



Board of Education Report

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File #: Rep-044-20/21, Version: 1

APPROVED

Approval of Procurement Actions

October 6, 2020

Procurement Services Division

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.

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.

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:

- 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

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

Informatives:

Informative - Ni Hao Chinese, LLC, Contract No. 4400008742

Informative - Ni Hao Chinese, LLC, Contract No. 4400008351

Informative - Martinez Design Collective, Contract No. 4400008486

Informative - Burke, Williams and Sorensen LLP, Contract No. 4400008523

Informative - University of Southern California Rossier School of Education, Contract No. 4400007615-1


Informative - Liquidity Services Operations, LLC, dba GovDeals, Contract No. 4400008512

Informative - Warehouse August 2020

Submitted:

09/18/20

RESPECTFULLY SUBMITTED,



AUSTIN BEUTNER
Superintendent

APPROVED & PRESENTED BY:



MEGAN K. REILLY
Deputy Superintendent
Business Services and Operations

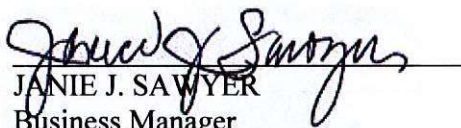
REVIEWED BY:



DAVID HOLMQUIST
General Counsel


✓ Approved as to form.

APPROVED & PRESENTED BY:



JANIE J. SAWYER
Business Manager
Office of the Business Manager

REVIEWED BY:



TONY ATIENZA
Director, Budget Services and Financial Planning

✓ Approved as to budget impact statement.

APPROVED & PRESENTED BY:



JUDITH REECE
Chief Procurement Officer
Procurement Services Division

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS/AMENDMENTS/ASSIGNMENTS NOT EXCEEDING \$250,000****LOCAL DISTRICT WEST****\$436,470**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Ni Hao Chinese, LLC	4400008742 Item A	Single-source contract to provide Mandarin Chinese and Spanish tutors in support of the Mandarin and Spanish Immersion programs at Broadway Elementary School.	Donations (100%)	\$249,570
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Contract Term: 08/18/20 through 08/17/21**Contract Value:** \$249,570

Requester: *Susan Wang, Principal*
Broadway Elementary School
Local District West

Ni Hao Chinese, LLC	4400008351 Item B	Single-source contract to provide Mandarin Chinese tutors in support of the Mandarin Immersion program at Braddock Drive Elementary School.	Donations (100%)	\$126,900
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Contract Term: 08/18/20 through 08/17/21**Contract Value:** \$126,900

Requester: *Eva Lopez, Principal*
Braddock Drive Elementary School
Local District West

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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

LOCAL DISTRICT WEST (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Martinez Design Collective	4400008486 Item C	Named-in-grant contract to provide labs and workshops for students and teachers to co-create makerspace in the Critical Design and Gaming School at Hawkins High School (CDAGS).	School Improvement Grant (100%)	\$60,000

Contract Term: 08/18/20 through 06/30/2021

Contract Value: \$60,000

Requester: *Patricia Hanson, Principal
Augustus Hawkins High School (CDAGS)
Local District West*

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS/AMENDMENTS/ASSIGNMENTS NOT EXCEEDING \$250,000****BOND OVERSIGHT COMMITTEE****\$250,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Burke, Williams and Sorensen LLP	4400008523 Item D	Informally competed contract to provide independent legal services to the District school construction Bond Citizens' Oversight Committee (BOC) and represent it as its legal counsel. Services include advising BOC members and its staff on legal questions, conduct legal research, and prepare written legal opinions to support the BOC's review and oversight of the Bond Program on an as-needed basis.	General Funds (100%)	\$250,000

Contract Term: 07/15/20 through 06/30/25
includes two (2) one-year renewal options

Aggregate Five-Year Contract Value: \$250,000

Requester: *Timothy Popejoy*
Bond Oversight Committee Administrator
Bond Oversight Committee

OFFICE OF THE SUPERINTENDENT**\$128,187**

University of Southern California Rossier School of Education	4400007615-1 Item E	Amendment to extend term and increase capacity of single-source contract to provide advisory support for senior District leaders, to collaboratively identify gaps, set goals, and support continuous improvement.	General Funds (100%)	\$128,187*
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Current Contract Term: 07/01/20 through
06/30/20
New end date by this amendment: 06/30/21

Initial Contract Value: \$128,187
*Amendment No. 1: \$128,187
(Executed date: 6/16/20)
Aggregate Contract Value: \$256,374

Requester: *David Baca, Chief of Schools*
Office of the Superintendent

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

B. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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

TRANSPORTATION SERVICES DIVISION <\$250,000>

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Liquidity Services Operations, LLC, dba GovDeals	4400008512 Item F	Informally competed revenue contract to provide an online auctioneering service for the District’s Transportation Services Division.	Revenue	<\$250,000>
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Contract Term: 07/17/20 through 06/30/21

Contract Value: <\$250,000>

Requester: *Lilia Montoya-Herrera, Director
Transportation Services Division*

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**Item G - August 2020****C. PROFESSIONAL SERVICE NOT EXCEEDING \$250,000****August 2020 = \$5,912,718****YTD = \$9,487,911**

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>August</u> <u>Qty of POs</u>	<u>YTD</u> <u>Qty of POs</u>	<u>August</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders – <i>August 2020</i>	261	466	\$5,912,718 (\$22,654)	\$9,487,911

D. GOODS AND GENERAL SERVICES NOT EXCEEDING \$250,000**August 2020 = \$70,624,903****YTD= \$102,345,595**

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>August</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>August</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders – <i>August 2020</i>	3,485	6,667	\$5,620,846 (\$1,613)	\$10,970,528
Purchase Orders – <i>August 2020</i>	18	56	\$3,028,929 (\$168,274)	\$11,605,112
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) – <i>August (COVID-19 Transactions = x for total of \$xxx)</i>	6,821	8,603	\$2,104,879 (\$309)	\$3,125,927
Rental Facilities – <i>August 2020</i>	0	0	\$0	\$0
Travel/Conference Attendance – <i>August 2020</i>	13	34	\$4,725 (\$367)	\$32,179
GENERAL STORES DISTRIBUTION CENTER – <i>August 2020</i>	144	282	\$4,249,308 (\$29,509)	\$10,107,078
GENERAL STORES DISTRIBUTION CENTER – <i>(COVID-19 Emergency)</i> <i>August 2020</i>	41	70	\$3,287,253 (\$80,177)	\$8,343,224
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – <i>August 2020</i>	1,327	1,479	\$52,328,963 (\$39,434)	\$58,161,547