artwork using both raster and vector art.
GDDM 3D

How will this equipment enable measurable improvement of your current SLO attainment?

Consider how the equipment addresses gaps in current instructional capability, student practice, or skill development.

the new tablets will not only replace the existing ones, but are better and newer. The new equipment will have higher screen resolution (4k instead of 1920x1080), more accurate colors, and more levels of pressure sensitivity from the pen input. The improved technology will allow students to produce better work, which directly improve SLO attainment

With the printer, the classroom will be able to output black and white prints in 11x17 format, which allows students to print full size proofs, as well as learn the different settings for outputting on paper.

SECTION 6 — Safety & Organizational Effectiveness

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports safety and/or organizational effectiveness beyond current capability.

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

No significant impact on safety and organizational effectiveness as the equipment will replace existing, aging equipment. But the new equipment will be slimmer and take up less table space and also will have newer connections so we won't need all these dongles to connect it up to the computers.

SECTION 7 — Total Cost of Ownership & Sustainability

How does this equipment meet or exceed LPC's [Sustainability Efforts](#)?

Consider energy efficiency, reduced waste, longevity, and end-of-life disposal plan.

Current Wacom tablet hardware that's being replaced has been in use for approximately 10 years. We expect the same longevity from the new equipment.

The current printer is a really small personal black and white laser that's inadequate for classroom use. The requested equipment will be much more robust and should have a long life-span.

Does the new equipment replace older equipment?

If yes, will you retire/surplus the old equipment? If not, where will it be stored and what are the storage costs?

Yes. We will retire/surplus the old equipment since there won't be software support in the future.

SECTION 7 – Total Cost of Ownership & Sustainability (continued)

Operator		Maintenance & Repair	
Primary Operator	Peer Kuo	Who will perform maintenance & repairs?	Peter Kuo
Does the work align with current position duties?	Yes	Does the work align with current position duties?	Yes
Cost to train primary operator:	0.00	Cost to train for maintenance and repairs:	0.00
Estimated hours equipment will be used per month:	144 Hours	Estimated hours per month:	0

Comments:

3 hour classes X 3 Classes Per day X 4 Days a week X 4 Weeks a month = 144 hours

FOAP (Budget) for Recurring Costs:

NA	-	NA	-	NA	-	NA
Fund		Org		Account		Program

Estimated Lifespan of Equipment: 10 Years

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$103,638.05	Quote From B&H Per Bill Pagano they are member
Shipping & Delivery	\$277.56	of Foundation for California Community Colleges
Installation	\$0.00	And the 3 quotes are not needed.
Operator Training	\$0.00	Their contract number is 0000-4443
Facilities Modification	\$0.00	
Other	\$10,622.90	Taxes
Discounts (enter as positive)	\$0.00	Already discounted in quote +11329.10
Subtotal	\$114,538.51	
Part B: Annual Operating Costs	Cost (\$)	Notes
Service / Maintenance	\$0.00	
Part Replacement	\$400.00	replace pens as needed, replace toner as needed
Software Licensing	\$0.00	
Supplies	\$0.00	
Vendor Calibration / Standardization	\$0.00	
Storage	\$0.00	
Other	\$0.00	
Subtotal	\$400.00	

Overall Cost (Start-Up + Annual)	\$114,938.51
---	---------------------

APPROVALS & SIGNATURE ROUTING

Before signing below, please confirm all fields are completed, the information is correct, and the request is for allowable items. A vendor quote must be attached **before** the form is submitted.

1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:		10/05/2026
Division Dean:	Amy Mattern	10/06/2026
Vice President:	Nan Ho	10/12/2026
College Technology Services Manager:	Stephen Gunderson	10/14/2026
M&O Director:	JOHN SEYBERT	10/17/2026
Vice President, Administrative Services:	Sean Brooks	10/25/2026

REFERENCE: IER Process Flow

1	Requestor submits completed packet 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 request; forwards to M&O and IT for technical review
5	RAC reviews and scores requests
6	Executive Assistant compiles final rankings for RAC review
7	RAC Co-Chairs meet with College President to discuss ranked requests
8	President issues approval memo to RAC
9	RAC notifies requestors of approved requests and any additional steps (e.g., additional quotes, board packet)
	<i>For requests that meet the board threshold, Purchasing will initiate the RFP (bid) process in collaboration with the requestor. Purchasing will notify the requestor of the winning bid/vendor. Bid process takes approximately 6 weeks.</i>
10	Requestor submits Requisition with updated quote(s) (itemization not required on Reqs for IERs) see example
11	Business Office reviews and enters requisitions into Banner; forwards requests to Purchasing*
	<i>*For board requests, bid process must be completed first, then requisition submitted to Business Office for entry into Banner, then Division submits board packet with copy of req entered into Banner (note Banner Doc # on packet).</i>

Questions? Contact the [RAC Co-Chairs](#) or the [Executive Assistant, Administrative Services](#).



The Professional's Source

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: federsales@bhphoto.com
State and Local: biddept@bhphoto.com

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

Federal ID#: 13-2768071

Prices Are Valid Until:

10/22/26

Quote No.: 919714126

Reference No.: 0000-4443

Sold To: Susan Affleck
Chabot Las Positas Comm Coll
7600 Dublin Blvd
3 Fl
Attn: Accounts Payable
DUBLIN, CA 94568

Ship To:
Las Positas College
3000 Campus Hill Drive
Receiving Department
Attn: Peter Kuo
LIVERMORE, CA 94551

Bill Phone: (925)485-5221 Ext.:A/P
Work Phone: (925)485-5289 Ext.:"B" PO
Fax Phone: (925)485-5253

(510)723-7270

Date		Customer Code	Terms	Salesperson	Ship Via	
09/22/26		1233144	N/A	DG6	MULTIPLE	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount	
1	37	WACOM CINTIQ PRO 22 CREATIVE PEN DISPLAY/REG Country of Origin: VIETNAM Please Note; Qty Limits & Restrictions May Apply. In Stock - while supplies last.	WADTH227K0A (DTH227K0A)	2,695.00 Retail: 2,999.95 Savings: 304.95	99,715.00 Retail: ***** Savings: 11,283.15	
2	1	HP HP LASERJET ENTERPRISE 8501DN PRINTER/REG Country of Origin: MEXICO Special Order. 2-4 Weeks 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 September 25-October 4 for Sukkot. We reopen Monday, October 5th	HE9S187A (9S187A)	3,923.05 Retail: 3,969.00 Savings: 45.95	3,923.05 Retail: 3,969.00 Savings: 45.95	
Payment Type - NO PAYMENT TYPE SELECTED			- Amount	Sub-Total:	103,638.05	
				Total Savings:	11,329.10	
				Shipping:	277.56	
				Tax:	10,622.90	
				Total:	114,538.51	

Customer Copy

Page 1 of 1

BNH_quote