

Requisition #: _____
Banner #: _____

Reference #: IER#0000137
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Instructional Audio Equipment		
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.

Two (2) portable powered instructional speakers, each with a compatible speaker stand, for outdoor Kinesiology instruction on the Las Positas College synthetic turf field. This equipment replaces the current equipment that seven years old and not working properly, and upgrades current technology.

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.

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 equipment directly supports Student Success by improving the delivery of instruction connected to course Student Learning Outcomes. The soccer courses require students to demonstrate offensive and defensive techniques and tactics, improve fitness, understand and apply the laws of the game, and develop technical and tactical knowledge. Clear communication allows faculty to provide more efficient instruction, feedback, demonstrations, and transitions, increasing the amount of class time available for active learning, skill development, practice, and assessment.

The request also supports Equity and Accessibility by providing a shared instructional resource to the entire class. Students' ability to hear important instructional information should not depend on where they are positioned on the field. Two speakers provide more consistent sound coverage across the instructional area and help ensure that students have comparable access to faculty directions and explanations.

The equipment supports Health and Wellness by improving the instructor's ability to communicate safety procedures, activity changes, environmental precautions, and other health-related directions during physical activity. This is particularly important in an outdoor Kinesiology environment where students are actively moving across a large field.

Finally, the equipment supports Organizational Effectiveness by allowing faculty to communicate with the entire class simultaneously rather than repeatedly stopping activities, moving across the field, or repeating directions. Because the speakers will serve eight Kinesiology courses and multiple sections and semesters, they represent a shared instructional resource that strengthens the program's capacity to deliver consistent, efficient, and accessible outdoor instruction.

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:

This equipment supports the Kinesiology instructional program, specifically outdoor soccer instruction in the following courses:

KIN 38A–C
KIN 48A–C
KIN Outdoor Soccer 1
KIN Outdoor Soccer 2

The equipment will be used for daily instruction on the synthetic turf field, supporting technical and tactical instruction, fitness activities, demonstrations, assessment, student feedback, and safety communication.

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.

The requested instructional audio equipment will be identified in the Kinesiology and Athletics Program Review as a programmatic need supporting outdoor Kinesiology instruction. Kinesiology offers eight courses utilizing the synthetic turf field: KIN 38A-C, KIN 48A-C, and KIN Outdoor Soccer 1-2. These courses require frequent demonstrations, technical and tactical instruction, activity directions, assessment, feedback, and safety communication across a large outdoor environment.

Two portable instructional speakers and stands will directly address this need by improving the clarity, consistency, and accessibility of faculty communication. The equipment will reduce time lost to repeated directions or faculty repositioning and ensure students can access instruction regardless of their location on the field. This supports course SLOs related to technical and tactical development, fitness, formations, laws of the game, and applied learning.

The equipment will have broad programmatic impact by supporting multiple courses, sections, instructors, and semesters. It will become a shared instructional resource rather than serving a single course or event.

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 speakers will enhance teaching by addressing a current limitation of outdoor instruction on the large synthetic turf field. Without dedicated amplification, instructors must rely on projecting their voices, moving throughout the field, or stopping activities to repeat directions.

The speakers will allow instructors to communicate clearly with the entire class simultaneously, enabling more effective demonstrations, technical and tactical instruction, immediate feedback, safety directions, assessments, and activity transitions. This will reduce lost instructional time and allow faculty to spend more time teaching, observing, and assessing students.

The equipment provides an instructional capability not currently available and will improve the clarity, consistency, accessibility, and efficiency of instruction across multiple Kinesiology courses and class sections.

How does this equipment directly improve student learning?

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

The equipment will directly improve student learning by ensuring students can clearly hear instruction, demonstrations, feedback, safety information, and activity directions throughout the outdoor learning environment. Clear communication will increase engagement, reduce time spent repeating directions, and provide more consistent access to instruction regardless of a student's location on the field.

Improved communication will also maximize hands-on practice time and support student learning of technical skills, tactics, fitness, and game-based decision-making. These benefits strengthen students' preparation for continued study, transfer, coaching, and employment in sport-related fields.

Estimated impact of this equipment:

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

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.

Here are the courses this equipment supports:

KIN 38A
KIN 38B
KIN 38C
KIN 48A
KIN 48B
KIN 48C
KIN SO1
KIN SO2

From the courses listed above, the equipment directly supports the following course SLOs:

- * **Demonstrate proficiency in offensive and defensive techniques and tactics.**
- * **Demonstrate an understanding and application of the laws of the game.**
- * **Demonstrate technical proficiency in fundamental soccer skills.**
- * **Demonstrate an understanding and application of formations and tactical strategies.**
- * **Demonstrate improved fitness and conditioning through participation in physical activity.**
- * **Apply technical and tactical concepts during game-based and applied learning activities.**

The instructional speakers support these SLOs by improving students' access to demonstrations, explanations, directions, feedback, and assessment throughout the outdoor learning environment.

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 equipment will improve SLO attainment by allowing instructors to provide clear, consistent directions, demonstrations, feedback, and assessment instructions to all students across the field. This will reduce lost instructional time and increase opportunities for active practice and skill development.

Improved communication will allow instructors to more efficiently assess technical skills, tactical understanding, fitness, and application of game concepts. Measurable improvement can be demonstrated through **SLO assessment results, skill assessments, participation in practice activities, and successful application of technical and tactical concepts**.

The speakers address a current instructional gap by providing consistent access to faculty instruction that cannot be achieved as effectively through voice projection alone.

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:

The instructional speakers will improve safety and organizational effectiveness by allowing faculty to communicate clearly with all students across the large outdoor field. Instructors will be able to quickly deliver safety instructions, emergency directions, activity changes, and transitions without relying on voice projection or repeatedly moving throughout the field.

The equipment will also improve organization during demonstrations, drills, assessments, and class transitions by reducing repeated instructions and minimizing lost instructional time. This will allow classes to operate more efficiently while providing students with consistent access to important safety and instructional information.

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 equipment supports LPC's sustainability efforts through its long service life, shared use, and reduced replacement needs. The portable speakers and stands will serve multiple Kinesiology courses, sections, instructors, and academic years, maximizing the value of the investment and reducing the need for duplicate equipment.

The equipment is durable, portable, and reusable across the outdoor instructional environment, reducing waste and extending its useful life. Proper storage and maintenance will further support longevity. At the end of its useful life, the equipment will be disposed of or recycled through appropriate campus or electronic-waste procedures when available.

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?

It will replace old equipment that does not function properly. we will retire the old equipment and there will be no storage cost.

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:	120	Estimated hours per month:	120

Comments:

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

Estimated Lifespan of Equipment: 4-6 years

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$6,999.98	
Shipping & Delivery	\$199.99	
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$717.50	tax
Discounts (enter as positive)	\$0.00	
Subtotal	\$7,917.47	
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) \$7,917.47

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>	10/16/2026
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>	10/26/2026

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

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
Speaker System
3033 Collier Canyon Rd
LIVERMORE CA 94551-9797
USA

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

Quote

Cart #: 16786235
Purchase Order #: Speaker System
Cart Name: Speaker System
Quote Date: 10/07/2026
Quote Valid-to: 11/09/2026
Payment Terms: NT30
Ship Via:
Ordered By: Speaker System

Item Description	Qty	Unit Price	Total
COAXIAL SPEAKER WITH INTEGRATED AMP KIT Item # - 1476176	2 SET	\$ 3,499.99	\$ 6,999.98

Subtotal:	\$6,999.98
Other:	\$0.00
Freight:	\$199.99
Sales Tax:	\$717.50
Order Total:	\$7,917.47
Payment/Credit Applied:	\$0.00
Order Total:	\$7,917.47