

## Ed Tech Grant Procurement Process Guide

Grant funds will be made available to you via a shopping cart in The Educational Technology Grant Procurement Website. Grant Award Funds will not be transferred to your school budget. The only funds you will need to budget for will be you school's site matching funds if you have not already done so.

Your school site matching expenditures identified in your grant application must be expended between November 16, 2015 and June 30, 2017 in order to be considered valid. School site Matching not expended by June 30,2017 will be charged to your schools 3027 budget.

### Next Steps

1. Please review entire document before taking action in step 2.
2. Log into the Procurement Process Starting Point page, which can be found at <http://achieve.lausd.net//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=417> and answer the questions. Please complete as soon as possible if you have not already done so.

The information collected here will be used in completing the Educational Technology Grant Website. The Link above can also be found in the the Educational technology Grant Website <http://achieve.lausd.net/edtechgrant>

Please note that if you have not yet completed the next steps at the Procurement Process Starting Point Page and choose to add school site funds to your shopping cart, it will take 2 days from the day you provide budget information for your funds to reflect in your shopping cart.

## Educational Technology Grant Procurement Website

### *Please read before Accessing Procurement Website*

- The Ed Tech Grant procurement website is only available to principals who were identified in your grant application. Principals will need to sign in using their SSO in order to access their school shopping cart.
- Please review your shopping cart order prior to Submitting/Checking out. Once you order is submitted it is final. If your order requires a change after submission, it will significantly delay your order. We have a team standing by to address questions as they come in. Question can be submitted to [Francisco.canche@lausd.net](mailto:Francisco.canche@lausd.net) or [Richard.Alvarez@lausd.net](mailto:Richard.Alvarez@lausd.net).

- **Procurement Process Phases**

Phase 1 – Schools enter order via Procurement website. Confirmation of your entry will be sent to you via email.

Phase 2 – Ed Tech Team reviews order/funding and sends information to Local District Procurement Team (1-2 Days). Confirmation that your order was submitted to LD procurement team will be sent electronically once submitted.

Phase 3 – Local District Procurement Team generates a P.O. for your school and submits to vendor. Copy of P.O. will be sent to your school confirming your order has been placed (1-3 days).

Estimated delivery times from the vendors will be forthcoming as they beginning to receive and process orders on their end.

Phase 4 - Your local district procurement team will be your point of contact for your order once you have received a copy of your purchase order. Contact information for local district procurement teams will be available on the Ed Tech Grant Website.

**Please keep in mind that the Procurement Process has multiple steps and we are working diligently on expediting the orders as quickly as possible.**

3. Educational Technology Grant Procurement Website

<https://bes2a.lausd.net/Vouchers/login.aspx?ReturnUrl=%2fVouchers%2f>

In the Educational Technology Grant Procurement website, you will see the following screen and be prompted to log in using your SSO.

**Login Page**

User Name:

Password:

**Log In**

•Enter your Single Sign-On (email) username and password to Log In.  
 e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
 •Do not add domain name (@lausd.k12.ca.us @lausd.net)

Once you have logged in, you will see your Grant Award allocation in the shopping ca

<b>Location:</b>	44 ITD ADMIN	<b>Principal:</b>	ALVAREZ, RICHARD
<b>Allocation:</b>	\$10,000.00	<b>Remaining Balance:</b>	\$7,563.57
<b>Product:</b>		<b>Quantity:</b>	

The Shopping Cart Product List is composed of Bond Fundable Items identified by awardees in their grant applications. If you have identified a unique item that the district currently does not have on contract, we will work with you on an individual basis to procure the item(s).

School Site Matching Funds can be added to your shopping cart. This can be done at question #3 of the Procurement Process Starting Point page. (See Step 2 above)

**If you are adding school site funds to your shopping cart and are purchasing items in the 2015-2016 Fiscal year, your funds must be available in your current budget. If using a budget from the 2016-2017 fiscal year purchases for those items will take place after June 30, 2016. Existing Shopping Cart Funds from your Grant Award can be spent in either Fiscal Year.**

Most schools will spend their School Site Matching Funds outside of the Procurement website, as many expenditures are not bond fundable items, such as professional development, positions, software, software licenses, etc. and will not need to add school site matching funds to their shopping cart.

For schools who would like the ability to multi-fund a purchase via the Educational Technology Grant Procurement Website using School Site Matching Funds and Grant Award Funds, you will need to provide information at Question #3 of the Procurement Process Starting Point webpage.

Here is an example of a scenario where you may choose to multi-fund and items:

A school has been allocated a \$10,000 grant award and is planning to purchase 20 Computers at \$1000 each.

In this scenario, the schools grant award allocation will only cover \$10,000 of the cost. The Shopping Cart will only allow you to spend up to what you have been allocated; therefore the school may choose to supplement the shopping cart amount with school site matching funds. In this scenario the school would add \$10,000 of school site matching funds to their shopping cart for a grand total of \$20,000 that will appear in their shopping cart.

Guide to Answering Questions at Procurement Process Starting Point page (Step 2 above)

### **Question #1**

*Enter your Location Code.*

## Question #2

*During which Fiscal Year(s) will you be using your grant funds?*

- *FY 15/16*
- *FY 16/17*
- *Both FY 15/16 and FY 16/17*

Identify the Fiscal Year you are planning to spend your grant funds. This question is to provide us with feedback as to when school will be ordering so that we can expedite orders as quick as possible.

## Question #3

*Do you need to add school site matching funds to the current grant fund allocation?*

If "No" is selected, you will get a thank you message and 1<sup>st</sup> step is complete.

If "Yes" is selected, you will be directed to a page where you can enter the school site budget information. Once your budget information is entered you will be asked if you need to enter additional budget(s). If so, you will be provided with more fields to enter multiple budgets. If "No" you will get a thank you message and 1<sup>st</sup> step is complete.

**If you are adding school site funds to your shopping cart and are purchasing items in the 2015-2016 Fiscal year, your funds must be available in your current budget. If using a budget from the 2016-2017 fiscal year purchases for those items will take place after June 30, 2016. Existing Shopping Cart Funds from your Grant Award can be spent in either Fiscal Year.**