



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Replacement Archery Equipment
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

## Checklist

- All IER form fields complete
- Valid quote attached to submission (must be attached before submitting form)
  - Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
  - IMPORTANT:** To comply with state law, purchases between \$30,000.00 and \$109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
  - Purchase requests of \$109,300.00 or more must go out for bid\* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
  - For assistance with quotes, please contact Bill Pagano at [bpagano@clpccd.org](mailto:bpagano@clpccd.org) or (925) 485-5271.
- IER form, with quote, signed and submitted to Division Dean including:
  - Quote (required)
  - [New Vendor Application](#) (if new vendor)
  - Copy of [W9](#) (if new vendor)

**\*Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

## IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

## Instructional Equipment Definitions

### Allowable Items

**Allowable Items:** Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
  - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
  - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

### Non-Allowable Items

**Non-Allowable Items:** Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

## IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>LPC Mission &amp; Planning Priorities</b> [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
<b>Educational Items: Programmatic Impact and Institutional Support</b> [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
<b>Teaching &amp; Learning</b> [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
<b>Outcomes</b> [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

# Instructional Equipment Request Form

Name of Requestor: Craighead, Jason

Division: PATH

Discipline: Kinesiology

This Equipment Request is: A Replacement

## SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

### Equipment Location

Building #: Grass Field

Room #: Exterior Storage Container

### Comments:

The equipment requested will be to replace broken and unusable parts as well as requesting additional parts and equipment to increase the cap for the class. Archery is really popular and we are needing more of everything to accommodate more students.

I am requesting bow limbs, target covers, additional targets, wheel kits for moving the targets, arrow holders, replacement target faces, arrow/bow holders, finger tabs, replacement arrow rests, and arrows.

### If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

The safety concern is making sure that we have the correct equipment in sufficient quantities to allow safe execution of class activities in completing learning objectives. You also cannot use a worn/old limb with a new one, they must be purchased and used in sets. Mismatched limbs shoot very inaccurately and are unsafe. Also, we have students of varying strength, ability, and coordination. When students are unable to reach full draw, they are holding the bow with tension in an unstable position which decreases accuracy. Form, function, and safety are strongly related and reinforced in this class.

No legal requirements

## SECTION 2: LPC Mission Statement and LPC Planning Priorities

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

### LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

-This equipment is not only used to provide a learning opportunity for a lifelong physical activity in a supportive environment that highlights diversity and success, but also through the instructional equipment requested allows students to succeed regardless of life determinant.

-This equipment has, and will continue, to provide professional development activities across campus for both Classified and Faculty

**SECTION 3: Educational Items | Program Review**

**Specify the educational programs the equipment supports:**

This equipment is used to support KIN AR1 - Beginning Archery, which is also part of the KIN AA-T, Area 5: Individual Sports. It is also used to support KIN AR2 - Intermediate Archery and KIN AR3 - Advanced Archery, both of which will be coming through the curriculum process.

**Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:**

-Kinesiology continually has varied equipment needs on an annual basis across the Department, of which, they are rarely listed individually.  
"Kinesiology/Athletics doesn't list specific equipment as the nature of our department and activity disciplines utilize a wide variety of equipment that needs to be replaced and/ or upgraded."

**SECTION 4: Teaching and Learning**

**Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:**

This equipment will be used to teach fundamental skills as well as safety for the sport of archery, which include teaching: Set up and break down of the recurve bow, safety, etiquette, scoring, various shooting/scoring competitions, and the history of archery.

The bow limbs requested are the most used and match the students draw weight, which will allow me to teach students with diverse physical abilities the correct form and how to complete the steps to shooting (grip, hook, draw, anchor, aim, shooting) with archery.

The extra targets allow the instructor to serve a larger group of students at a time.

**Detail the impact the equipment has on learning:**

This equipment will enhance student learning beyond current capabilities as our current bows DO NOT serve all out students. All students should have the opportunity be successful in this class. Having equipment that meets the needs of all students is vitally important. Currently there are students that are unable to pull the bow back to even half of a normal draw, or we have large groups of students sharing the same bow weight, having to wait longer periods to apply skills.

With more targets we can spend more time spent practicing correctly, which results in enhanced/greater the student learning.

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

<b>Classes/Sections:</b> 2	<b>Students:</b> 64
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## SECTION 5: Student Learning Outcomes (SLOs)

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

Through instruction and application, the requested equipment will allow students the opportunity to:

1. Memorize and employ the techniques and skills of archery
2. Define and review the historical, cultural evolution of archery
3. Identify and practice the methods of scoring in archery

The equipment will enable a much higher percentage of students to have the opportunity to successfully complete SLOs. The class is very popular, and full every day. Having not just more equipment, but more of the ability specific equipment will allow us to have more students completing SLOs. Bow limbs NEED to be replaced in sets, you cannot have a new limb and worn limb on the same bow. The bow will shoot inaccurately, will yield poor results, and is unsafe.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

**Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?**

It is being used to replace bow limbs and targets that are either damaged or worn out. The bow limbs that are damaged will be discarded. Old equipment is continually fixed until it is no longer useable. All equipment is used, no extra storage needed.

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

The lifespan of the bows is about 5-7 years depending on usage.  
The lifespan of the strings is about 1-2 years, depending on usage.

The new bows also have the same strings/string length as the current ones, so all parts are interchangeable which simplifies maintenance, repair, and replacement time and costs.

**How does the equipment provide renewal resources to the college?**

NA

### Operator

Primary operator:	Craighead, Jason		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	12		
Comments:			

### Maintenance and Repairs

Who will perform maintenance and repairs?	Craighead, Jason		
Estimated hours per month:	4		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

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

**Lifespan of Equipment:** 5-8 years

**FOAP (Budget) for Recurring Costs:**

Fund

Org

Acct

Program

<b>Part A: Initial Start-Up Costs</b>		
Type	Cost	Comments
Equipment or Materials	3,044.78	
Shipping & Delivery Fees	550.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	220.75	Tax
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	<b>3,815.53</b>	
<b>Part B: Annual Operating Costs</b>		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
<b>Annual Total</b>	<b>0.00</b>	
<b>Overall Cost:</b>	<b>3,815.53</b>	

## Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:		10/12/2023
Division Dean:	Kevin Kramer	10/19/2023
Vice President:	Nan Ho	10/23/2023
College Technology Services Manager:	Stephen Gunderson	10/23/2023
M&O Director:	John Seybert	10/23/2023
Vice President, Administrative Services:		

**Wilderness Archery**  
**4870 Pacific Street**  
**Rocklin, CA 95677**  
**916-630-8700**  
**www.wildernessarchery.com**

**Invoice**

Customer: Las Positas College (Jason Craighead)

Phone: 916-616-4660

<b>Code</b>	<b>Description</b>	<b>Price</b>	<b>Qty</b>	<b>Ext</b>
41575LIMB20	LIMB,RAZORBACK,62-20	\$53.99	4	\$215.96
42178LIMB25	LIMB,NIGHTHAWK,62-25	\$71.99	6	\$431.94
B258	PAPES BOW STRING 58"	\$13.49	20	\$269.80
NS1	Non-Stock Item	\$19.99	4	\$79.96
	B90255 Block Bullseye Wheel Kit			
NS1	Non-Stock Item	\$224.99	6	\$1,349.94
	B50801 Block Bullseye Target			
NS1	Non-Stock Item	\$19.99	8	\$159.92
	B90251 Block Bullseye Sleeve			
10XSTL	Tab, Suede School Tab, Large	\$2.69	5	\$13.45
10XSTM	Tab, Suede School Tab, Medium	\$2.69	6	\$16.14
10XSTS	Tab, Suede School Tab, Small	\$2.69	3	\$8.07
X-S23286460R	X-Spot Youth Ground Quiver	\$17.99	8	\$143.92
202	Hoyt Arrow Rest - RH	\$4.49	36	\$161.64
935	Sport Rod Fletched w/ Vanes - Ea.	\$5.39	36	\$194.04
	Full length			
SH1	S&H	\$550.00	1	\$550.00
	Fedex LTL Estimate, 1 Pallet, 400#, Liftgate at pickup			

**Subtotal: \$3,594.78**

**Tax: \$220.75**

**Total: \$3,815.53**

**Payments: \$0.00**

**Balance: \$3,815.53**

Transaction No: 101123023100

**Wilderness Archery**  
**4870 Pacific Street**  
**Rocklin, CA 95677**  
**916-630-8700**  
**[www.wildernessarchery.com](http://www.wildernessarchery.com)**

Employee: Matt W

Date/Time: 10/11/2023 @ 2:31:01 PM

Return Policy:

No returns on special orders or cut arrows.

Full refund within 7 days.

Store credit within 30 days.

Subject to a 20% restocking fee.

I am going to shoot for a bigger order. Can you send me a quote, with shipping included, for the following:

1. (4) PSE Razorback limbs. 62-20 lb.
2. (8) strings for the Razorback
3. (6) PSE NightHawk limbs. 62-25l.
4. (12) strings for the Nighthawk
5. (4) Block Target wheel kits.
6. (6) Block Targets with wheel kits
7. (8) Block replacement target covers
8. (36) right hand replacement arrow rests (or round up/down if there is a specific bulk amount that is easier).
9. (12) finger tabs. 5 LG, 6 Med, 3 small. Same as our original order, leather or synthetic leather.
10. (8) Bow/arrow holder ground stakes.
11. (3) dozen arrows. Same as from our original order, for all the recurve bows (15-30lb)

I am trying a different process with our college, which my deadline is this week, but it allows me to try to get in the bigger order. I know it's last minute, but can you get the quote back to me this week?

This is a bigger college process, and I will know if the order is approved by December... it has to go through committees for approval.

Thanks

**Jason Craighead**

Las Positas College  
Head Coach - Swim & Dive, Men's Water Polo  
Kinesiology Faculty  
925-424-1253