

Requisition #: _____
Banner #: _____

Reference #: IER#0000146
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Technology for Biology		
Requestor Name:	Contreras Cardenas, Angel	Division:	STEM
Date Submitted:	10/12/2026	Discipline:	Biology
Type of Request:	New Equipment or Technology		

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 Biology Department requests funding for a dedicated class set of laptop computers for the Human Anatomy laboratory. These laptops will be permanently housed within the Anatomy laboratory and used during laboratory instruction to provide students with reliable access to digital learning resources, Open Educational Resources (OER), anatomy visualization tools, online laboratory activities, accessibility technologies, and course materials.

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 #: 1850 Room #: 1858

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 requested laptops directly support the college mission by ensuring equitable access to instructional technology and educational resources for all students. Human Anatomy serves a diverse student population pursuing careers in healthcare and the biological sciences. Reliable access to technology is essential for student success in these fields.

This request advances equity by removing disparities in technology access. Many students rely on campus resources to participate fully in digital learning activities. A dedicated laboratory set ensures all students have the same opportunity to access instructional materials, anatomy visualization tools, online resources, and learning supports during laboratory instruction.

The laptops also support student success by enabling faculty to utilize high-impact instructional practices that promote active learning, collaboration, problem-solving, and engagement. Human Anatomy increasingly incorporates OER materials and digital content that enhance learning while reducing educational costs.

Furthermore, the request aligns with institutional commitments to accessibility and inclusion by providing a platform for assistive technologies, accessible course materials, screen readers, magnification software, captioned content, and other digital accommodations that support diverse student needs.

As Human Anatomy continues to expand its use of Zero Textbook Cost materials and digital instructional resources, dedicated laptops will help ensure that all students can fully benefit from these innovations.

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:

The requested laptops support:

Human Anatomy
Allied Health Pathways
Nursing preparation
Pre-medical studies
Respiratory Therapy preparation
Physical Therapy preparation
Occupational Therapy preparation
Kinesiology pathways
Transfer-oriented Biological Sciences students

Human Anatomy serves approximately 12 to 15 sections annually (over 300 students), with an average enrollment of 24 students per section. Because of strong demand and continued growth in Allied Health pathways, the course routinely serves more than 300 students per academic year.

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.

Program Review has consistently identified the need to improve equitable access to instructional technology, expand implementation of Zero Textbook Cost resources, and increase student engagement through technology-enhanced learning.

As Human Anatomy continues to adopt digital instructional materials and OER resources, access to technology has become increasingly important to support effective course delivery. Faculty have identified limitations associated with the current availability of only 24 shared laptops serving more than 62 Biology and Chemistry laboratory sections (over 1,400 students) each semester.

Program Review findings support investments that improve student access to instructional resources, strengthen learning outcomes, expand accessibility, and support innovative teaching practices. A dedicated laptop set directly addresses these priorities by providing reliable access to technology within one of the college's highest-demand Allied Health courses.

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 laptops will significantly enhance instructional effectiveness by providing consistent access to technology during laboratory sessions. Faculty will be able to fully integrate digital learning resources into laboratory experiences without concerns related to laptop availability or scheduling conflicts.

Human Anatomy instruction depends heavily on visual learning. Faculty routinely utilize:

- Digital anatomical atlases
- Interactive anatomy platforms
- Virtual anatomy models
- OER instructional materials
- Online formative assessments
- Case-based learning activities
- Collaborative learning exercises
- Image-based identification activities
- Accessibility-support tools

Currently, limited access to computers restricts the frequency and depth of these activities. Dedicated laptops will allow faculty to develop new instructional materials and redesign laboratory experiences around technology-supported active learning approaches that improve student engagement and content mastery.

How does this equipment directly improve student learning?

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

Human Anatomy is a highly visual discipline that requires students to identify structures, analyze relationships among body systems, and apply anatomical knowledge in clinical contexts.

Dedicated laptops will provide all students with access to:

- High-quality anatomical images
- Interactive learning activities
- OER resources
- Digital laboratory content
- Online study tools
- Accessibility technologies
- Collaborative learning platforms

Students will be able to engage directly with content during laboratory activities rather than relying solely on static materials. The ability to view detailed anatomical structures, manipulate digital models, and access supporting resources will improve comprehension, participation, and retention of key concepts.

Access to technology also supports a broader range of learning styles and creates opportunities for students to practice skills that are increasingly important in healthcare and scientific professions.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	13	Estimated Number of Students Per Year:	350
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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.

The requested laptops support Human Anatomy course outcomes that require students to:

- Identify and describe human anatomical structures.
- Analyze relationships among body systems.
- Interpret anatomical images, models, and laboratory data.
- Apply anatomical knowledge to healthcare-related scenarios.
- Demonstrate scientific inquiry and observational skills.
- Utilize scientific and technological resources to investigate human anatomy.

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 laptops directly support achievement of course outcomes by providing students with continuous access to the digital resources required for success in Anatomy.

Students will be able to utilize anatomy visualization software, interactive models, image databases, virtual learning activities, and digital laboratory exercises that reinforce course concepts and improve understanding of anatomical relationships.

Because Anatomy relies heavily on image analysis and visual identification, access to technology-enhanced learning tools provides opportunities for repeated practice, immediate feedback, and more effective engagement with course content.

Faculty anticipate improvements in student engagement, laboratory participation, mastery of anatomical concepts, and achievement of course learning outcomes as a result of consistent technology access.

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:

A dedicated class set of laptops within the Human Anatomy laboratory will significantly improve operational efficiency and instructional consistency.

Currently, Anatomy must compete with more than 62 Biology and Chemistry laboratory sections for access to approximately 24 shared laptops. This creates scheduling challenges, limits flexibility in instructional planning, and restricts opportunities to implement technology-supported learning activities.

Housing laptops directly within the Anatomy laboratory will eliminate these barriers and allow faculty to consistently deliver the intended instructional experience across all sections. Faculty will be able to plan laboratory activities with confidence that the necessary technology will be available.

The laptops will also reduce equipment transportation needs, streamline classroom setup, maximize instructional time, and ensure all students receive equitable access to digital learning resources throughout the semester.

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 laptops support sustainability goals by reducing reliance on printed materials and enabling expanded use of digital resources, OER content, online activities, electronic laboratory manuals, and digital assessments.

The devices will support thousands of student learning experiences over their operational lifespan and allow the department to continue expanding affordable instructional practices. Increased use of digital materials reduces paper consumption, printing costs, and associated waste.

The laptops also provide the infrastructure necessary to support future instructional innovation and continued expansion of Zero Textbook Cost resources within the Allied Health and Biological Sciences pathways.

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?

No.

This request does not replace existing equipment. Rather, it addresses a significant unmet instructional need by establishing a dedicated laptop resource for the Human Anatomy laboratory.

The existing pool of approximately 24 laptops will continue serving Biology and Chemistry courses. The proposed laptop set will expand institutional capacity, improve student access to technology, support equity and accessibility initiatives, and enhance learning opportunities for more than 300 Human Anatomy students annually.

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

Operator		Maintenance & Repair	
Primary Operator	IT	Who will perform maintenance & repairs?	IT
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:	0	Estimated hours per month:	0.00

FOAP (Budget) for Recurring Costs:

Fund	-	Org	-	Account	-	Program
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Estimated Lifespan of Equipment: 5-8 years

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$51,238.40	Includes estimated taxes
Shipping & Delivery	\$0.00	
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$0.00	
Discounts (enter as positive)	\$0.00	
Subtotal	\$51,238.40	
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)	\$51,238.40
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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>Angel Contreras Cardenas</i>	10/12/2026
Division Dean:	<i>Paula Checchi</i>	10/13/2026
Vice President:	<i>Nan Ho</i>	10/14/2026
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/21/2026
M&O Director:	<i>John Seybert</i>	10/21/2026
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/23/2026

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](#).



October 12, 2026 2:44:35 PM

CHABOT-LAS POSITAS COMM COLL
7600 DUBLIN BLVD
DUBLIN, CA 94568-2909

Dear Steve Gunderson,

Thank you for your recent interest in HP Public Sector Sales. Attached is the price quotation you requested.

Please reference this contract: CA - STATE OF CALIFORNIA (NVP PC5) [7-23-70-55-04] when placing this order. The terms and conditions of this contract will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

If you should have questions regarding this quotation or need any other assistance, please contact your Inside Account Representative

Orders can be placed electronically at www.hp.com/buy/pshp2b. You can place this order by searching for the HP Customer Quote ID displayed above and simply check out. This order can also be emailed to ORDERS-PROCESSING-USA@hp.com.

HP Inc.
Attn: SLED Orders
2351 HP Way
Rio Rancho, NM 87144



Information & Details

Organization name: CHABOT-LAS POSITAS COMM COLL
Catalog name: CA - STATE OF CALIFORNIA (NVP PC5) [7-23-70-55-04]
Created by: denika.gallegos@hp.com
Partner Agent ID:
Name: denika gallegos
Email: sgunderson@laspositascollege.edu
Phone: 925-485-5221
Email notification: sgunderson@laspositascollege.edu
Created: October 12, 2026 2:44:35 PM
Expires: November 11, 2026 2:44:35 PM
Payment method: Purchase Order
Quote total: USD 51,238.40

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

Product #	Product Description	MFG#:	Qty	Regulatory Fee	Unit Price	Total Price
	Configurable HP ProBook 4 G2i 14 NGAI IDS KIT ID: 55468184 Reference Model: 55468184 Configuration: 56286214		30	USD 120.00	USD 1,545.53 ~~USD 2,278.25~~ Special price valid until 04/30/2027	USD 46,365.90
C69F3AV	HP IDS UMA Ultra 7 355 4 14 inch G2i Base NB PC		1			
8C9M7AV	No Country of Origin Restriction		1			
1Y632AV	Electronic Energy Star labeling (EStar)		1			
C69PMAV	Windows 11 Pro 64 NextGen Premium		1			
4SS11AV#ABA	OS Localization US		1			
C69NMAV	Dual AryMic FHD USB2 NFOV Integrated Camera		1			
C69NPAV	14.0 inch AG WUXGA (1920x1200) LED UWVA 300 fFHD HDR 60Hz bnt LCD Panel		1			
C69PPAV	16GB (1x16GB) DDR5 5600 SODIMM Memory		1			
C69QFAV	512GB PCIe 2280 NVMe Value Solid State Drive		1			
C69NDAV	Pike Silver Aluminum for WLAN 20W ID		1			
C69QQAV	Intel BE211 Wi-Fi 7 +Bluetooth 6.0 non-vPro WW WLAN		1			
C69POAV	No WWAN		1			
C69Q8AV	Fingerprint Sensor		1			
C69NBAV	PM Long Life 68Whr Fast Charge 3 cell		1			

Billing Information

OM ID: 0170286994
Company: CHABOT-LAS POSITAS COMM COLL
Address:
7600 DUBLIN BLVD
City : DUBLIN
State/Province: California
Zip/postal code: 94568-2909
Country: US
Attention to: Frazier
Email: cfrazier@clpccd.org
Phone:
Fax:

Shipping Information

Company: CHABOT-LAS POSITAS COMM COLL
Address:
7600 DUBLIN BLVD
City: DUBLIN
State/Province: California
Zip/postal code: 94568-2909
Country: US
Attention to: Sherman Lindsey
Email:
Phone: 1111111111
Fax:
Requested Delivery date:
Shipping options:
Shipping method: Ship Partial - Ship Items as they become available



Product #	Product Description	MFG#:	Qty	Regulatory Fee	Unit Price	Total Price
	Battery					
907K3AV	Not Included 65-100W AC Adapter		1			
C69THAV#ABA	for WLAN Clickpad Backlit spill-resistant KBD		1			
C69G0AV#ABA	Country Localization		1			
907K4AV	Not Included Power Cord		1			
C69R8AV#ABA	1/1/0 Warranty		1			
791T2AV	Pre-Boot UEFI Wi-Fi support		1			
4N733AV	HP Tamper Lock		1			
C69P3AV	Standard Packaging		1			
3E758AV	Electronic TCO Certified labeling		1			
C1GT2AV	Intel Core Ultra 7 sz3 G18 Label		1			

Special Pricing Code: 48419748	Subtotal	USD 46,365.90
	Regulatory Fees	USD 120.00
	Battery Fee	USD 0.00
	Estimated Tax	USD 4,752.50
	Total	USD 51,238.40

Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.