

Requisition #: _____
Banner #: _____

Reference #: IER#0000113
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Instructional Outdoor Seating Shelters with Storage for Students		
Requestor Name:	Cumbo, Andrew	Division:	PATH
Date Submitted:	10/10/2026	Discipline:	Kinesiology
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.

The requested instructional shelters will provide students enrolled in Kinesiology soccer courses with designated areas for seating, instruction, observation, tactical discussion, assessment, transition, environmental protection, and organized storage of instructional equipment. Their primary purpose within the Kinesiology program will be to improve the outdoor instructional environment and provide students with a designated location for instruction and temporary protection from environmental conditions. Simply put, It will give the students a covered place to sit, and a place to put their backpack,

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 #: L2500 Room #: Synthetic

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

Cite specific regulations or compliance requirements.

The Kwik Goal shelter requires anchoring when in use. Proper anchoring provides stability and is an important component of safe shelter operation. The manufacturer provides anchoring hardware/options for the shelter and specifically states that shelters must be anchored at all times. The shelter design also incorporates durable aluminum construction, polycarbonate panels, and, depending on the selected configuration, mobility features that allow the shelter to be positioned appropriately while maintaining the required anchoring procedures.

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).

The requested instructional shelters directly support Las Positas College's mission of providing an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for student completion and lifelong learning.

The shelters will create a more functional, organized, and supportive instructional environment for students enrolled in outdoor Kinesiology soccer courses.

Student Success

Students participating in physical education courses regularly transition between active participation and periods of instruction, demonstration, observation, tactical discussion, assessment, feedback, hydration, and recovery.

Health & Wellness

Health and wellness are important components of outdoor physical education instruction.

The instructional shelters provide a location where students can temporarily move out of direct sunlight during periods of elevated temperature, wind and rain.

Equity

Providing permanent instructional shelters ensures that all students enrolled in the courses have access to the same designated seating, instructional space, environmental protection, and equipment-storage resources. Students will not be dependent upon bringing their own seating or other personal means of obtaining shade during class.

The shelters therefore support equitable access to the instructional environment.

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:

Courses Supported

- KIN 38A
- KIN 38B
- KIN 38C
- KIN 48A
- KIN 48B
- KIN 48C
- KIN Outdoor Soccer 1
- KIN Outdoor Soccer 2

The shelters will serve multiple course sections and provide a durable instructional resource for students across multiple academic years.

The request is for instructional furniture/equipment used by students in instructional programs, rather than athletic competition equipment.

Although the shelters are similar to structures commonly used in competitive soccer environments, their requested use at Las Positas College is specifically tied to the delivery of Kinesiology instruction.

The equipment will be used during daily instruction, including:

- Skill demonstrations, Technical instruction, Tactical instruction, Small-group instruction, Student observation, Assessment, Feedback, Video discussion and analysis, Transitions, Hydration, Rest and recovery, Storage of instructional equipment

The two shelters will provide seating capacity for approximately 34 students at one time.

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.

This equipment will be part of the upcoming Program Review. It was not part of last years program review as the need was not identified.

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.

The requested instructional shelters enhance teaching and learning by providing a designated instructional environment where students can sit, receive instruction, observe demonstrations, participate in tactical discussions, receive feedback, and prepare for subsequent physical activities.

Soccer instruction requires students to move repeatedly between active skill development and periods of instruction, observation, tactical discussion, assessment, feedback, hydration, and recovery.

The shelters will allow instructors to organize these instructional transitions more effectively.

Instructional Uses

The instructional shelters will allow instructors to:

- Bring students together for demonstrations and instruction.
- Provide tactical instruction to groups of students.
- Conduct team and small-group discussions.
- Provide students with an appropriate location to receive feedback.
- Organize students during transitions between instructional activities.
- Conduct instruction while students are seated and protected from direct sunlight.
- Provide a designated area for hydration and recovery.
- Conduct video-based instruction and tactical analysis.
- Organize students during assessment activities.
- Store instructional equipment in an organized location.
- Reduce equipment clutter around the instructional area.

This configuration allows instructors to gather larger groups of students in designated locations for group instruction and discussion.

How does this equipment directly improve student learning?

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

This equipment directly improves student learning in a variety of ways. It provides a centralized and covered place for the student to sit, and a place to safely store their belongings. This two simple but very important features for all students reduces physical and emotional stress, as students will be more comfortable than sitting on the ground and not worried about their backpack being on the ground or in the rain. As a result they should be in a better mental state for improved learning.

Integrated Equipment Storage

The shelters provide integrated equipment shelving.

The storage shelves will provide instructors with an organized location for instructional equipment and materials used during class.

This feature will help maintain an orderly instructional area and reduce the need to place equipment on the ground or in other areas surrounding the field.

The combination of seating, shelter, and storage makes the equipment a multi-purpose instructional resource.

Instructional Environment

Students are not continuously engaged in physical activity throughout a class period.

Effective physical education instruction includes demonstrations, explanation of techniques, tactical instruction, feedback, assessment, observation, discussion, hydration, and recovery.

The instructional shelters provide a designated environment for these activities while allowing students to remain close to the instructional field.

This will improve the organization and efficiency of daily instructional activities.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	8	Estimated Number of Students Per Year:	200
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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.

This equipment support the Student Learning Outcomes for KIN 38A-C, KIN 48A-C, and KIN Outdoor Soccer 1-2.

KIN 38A & 48A

Students should be able to:

- Demonstrate effective defensive tactics.
- Demonstrate effective offensive tactics.

The tents provide a designated shaded location for students to receive tactical instruction, observe demonstrations, discuss offensive and defensive concepts, and receive instructor feedback before applying those concepts during active instruction.

KIN 38B & 48B

Students should be able to:

- Demonstrate an increase in fitness.
- Understand and apply the laws of the game during an official soccer match.

The tents provide an organized location for instructors to explain the laws of the game, provide instruction, conduct discussions, and allow students to recover between physical activities.

KIN 38C & 48C

Students should be able to:

- Demonstrate effective defensive techniques.
- Demonstrate effective offensive techniques.

The tents support demonstrations, technical instruction, observation, feedback, and discussion of offensive and defensive techniques.

KIN SO 1& KIN SO 2

The shelters provide a designated location where instructors can demonstrate and explain these skills and concepts and where students can observe instruction and receive feedback before returning to active practice.

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 instructional shelters will support SLO attainment by improving the environment in which instruction and assessment occur.

Students will have an appropriate location to:

- Observe demonstrations.
- Receive technical and tactical instruction.
- Participate in group discussions.
- Receive instructor feedback.
- Analyze tactical situations.
- Review performance.
- Participate in video-based instruction.
- Prepare for practical activities and assessments.
- Hydrate and recover between physical activities.

The equipment therefore supports the instructional process through which students develop and demonstrate the existing course SLOs.

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:

Student Safety

The shelters provide students with a designated location to sit and temporarily move out of direct sunlight during periods of elevated temperature.

This is particularly important during physical education instruction because students alternate between periods of physical exertion and periods of instruction, observation, recovery, and hydration.

Providing a designated sheltered area gives instructors an additional location to manage these transitions.

Environmental Protection

The shelter structure provides protection from direct sun exposure and environmental conditions like rain and wind while students are receiving instruction or recovering from physical activity.

The shelters will improve the organization of the instructional environment by creating a consistent location for:

- Student seating.
- Group instruction.
- Tactical discussion.
- Demonstrations.
- Assessment.
- Hydration.
- Rest and recovery.
- Instructional equipment storage.

The equipment therefore combines several instructional functions within one structure.

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.

The requested instructional shelters are durable outdoor instructional structures intended for long-term use.

The equipment will be used across multiple Kinesiology courses and course sections and is expected to have a useful life exceeding one year.

Because the shelters will serve multiple courses and student groups, the college will receive continuing instructional value from the investment.

This seating structure reduces physical labor to not have to bring out separate chairs for students.

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?

This equipment will be used in addition to older equipment. With the increase in enrollment comes the increase for more equipment for students. There will be no storage costs. The equipment should last 5-7 years and the previous equipment was purchased over seven years ago. Once the older equipment is no longer functional it can be retired or for surplus.

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

Operator		Maintenance & Repair	
Primary Operator	Annie Rizzo	Who will perform maintenance & repairs?	Annie Rizzo
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:	60 hours per month	Estimated hours per month:	0 hours per month

Comments:

Annie Rizzo is the full time classified equipment technician. This seating structure would be maintain be her, or whoever is in that position, and is a very low maintenance piece of equipment.

FOAP (Budget) for Recurring Costs: _____ - _____ - _____ - _____
Fund Org Account Program

Estimated Lifespan of Equipment: 5-7 years

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$61,528.00	
Shipping & Delivery	\$4,922.24	
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$6,306.62	tax
Discounts (enter as positive)	\$0.00	
Subtotal	\$72,756.86	
Part B: Annual Operating Costs	Cost (\$)	Notes
Service / Maintenance	\$0.00	
Part Replacement	\$0.00	
Software Licensing	\$0.00	
Supplies	\$0.00	
Vendor Calibration / Standardization	\$0.00	
Storage	\$0.00	
Other	\$0.00	
Subtotal	\$0.00	

Overall Cost (Start-Up + Annual) \$72,756.86

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:	<i>Andrew Cumbo</i>	10/10/2026
Division Dean:	<i>Michael A. McQuiston</i>	10/16/2026
Vice President:	<i>Nan Ho</i>	10/20/2026
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/20/2026
M&O Director:	<i>JOHN SEYBERT</i>	10/20/2026
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/27/2026

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](#).



PO Box 841393
Dallas, TX 75284-1393
Phone: 800-527-7510 Fax: 800-899-0149
Visit us at www.bsnsports.com

Quote

Cart #: 16727509
Purchase Order #: Soccer EQ- Shelter
Cart Name: Soccer EQ- Shelter
Quote Date: 09/30/2026
Quote Valid-to: 10/30/2026
Payment Terms: NT30
Ship Via:
Ordered By: Soccer EQ- Shelter

Contact Your Rep

Jeff Gadd Email:jgadd@bsnsports.com | Phone:**925-408-9307**

Sold to
1341382
LAS POSITAS COLLEGE
3033 Collier Canyon Rd
LIVERMORE CA 94551-9797
USA

Ship To
1341382
LAS POSITAS COLLEGE
Soccer EQ- Shelter
3033 Collier Canyon Rd
LIVERMORE CA 94551-9797
USA

Payer
1341382
LAS POSITAS COLLEGE
3033 Collier Canyon Rd
LIVERMORE CA 94551-9797
USA

Item Description	Qty	Unit Price	Total
Custom Soccer Shelter 30ft 1Row w Wheels Item # - NSPCUSTOM	2 EA	\$ 24,000.00	\$ 48,000.00
Custom Wrap Real Panels Item # - NSPCUSTOM	20 EA	\$ 509.00	\$ 10,180.00
Custom Wrap Side Panels Item # - NSPCUSTOM	4 EA	\$ 837.00	\$ 3,348.00

Subtotal:	\$61,528.00
Other:	\$0.00
Freight:	\$4,922.24
Sales Tax:	\$6,306.62
Order Total:	\$72,756.86
Payment/Credit Applied:	\$0.00
Order Total:	\$72,756.86



X



SALES QUOTE

SQ-1548092

10/7/2026



Customer		Contact	Ship To					
Las Positas College Andrew Cumbo 3000 Campus Hill Drive LIVERMORE CA 94551 UNITED STATES		Las Positas College Andrew Cumbo 3000 Campus Hill Drive LIVERMORE CA 94551	Las Positas College Andrew Cumbo 3000 Campus Hill Drive LIVERMORE CA 94551 UNITED STATES					
Account	Terms		Due Date		Account Rep		Schedule Date	
1554751	HubSpot Payment		10/12/2026		Chandpreet Sandhu		10/7/2026	
Quotation	Reference		PO #		Ship VIA		Page	Printed
SQ-1548092					BEST WAY		1	10/7/2026 12:15:20PM
L	Item	Description	Qty		Price	UM	Discount	Amount
1		SHLTR PTBL ONLY MLD 30FT End Date Time :10/7/2026 12:00:34 PM Total Date Time (hh:mm:ss): 0: 0: 4 9b5320	2		\$24,924.00	EA		\$49,848.00
2	MISC							
3								
4		REAR PANEL CUSTOM OVERLAY						
5	MISC	31X602	20		\$487.00	EA		\$9,740.00
6								
7		LEFT PANEL CUSTOM OVERLAY						
8	MISC	31X601L	2		\$802.00	EA		\$1,604.00
9								
10		RIGHT PANEL CUSTOM OVERLAY						
11	MISC	31X601R	2		\$802.00	EA		\$1,604.00
12								
13	TSH	Team Shipping and Handling	1		\$8,000.00	EA		\$8,000.00



Soccer Post Team Estimate

CRM	JARED RIFFLE-YOKOI	Email:	JARED.RIFFLE-YOKOI@SOCCERPOST.COM
Direct Line:	916-962-0880 Ext. 758	Address:	Fair Oaks
Fax:		Custom PO:	Andrew Cumbo - Las Positas Collge
Terms:	Due Upon Receipt	Due Date:	11/6/2026

Date: 10/6/2026

Estimate #:

0017

Item #	Qty	Color	Description	Unit Price	Discount	Extended Price
9B5320	2	NA	Kwik Goal 30' Shelter	\$ 23,715.00		\$ 47,430.00
			Custom Soccer - Molded Seats			\$ -
31X602	20	NA	Kwik Goal Custom Wrap Real Panels	\$ 545.00		\$ 10,900.00
31X601	4	NA	Kwik Goal Custom Wrap Side Panels	\$ 900.00		\$ 3,600.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL QUANTITY	26					\$ -

Customer Information:		Shipping Info:	Subtotal:	\$ 61,930.00
Name:	Andrew Cumbo	LAS POSITAS COLLEGE RECEIVING DEPARTMENT 3000 CAMPUS HILL DRIVE LIVERMORE,CA 94551	Tax:	\$ 7,300.00
Club/Organization:	LAS POSITAS COLLEGE		Adjustment:	
Phone:			Ship:	\$ 5,000.00
Email:	acumbo@laspositascollege.edu		Total:	\$ 74,230.00