



## Board of Education Report

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File #: Rep-012-20/21, Version: 2

Approval of Procurement Actions  
September 15, 2020  
Procurement Services Division

ADOPTED BOARD  
REPORT  
SEP 15 2020

APPROVED

### Action Proposed:

Staff proposes that the Board of Education (Board) **ratify** the contract actions taken by the Procurement Services Division within delegated authority as listed in Attachment "A" including the approval of award of Professional Service Contracts not exceeding \$250,000: New Contracts; Contract Amendment; Low Value - Purchase Orders; Goods and General Services Contracts: Purchase Orders; Low Value - Purchase Orders; District Card Transactions; Rental of Facilities; Travel/Conference Attendance; General Stores Distribution Center; and Book/Instructional Material Purchase Orders; and **approve** Professional Service Contracts (exceeding \$250,000): New Contracts; and Goods and General Services Contracts (exceeding \$250,000): New Contract as listed in Attachment "B".

### Background:

Procurement Services staff prepares monthly reports for contract actions necessary for the execution of the projects approved by the Board for the educational and operational requirements of the District in accordance with Board delegated authority to the Superintendent.

### Expected Outcomes:

Approval of these items will allow the goods and services provided by these contracts furnishing the equipment, supplies, or services to the Los Angeles Unified School District that support Board policies and goals.

### Board Options and Consequences:

The Board can approve all actions presented, or postpone selected actions pending receipt of additional information. Non-ratification of actions awarded under delegated authority in Attachment "A" will result in immediate unavailability of products or discontinuance of services, or both. While non-ratification may be legally defensible, it would likely result in costly litigation over discontinued payments or if the District attempts to reclaim payments made to a vendor. District costs will likely increase as fewer vendors compete for future procurements. Postponement of actions presented for approval in Attachment "B" will delay contract award or delivery dates.

### Policy Implications:

This action does not change District policy and conforms to *California Education Code section 17604* that permits the Board of Education to delegate authority for Procurement Services (Board Report #444-17/18), which the Board exercised on May 8, 2018.

### Budget Impact:

The contract actions presented are within the budget authority previously approved by the Board. Ratification of contracts awarded under delegation of authority and within their Board approved budget listed

in Attachment "A" includes:

SEP 15 2020

- Award of Professional Service Contracts not exceeding \$250,000: New Contracts; Contract Amendment; Low Value - Purchase Orders; and
- Goods and General Services Contracts not exceeding \$250,000: Procurement Transactions - Purchase Orders; Low Value - Purchase Orders; Rental of Facilities; Travel/Conference Attendance; District Card Transactions; General Stores Distribution Center; and Book/Instructional Material Purchase Orders

APPROVED

Request for Approval of Procurement Contracts not under delegated authority listed in Attachment "B" includes:

- Professional Services Contracts (exceeding \$250,000): New Contracts; and
- Goods and General Services Contracts (exceeding \$250,000): New Contract

**Student Impact:**

See attached Board Informatives.

**Issues and Analysis:**

There are no policy implications on these agreements. The Business and Government Services Team, Office of the General Counsel, has reviewed and approved the agreements as to form.

**Attachments:**

Attachment "A" - Ratification of Contracts Awarded Under Delegated Authority

Attachment "B" - Request for Approval of Contracts Not Under Delegated Authority

**Informatives:**

Informative - Westchester Family YMCA, Contract No. 4400008505

Informative - UCLA Center-X, Contract No. 4400008489

Informative - Amplified IT, Contract No. 4400008503

Informative - Trapeze Software Group, Inc., a Delaware Corporation, dba TripSpark Technologies, Contract No. 4400006826-1

Informative - City of Los Angeles, Economic & Workforce Development Department, Contract No. 4400008398

Informative - Warehouse July 2020

Informative - Ararat Charter-Erwin; Ararat Charter-Romer; C.A.T.C.H. Charter; Goethe International; Magnolia Sci Acad #5; Magnolia Sci Acad #8; North Valley Military; Synergy Charter, Contract Nos. 4400008570-8577

Informative - High Density, Inc., Contract No. 4400008542

Informative - Los Angeles Brotherhood Crusade; Communities in Schools of Los Angeles; City Year, Inc.; Educare Foundation; Fulfillment Fund; Legacy LA Youth Development Corporation; Living Advantage, Inc., Contract Nos. 4400008568, 4400008569, 4400008600-8604

**Submitted:**

09/10/20



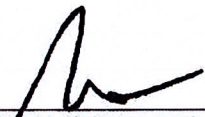
RESPECTFULLY SUBMITTED,


ADOPTED BOARD  
REPORT

SEP 15 2020

APPROVED &amp; PRESENTED BY:

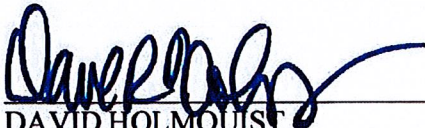
APPROVED

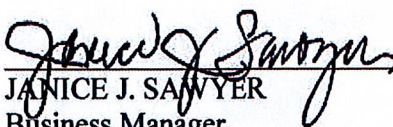
  
 AUSTIN BEUTNER  
 Superintendent

  
 MEGAN K. REILLY  
 Associate Superintendent  
 Business Services and Operations

REVIEWED BY:

APPROVED &amp; PRESENTED BY:


  
 DAVID HOLMQUIST  
 General Counsel

  
 JANICE J. SAWYER  
 Business Manager  
 Office of the Business Manager

✓ Approved as to form.

REVIEWED BY:

APPROVED &amp; PRESENTED BY:

  
 TONY ATIENZA  
 Director, Budget Services and Financial Planning

  
 JUDITH REECE  
 Chief Procurement Officer  
 Procurement Service Division

✓ Approved as to budget impact statement.

## ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITYA. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED**APPROVED**

NEW CONTRACTS/AMENDMENTS/ASSIGNMENTS NOT EXCEEDING \$250,000

LOCAL DISTRICT WEST

\$142,041

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>ADOPTED BOARD REPORT SEP 15 2020</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Westchester  
Family YMCA4400008505  
**Item A**After-the-fact contract to provide a daily  
playground program during non-instructional  
hours. The program supports students in  
restorative justice practices and conflict resolution  
skills.Title I  
(100%)

\$28,355

**Contract Term:** 09/23/19 through 04/24/20**Contract Value:** \$28,355Requester: *Richard Da Sylveira, Principal*  
*Cowan Avenue Elementary School*  
*Local District West*

UCLA Center X

4400008489  
**Item B**After-the-fact contract to provide professional  
development in mathematics to teachers and  
administrators.General  
Funds  
(100%)

\$113,686

**Contract Term:** 08/02/19 through 02/22/20**Contract Value:** \$113,686Requester: *Adaina Brown*  
*Interim Local District Superintendent*  
*Local District West*

## ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**APPROVED****A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED**

NEW CONTRACTS/AMENDMENTS/ASSIGNMENTS NOT EXCEEDING \$250,000

**OFFICE OF SPECIAL EDUCATION, EQUITY AND ACCESS AND  
INFORMATION TECHNOLOGY DIVISION****\$248,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Amplified IT	4400008503 <b>Item C</b>	Informally competed contract to provide an automated translation system to translate Individualized Education Plans (IEPs).	General Funds (100%)	\$248,000

**ADOPTED BOARD  
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SEP 15 2020****Contract Term:** 07/01/20 through 06/30/25**Contract Value: \$248,000**Requesters: *Anthony Aguilar*  
*Chief of Special Education, Equity and Access**Soheil Katal*  
*Chief Information Officer*  
*Information Technology Division***TRANSPORTATION SERVICES DIVISION AND INFORMATION TECHNOLOGY DIVISION****\$108,750**

Trapeze Software Group, Inc., a Delaware Corporation, dba TripSpark Technologies	4400006826-1 <b>Item D</b>	Amendment to extend the term and increase capacity of sole-source contract for the maintenance and support of proprietary software MapNet used to schedule and plan school bus routes for students by the Transportation Services Division.	General Funds (100%)	\$108,750*
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**Current Contract Term:** 07/01/18 through 06/30/20

New end date by this amendment: 06/30/22

Initial Contract Value: \$112,260

\*Amendment No. 1: \$108,750

(Executed Date: 06/22/20)

**Aggregate Contract Value: \$221,010**Requesters: *Lilia Montoya-Herrera, Director*  
*Transportation Services Division**Soheil Katal*  
*Chief Information Officer*  
*Information Technology Division*



## ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITYB. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

NEW INCOME CONTRACTS/AMENDMENTS NOT EXCEEDING \$500,000

**APPROVED**

&lt;\$163,680&gt;

DIVISION OF INSTRUCTION

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<b>ADOPTED BOARD REPORT SEP 15 2020</b>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
City of Los Angeles, Economic & Workforce Development Department	4400008398 <b>Item E</b>	Revenue contract to assist the District in hiring eleven (11) "Navigators," who are certificated staff who connect clients to Division of Adult and Career Education's education and training services.		Revenue	<\$163,680>

**Contract Term:** 07/01/19 through 06/30/20**Contract Value:** <\$163,680>

Requester: *Joseph Stark, Executive Director*  
*Division of Adult and Career Education*  
*Division of Instruction*

## ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**Item F - July 2020****C. PROFESSIONAL SERVICE NOT EXCEEDING \$250,000****APPROVED**

July 2020 = \$3,575,193

YTD = \$3,575,193

The contract actions represented below are those actions put in place within each sponsoring school's or division's approved budget. These delegated procurement methods represent streamline ordering tools that assist schools and offices in meeting immediate mission-essential needs for professional services.

	<u>July</u> <u>Qty of POs</u>	<u>YTD</u> <u>Qty of POs</u>	<u>July</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders – July 2020	205	205	\$3,575,193 (Avg. 17,440)	\$3,575,193

**D. GOODS AND GENERAL SERVICES NOT EXCEEDING \$250,000**

July 2020 = \$31,720,692

YTD = \$31,720,692

The contract actions represented below are those actions put in place within each sponsoring school's or division's budget. These delegated procurement methods represent streamline ordering tools that assist schools and offices in meeting immediate mission-essential needs for goods or general services.

	<u>July</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>July</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders – July 2020	3,181	3,181	\$5,349,682 (Avg. \$1,682)	\$5,349,682
Purchase Orders – July 2020	38	38	\$8,576,183 (Avg. \$225,689)	\$8,576,183
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) – July 2020 (COVID-19 Transactions = 5 for total of \$1,146)	1,782	1,782	\$1,021,048 (Avg. \$573)	\$1,021,048
Rental Facilities – July 2020	0	0	\$0 (Avg. \$0)	\$0
Travel/Conference Attendance – July 2020	21	21	\$27,454 (Avg. \$1,307)	\$27,454
GENERAL STORES DISTRIBUTION CENTER – July 2020	138	138	\$5,857,770 (Avg. \$42,448)	\$5,857,770
GENERAL STORES DISTRIBUTION CENTER – (COVID-19 Emergency) July 2020	29	29	\$5,055,971 (Avg. \$174,344)	\$5,055,971
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – July 2020	152	152	\$5,832,584 (Avg. \$38,372)	\$5,832,584



# ATTACHMENT B

## REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

**APPROVED**

### A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

#### NEW INCOME CONTRACTS/ AMENDMENTS/AUTHORIZATION TO INCREASE CONTRACT CAPACITY EXCEEDING <\$500,000>

#### FOOD SERVICES DIVISION

<\$1,031,340>

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Ararat Charter- Erwin; Ararat Charter- Romer; C.A.T.C.H. Charter; Goethe International; Magnolia Sci Acad #5; Magnolia Sci Acad #8; North Valley Military; Synergy Charter	4400008570 4400008571 4400008572 4400008573 4400008574 4400008575 4400008576 4400008577	Revenue contracts to authorize L.A. Unified to act as the School Food Authority to the specified charter schools for the preparation and delivery of breakfast, lunch, and after- school snacks.  <b>Contract Term:</b> 07/01/20 through 06/30/21  <b>Aggregate Value for Eight (8) Contracts:</b> <\$1,031,340>  Requester: <i>Manish Singh, Director</i> <i>Food Services Division</i>	Revenue	<\$1,031,340>

**ADOPTED BOARD  
REPORT**  
**SEP 15 2020**

**Item G**



**ATTACHMENT B**  
**REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER**  
**DELEGATED AUTHORITY**

ADOPTED BOARD  
REPORT

SEP 15 2020

**APPROVED**

**B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS**

Authority to award contracts for furnishing equipment, supplies and general services. The total amount is only an estimate since the expenditures made against contracts are based upon purchases and/or approved invoices.

**NEW CONTRACTS/AMENDMENTS/AUTHORIZATION TO INCREASE CONTRACT CAPACITY  
EXCEEDING \$250,000**

**FACILITIES SERVICES DIVISION**

**\$1,285,000**

High Density,  
Inc.

4400008542  
(IFB 2000002040)

**Item H**

Formally competed capacity contract to provide  
steel utility shelving and related services to  
various schools.

Bond  
Funds  
(100%)

**\$1,285,000**

**Contract Term:** 09/21/20 through 09/20/23  
includes two (2) one-year renewal options

**Aggregate Three-Year Contract Value:**  
**\$1,285,000**

Requester: *Sharon Williams*  
*Deputy Director of Furniture + Interiors Group*  
*Facilities Services Division*

**ATTACHMENT B**  
**REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER**  
**DELEGATED AUTHORITY**

APPROVED

**C. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS**

**NEW CONTRACTS/ AMENDMENTS/AUTHORIZATION TO INCREASE CONTRACT CAPACITY  
EXCEEDING \$250,000**

**STUDENT HEALTH AND HUMAN SERVICES**

**\$10,000,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
		<b>ADOPTED BOARD REPORT</b> <b>SEP 15 2020</b>		
Los Angeles Brotherhood Crusade; Communities in Schools of Los Angeles; CityYear, Inc.; Educare Foundation; Fulfillment Fund; Legacy LA Youth Development Corporation; Living Advantage, Inc. (SBE)	4400008568 4400008569 4400008600 4400008601 4400008602 4400008603 4400008604 (RFP 2000002024)	Formally competed bench of contracts to provide a dropout prevention program for the purposes of providing positive behavioral changes and helping students stay in school. Authority to increase or decrease the amounts for these contracts will be limited to aggregate value of \$10,000,000.	Various per Requesting School or Office (100%)	\$10,000,000
	<b>Item I</b>	<b>Contract Term:</b> 09/16/20 through 09/15/25 includes three (3) one-year renewal options  <b>Aggregate Five-Year Value for Seven (7) Contracts: \$ 10,000,000</b>  Requester: <i>Pia V. Escudero</i> <i>Executive Director</i> <i>Student Health and Human Services</i>		