



Board of Education Report

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File #: Rep-015-17/18, Version: 1

ADOPTED
BOARD REPORT

SEP 12 2017

Approval of Procurement Actions September 12, 2017 Procurement Services Division

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: Contract Amendments; Low Value - Decentralized Purchase Orders; Goods and General Services Contracts: Purchase Orders; Low Value - Decentralized 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 Contract; Goods and General Services Contracts (exceeding \$250,000): New Contracts 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 #463-16/17), which the Board exercised on May 9, 2017.

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

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in Attachment "A" includes:

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

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

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

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BOARD REPORT****SEP 12 2017****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: N. Harris Computer Corporation - Contract No. 4400004750

Informative: Study Smart Tutors, Inc. - Contract No. 4400001936-4

Informative - Warehouse - July 2017

Informative: Miller Educational Consulting Services, Inc., dba Teaching Learning Solutions - Contract No. 4400005856

Informative: South Bay Truck Center/Los Angeles Freightliner - Contract No. 4500331676

Informative: Creative Bus Sales, Inc.; School Bus Sales of California, Inc. - Contract Nos. 4500331529, 4500332912

Submitted:

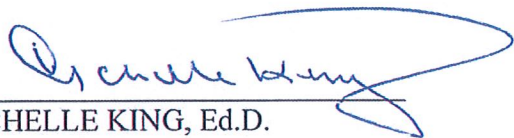
08/25/17

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BOARD REPORT

SEP 12 2017

RESPECTFULLY SUBMITTED,

APPROVED & PRESENTED BY:

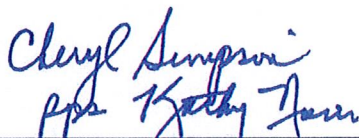
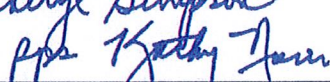
MICHELLE KING, Ed.D.
SuperintendentDIANE H. PAPPAS
Chief Executive Officer
District Operations and Digital Innovation

REVIEWED BY:

APPROVED & PRESENTED BY:

DAVID HOLMQUIST
General CounselGEORGE SILVA
Chief Procurement Officer
Procurement Services Division☒ Approved as to form.

REVIEWED BY:


CHERYL SIMPSON
Director, Budget Services and Financial Planning☐ Approved as to budget impact statement.

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITYA. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDEDNEW CONTRACTS NOT EXCEEDING \$250,000

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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APPROVED

None

**ADOPTED
BOARD REPORT****SEP 12 2017**INCOME CONTRACTS NOT EXCEEDING \$500,000

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITYA. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED ADOPTED
BOARD REPORTCONTRACT AMENDMENTS NOT EXCEEDING \$250,000

SEP 12 2017

\$143,246

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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N. Harris
Computer
Corporation4400004750-1
Item AAmendment to extend term and increase capacity
of sole-source contract to provide software
support services and maintenance for the
District's Adult Student Information System.Adult
Education
Block
Grant
(100%)

\$133,106*

Current Contract Term: 07/01/16 through
06/30/17
New end date by this amendment: 12/31/17

Original Contract Value: \$445,991

*Amendment No. 1: \$133,106

(Executed Date: 06/29/17)

Aggregate Contract Value: \$579,097Requester: *Joseph Stark*
Executive Director
*Division of Adult and Career Education*Study Smart
Tutors, Inc.4400001936-4
Item BAmendment to increase capacity of informally
competed contract to provide professional
development for teachers, covering Grades 8
through 12, SAT/ACT Test Prep in Grades 11 and
12 and yearly parent workshops.Gear UP
4 LA
Grant
(100%)

\$10,140*

Contract Term: 09/01/13 through 08/31/18

Initial Contract Value: \$176,500

Amendment No. 1: \$0

Amendment No. 2: <\$12,350>

Amendment No. 3: \$3,150

*Amendment No. 4: \$10,140

(Executed Date: 06/21/17)

Aggregate Contract Value: \$177,440Requester: *Arzie Galvez, Director*
Advanced Learning Options

*Current Ratification

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITYA. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDEDINCOME CONTRACT AMENDMENTS NOT EXCEEDING \$500,000

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

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SEP 12 2017B. AFTER THE FACT CONTRACTS NOT EXCEEDING \$250,000 ALREADY AWARDED

\$0

The contract actions represented below are unauthorized commitments initiated by the sponsoring school or division without a formal contract in place. This action requires the Board to ratify the contract after the fact to allow the vendor to be paid. The District did request and has received the benefit of the services. **Informative memorandum included.**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

C. PROFESSIONAL SERVICE CONTRACT ASSIGNMENTS

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**D. PROFESSIONAL SERVICE NOT EXCEEDING \$250,000**

July 2017 - \$1,827,647
YTD - \$1,827,647

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 – Decentralized Purchase Orders - July 2017	230	230	\$1,827,647 (Avg. \$7,946)	\$1,827,647

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

July 2017 - \$18,626,074
YTD - \$18,626,074

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 goods or general services.

	<u>July*</u> <u>Qty of POs/ Transactions</u>	<u>YTD</u> <u>Qty of POs/ Transactions</u>	<u>July*</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders – July 2017	2,031	2,031	\$2,253,056 (Avg. \$1,109)	\$2,253,056
Purchase Orders - July 2017	1,775	1,775	\$6,796,660 (Avg. \$3,829)	\$6,796,660
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) July 2017	2,787	2,787	\$1,047,055 (Avg. \$376)	\$1,047,055
Rental Facilities – July 2017	1	1	\$34,365 (Avg. \$34,365)	\$34,365
Travel/Conference Attendance – July 2017	97	97	\$66,963 (Avg. \$690)	\$66,963
GENERAL STORES DISTRIBUTION CENTER – July 2017	270	270	\$2,482,169 (Avg. \$9,193)	\$2,482,169
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – July 2017	865	865	\$5,945,806 (Avg. \$6,874)	\$5,945,806

*Detailed information is provided on the Procurement Services website.

ATTACHMENT B

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

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS**NEW CONTRACTS EXCEEDING \$250,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Miller Educational Consulting Services, Inc., dba Teaching Learning Solutions	4400005856 (RFP 2000001365) Item C	Formally competed contract to provide services that will support implementation of the observer certification training and evidence based assessments for all Principals, Local District Directors, and Local District Superintendents to promote growth and development aligned with the District's School Leadership Framework.	General Funds (100%)	\$1,811,290

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Contract Term: 09/13/17 through 09/12/22

Contract Value: \$1,811,290

Requester: *Ileana Dávalos, Director
Professional Learning and Leadership
Development*

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

INCOME CONTRACTS EXCEEDING \$500,000

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

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CONTRACT AMENDMENTS EXCEEDING \$250,000

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

ATTACHMENT B

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

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 EXCEEDING \$250,000**\$1,372,299**

<u>CONTRACTOR</u>	<u>IDENTIFI CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
South Bay Truck Center/Los Angeles Freightliner	4500331676 (IFB 2000001156) Item D	Formally competed one-time purchase of three (3) new Liquefied Natural Gas (LNG) fueled trucks to support the needs of Truck Operations throughout the District.	General Funds (100%)	\$590,267

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BOARD REPORT****SEP 12 2017****Contract Term:** One-time purchase**Contract Value:** \$590,267

Requester: *Marc Monforte, Director*
Materiel Management Branch
Procurement Services Division

Creative Bus Sales, Inc.;	4500331529	Formally competed one-time purchase of two	South Coast	\$782,032
School Bus Sales	4500332912	(2) electric school buses, one (1) thirty-nine	Air Quality	
of California, Inc.	(IFB 2000001393) Item E	passenger electric bus, and one (1) seventy- two passenger electric bus for transporting of District students.	Management District (SCAQMD) Grant (65%)	

Contract Term: One-time purchase**Contract Value:** \$782,032

Requester: *Ryan Solchenberger, Director*
Transportation Services Division

Measure Y
Bond
Funds
(5%)

California
Hybrid and
Zero-Emission
Truck and Bus
Voucher
Incentive
Program
(HVIP)
(30%)

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS**CONTRACT AMENDMENTS EXCEEDING \$250,000****\$0**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

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BOARD REPORT****SEP 12 2017**

Authorize the utilization of piggyback contracts in effect. The proposed action complies with the Public Contract Code Sections 10299 and 20118, which allows school districts to utilize other governmental agencies' established contracts and does not change District policy.

UTILIZATION OF PIGGYBACK CONTRACTS IN EFFECT EXCEEDING \$250,000**\$0**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
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None

INCOME CONTRACTS**\$0**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
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None