



## Board of Education Report

**APPROVED**  
ADOPTED  
BOARD REPORT

**FINAL**

**OCT 18 2016**

**File #:** Rep-087-16/17, **Version:** 1

### APPROVAL OF PROCUREMENT ACTIONS

**October 18, 2016**

**Procurement Services Division**

#### ADOPTED AS AMENDED

(Revise Attachment A to correct the amount of Contract No. 4400001340-2, Educational Pioneers Inc., to \$144,800)

#### 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 and Amendments; Request for Ratification of Contracts and Amendments executed Under Delegation of Authority Not Previously Presented to Board; 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 Services Contracts (exceeding \$250,00): New Contracts and Amendment; Income Contract; Miscellaneous; Goods and General Services Contracts (exceeding \$250,000): New Contracts and Amendment 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 #461-14/15),

which the Board exercised on May 12, 2015.

**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 and Amendments; Request for Ratification of Contracts and Amendments executed Under Delegation of Authority Not Previously Presented to Board; Low Value - Decentralized Purchase Orders; and
- Goods and General Services Contracts not exceeding \$250,000: New Contracts; 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 Contracts and Amendment; Income Contract; Miscellaneous.
- Goods and General Services Contracts (exceeding \$250,000): New Contracts and Amendment.

**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 - Mocar Inc., dba My Gym - 4400005006

Informative - Applied Computer Solutions - 4400004944

Informative - Education Pioneers, Inc. - 4400001340-2

Informative - Phoenix Business Consulting - 4400003849-3

Informative - Various Contracts - Request for Ratification of Contracts and Amendments Not Previously Presented to the Board

Informative - Warehouse (August 2016)

Informative - Thelonious Monk Institute - 4400004994

Informative - Welligent, Inc. - 4400005046

Informative - The City of Los Angeles - 4400005081

Informative - Gold Star Foods, Inc. - 4400000651-56


Informative - Devany Pate Morris & Cameron, LLP

Informative - Fairway Ford - 4500247160


Informative - Los Angeles Truck Center LLC, dba Los Angeles Freightliner - 4500257491

Informative - Robertson's Ready Mix, LTD - 4400003523-1

RESPECTFULLY SUBMITTED,

  
MICHELLE KING  
Superintendent

APPROVED & PRESENTED BY:

  
THELMA MELENDEZ DE SANTA ANA  
Chief Executive Officer  
Office of Educational Services

REVIEWED BY:

  
DAVID HOLMQUIST  
General Counsel

APPROVED & PRESENTED BY:

  
GEORGE 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 AUTHORITYADOPTED  
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A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDEDNEW CONTRACTS NOT EXCEEDING \$250,000

\$782,529

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
QBS, Inc.	4400004985	Informally competed contract to provide emergency intervention training for up to 50 LAUSD non-school staff to become District trainers. These trainers will then offer the training to all District staff who work with students with disabilities.	General Funds (100%)	\$241,750

**Contract Term:** 08/05/16 through 06/30/19**Contract Value:** \$241,750Requestor: *Lisa Kendrick, Director  
Division of Special Education*

Mokar Inc., dba My Gym	4400005006	Named-in-donation provider contract to provide Physical Education classes to K-5th grade students. Contractor will provide six (6) sessions of 50 minutes of instruction one (1) day per week for 28 weeks.	Sherman Oaks Parents Association (SOPA) Donation (100%)	\$30,800
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**Contract Term:** 09/08/16 through 05/18/17**Contract Value:** \$30,800Requester: *Judith Dichter, Interim Principal  
Sherman Oaks Elementary Charter School*



## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**ADOPTED  
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**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS NOT EXCEEDING \$250,000 (CONT.)**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Claim Technologies, Inc.	4400005044	Informally competed contract to perform a comprehensive and objective review of the medical claims processed by the District's self-insured medical plan provided by Anthem Blue Cross.	Health Welfare Funds (100%)	\$49,866

**Contract Term:** 10/01/16 through 09/30/17**Contract Value:** \$49,866Requester: *Janice Sawyer, Chief Risk Officer  
Division of Risk Management and Insurance Services*

Educational Resource Consultants	4400005007	Informally competed contract to provide an independent auditor to monitor the implementation and sustainability of the LAUSD Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support and Restorative Justice. The services will examine how discipline is implemented in the LAUSD, and determine and identify disparities in order to eliminate disproportionality of suspensions among African-American students and students with disabilities.	General Funds (100%)	\$239,613
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**Contract Term:** 09/01/16 through 06/30/19 includes two (2) one-year renewal options**Contract Value:** \$239,613Requester: *Deborah Brandy, Director  
Division of District Operations*

## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**ADOPTED  
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**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS NOT EXCEEDING \$250,000 (CONT.)**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Applied Computer Solutions	4400004944	Informally competed contract to provide an application performance monitoring tool in support of the MiSiS implementation. This tool will provide the MiSiS team with the ability to monitor user experience more effectively, which will lead to faster identification and resolution of end user issues.	Bond Funds (100%)	\$220,500

**Contract Term:** 07/11/16 through 07/10/19**Contract Value:** \$220,500

Requester: *Shahryar Khazei,*  
*Chief Information Officer*  
*Information Technology Division*

Requester: *Diane Pappas,*  
*Chief Executive*  
*Project Management and Digital Innovation*

## ATTACHMENT A

### APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

#### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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#### 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>
None				

#### CONTRACT AMENDMENTS NOT EXCEEDING \$250,000

\$284,338

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Education Pioneers, Inc.	4400001340-2	<p>Amendment to increase capacity of a single-source contract to recruit summer and fall 2016 Fellows for the Office of the Superintendent, Division of Instruction, and the Human Resources Division.</p> <p><b>Contract Term:</b> 06/15/11 through 06/30/16</p> <p>Initial Contract Value: \$405,000            Amendment No. 1: \$0            *Amendment No. 2: \$114,800            (Executed Date 06/09/16)  <b>Aggregate Contract Value: \$549,800</b></p> <p>Requester: <i>Alma Peña-Sanchez, Chief of Staff Office of the Superintendent</i></p>	Various Per Requesting School or Office (100%)	\$114,800*
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Carahsoft, Inc.	4400004597-1	<p>Amendment to increase capacity of a formally competed contract to add the Legal Hold module to the electronic billing, invoicing, and workflow management platform for the Office of the General Counsel.</p> <p><b>Contract Term:</b> 03/09/16 through 03/08/21</p> <p>Initial Contract Value: \$563,150            *Amendment No. 1: \$31,250            (Executed 09/14/16)  <b>Aggregate Contract Value: \$594,400</b></p> <p>Requester: <i>David Holmquist, General Counsel Office of General Counsel</i></p>	General Funds 100%	\$31,250*
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\*Current Ratification

## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED**ADOPTED  
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**CONTRACT AMENDMENTS NOT EXCEEDING \$250,000 (CONT)**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Phoenix Business Consulting	4400003849-3	Amendment to extend term and increase contract capacity of a formally competed contract to provide support for additional Logistics Modernization System activities in the remaining project phases.	COPS (100%)	\$116,688*

**Current Contract Term:** 09/03/15 through 09/02/16

New end date by this Amendment: 09/02/17

Initial Contract Value:	\$856,000
Amendment No. 1:	\$0
Amendment No. 2:	<\$10,000>
*Amendment No. 3:	\$116,688
<i>(Executed 07/12/16)</i>	
<b>Aggregate Contract Value:</b>	<b>\$962,688</b>

Requester: *Shahryar Khazei,*  
*Chief Information Officer*  
*Information Technology Division*

Requester: *George Silva*  
*Chief Procurement Officer*  
*Procurement Services Division*

*\*Current Ratification*



## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED**ADOPTED  
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**CONTRACT AMENDMENTS NOT EXCEEDING \$250,000 (CONT)**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Simpson & Simpson, LLP	4400002515-6	Amendment to increase capacity of a formally competed contract to provide audit attestation services for the District's Attendance Incentive Reserve Fund.	General Funds (100%)	\$21,600*

**Contract Term:** 01/15/13 through 01/15/17

Initial Contract Value	\$4,399,000
Amendment No. 1:	\$210,000
Amendment No. 2:	\$29,850
Amendment No. 3:	\$107,340
Amendment No. 4:	\$104,960
Amendment No. 5:	\$51,750
*Amendment No. 6:	\$21,600

*(Executed 08/04/16)***Aggregate Contract Value: \$4,924,500**Requester: *Luis Buendia, Controller*  
*Accounting and Disbursements Division**\*Current Ratification*

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## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****B. REQUEST FOR RATIFICATION OF CONTRACTS AND AMENDMENTS EXECUTED UNDER PROCUREMENT SERVICES DIVISION DELEGATION OF AUTHORITY NOT PREVIOUSLY REPORTED TO BOARD****\$554,099****Contracts Numbers: (9)**1300200, 4400002622-1, 4400002922-2, 4400003921, 4400003921-1, 4400003790, 4400003790-1, 4400003790-2  
4400004335-4**C. AFTER THE FACT CONTRACT 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>
None				

**D. GOOD AND GENERAL SERVICES CONTRACTS ALREADY AWARDED****NEW 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>
None				

**CONTRACT AMENDMENT NOT EXCEEDING \$250,000****\$0**

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

**E. PROFESSIONAL SERVICE CONTRACT ASSIGNMENT****\$0**

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

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## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****F. PROFESSIONAL SERVICES CONTRACTS ALREADY AWARDED****\$0**

The contract action(s) represented below is (are) part of the Instructional Technology Initiative (ITI) and ITD-SEP previously adopted by the Board on \_\_\_\_\_, under Board Report No. \_\_\_\_\_.

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

**G. GOODS AND GENERAL SERVICES CONTRACTS ALREADY AWARDED****\$0**

The contract action(s) represented below is (are) part of the Instructional Technology Initiative (ITI) Plan and ITD-SEP previously adopted by the Board on \_\_\_\_\_, under Board Report No. \_\_\_\_\_. The total amount is only an estimate since the expenditures made against contracts are based upon purchases and/or approved invoices.

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

**H. PROFESSIONAL SERVICES NOT EXCEEDING \$250,000****August 2016 – \$2,153,254****YTD - \$3,933,302**

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 Qty of POs</u>	<u>YTD Qty of POs</u>	<u>August Total</u>	<u>YTD Total</u>
Low Value – Decentralized Purchase Orders - August 2016	299	456	<b>\$2,153,254</b> (Avg. Trans. \$7,202)	\$3,933,302

**I. GOODS AND GENERAL SERVICES NOT EXCEEDING \$250,000****August 2016 - \$24,013.397****YTD – \$41,774,614**

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>August Qty of POs/ Transactions</u>	<u>YTD Qty of POs/ Transactions</u>	<u>August Total</u>	<u>YTD Total</u>
Low Value – Decentralized Purchase Orders – August 2016	4,591	8,314	<b>\$9,132,192</b> (Avg. Trans. \$1,989)	\$18,380,008



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## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****. GOODS AND GENERAL SERVICES NOT EXCEEDING \$250,000 (CONT.)**

	<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>
Purchase Orders - <i>August 2016</i>	<b>33</b>	64	<b>\$3,572,493</b> (Avg. Trans. \$108,257)	\$6,975,436
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) <i>August 2016</i>	<b>9071</b>	11,731	<b>\$3,050,518</b> (Avg. Trans. \$336)	\$4,211,362
Rental Facilities – <i>August 2016</i>	<b>3</b>	6	<b>\$51,756</b> (Avg. Trans. \$17,252)	\$105,138
Travel/Conference Attendance – <i>August 2016</i>	<b>351</b>	497	<b>\$315,631</b> (Avg. Trans. \$899)	\$447,777
GENERAL STORES DISTRIBUTION CENTER – <i>August 2016</i>	<b>421</b>	675	<b>\$3,204,127</b> (Avg. Trans. \$7,611)	\$4,483,515
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – <i>August 2016</i>	<b>641</b>	1,000	<b>\$4,686,679</b> (Avg. Trans. \$7,312)	\$7,171,378

*Detailed information is provided on the Procurement Services website.*



## ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER  
DELEGATED AUTHORITYADOPTED  
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## A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

NEW CONTRACT EXCEEDING \$250,000

\$1,800,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Thelonious Monk Institute	4400004994 (RFP 2000000978)	Formally-competed contract to provide structured professional jazz instruction and training to District middle and high school students and music directors. For each school year of the contract term, the contract provides for one (1) introductory instructional training session and one (1) intermediate training session for each of 25 middle and high schools, one (1) advanced training session for each of 25 high schools, eight (8) master class instructional sessions for participating high schools, one (1) day-long educational clinic for 50 high school students and two (2) professional development workshops for music directors from all participating schools.	General Fund (100%)	\$300,000

**Contract Term:** 10/21/16 through 10/20/19**Contract Value:** \$300,000Requester: *Alvaro Cortes, Executive Director  
Beyond the Bell Branch*

## ATTACHMENT B

**REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY**ADOPTED  
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**A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS****NEW CONTRACT EXCEEDING \$250,000 (CONT.)**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Welligent, Inc.	4400005046	Sole-source contract to provide Welligent application development services. The proposed agreement will provide application development services to support development, enhancements and customizations to the Welligent application.	General Funds (100%)	\$1,500,000

**Contract Term:** 11/16/16 through 11/15/17**Contract Value:** \$1,500,000

Requester: *Shahryar Khazei,*  
*Chief Information Officer*  
*Information Technology Division*

Requester: *Beth Kauffman*  
*Interim Associate Superintendent*  
*Division of Special Education*

Requester: *Erika Torres, Executive Director*  
*Student Health and Human Services*

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ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER  
DELEGATED AUTHORITY

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

NEW INCOME CONTRACTS EXCEEDING \$500,000

<\$759,322>

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
City of Los Angeles	4400005081	Revenue contract for the District's provision of paid work experience to eligible youth who reside in the City of Los Angeles. The target population includes eligible youth from California Work Opportunity and Responsibilities to Kids (CalWORKs) program, in foster care, on probation, who are homeless, who receive general relief and are from low income household.	Revenue	<\$759,322>

**Contract Term:** 07/01/16 through 06/30/17

**Contract Value:** <\$759,322>

Requester: *Frances Gipson*  
*Chief Academic Officer*  
*Division of Instruction*

Requester: *Esther Soliman, Administrator*  
*Office of Linked Learning*

## ATTACHMENT B

**REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY****A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS****AMENDMENT TO CONTRACT EXCEEDING \$250,000****\$30,000,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Gold Star Foods, Inc.	4400000651-56	Amendment to extend the term and increase contract capacity of a formally competed contract to provide food items such as dry goods, canned goods, groceries, condiments and frozen food. The agreement also provides for Contractor's services in advising, and otherwise working with, the District as a strategic partner, to enhance student acceptance of menus, reduce costs and improve the image of school meals.	Cafeteria Funds (100%)	\$30,000,000*

**Current Contract Term:** 07/01/12 through  
06/30/17

New end date by this Amendment: 06/30/18

Initial Contract Value: \$120,000,000

Amendments 1 to 55: \$ 15,000,000

\*Amendment 56: \$ 30,000,000

**Aggregate Contract Value: \$165,000,000**

Requester: *Joseph K. Vaughn, Director*  
*Food Services Division*



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## ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER  
DELEGATED AUTHORITY

## A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

MISCELLANEOUS

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Devany Pate Morris & Cameron, LLP	4400005053	Single-source contract to provide legal advice and counsel to District personnel, defend the District and appropriate District personnel in lawsuits, and prosecute claims, including without limitation, file lawsuits the District has against persons or entities, all as directed by the Office of the General Counsel.  Work will be authorized using Matter Assignment Letters. Funding sources for such letters will be determined by the Office of General Counsel as applicable to the matter to be assigned.	Various per Matter Assignment Letters	Included in the amount approved for the Legal Bench: Not-to-exceed \$150M per Bd. Of Ed Rpt. No. 127-15/16, dated 12/08/15

\*No additional spending authority is requested beyond the \$150,000,000 approved by the Board of Education (BOE 127-15/16, 12/08/15)

**Contract Term:** 10/19/16 through 12/31/20

Requester: *David Holmquist, General Counsel  
Office of the General Counsel*

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## 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 CONTRACT EXCEEDING \$250,000****\$1,583,891**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Fairway Ford	4500247160 (IFB 2000001060)	Formally competed contract to provide three (3) light service trucks to support District's school bus and fleet vehicles.	General Funds (100%)	\$303,891

**Contract Term:** one-time procurement**Contract Value:** \$303,891

Requester: *Donald Wilkes, Director  
Transportation Services Division*

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Los Angeles Truck Center LLC, dba Los Angeles Freightliner	4500257491 (IFB 200000084)	Formally competed contract to provide nine (9) bobtail trucks powered by liquefied propane gas (LPG) fuel, used to provide the delivery of food to school cafeterias: as well as delivery of school mail, office supplies, equipment and furniture.	General Funds (50%)  Special Reserve Funds (50%)	\$1,280,000*

**Contract Term:** one-time procurement**Contract Value:** \$1,280,000

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

# ATTACHMENT B

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

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

#### AMENDMENT TO CONTRACT EXCEEDING \$250,000

\$300,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Robertson's Ready Mix, LTD	4400003523-1	Amendment to increase contract capacity of a formally competed contract to provide ready mixed concrete and concrete for repair and construction projects District-wide.  <b>Contract Term:</b> 05/01/15 through 04/30/18  Initial Contract Value: \$364,000 *Amendment No. 1: \$300,000 <b>Aggregate Contract Value: \$664,000</b>  Requester: <i>Roger Finstad, Director</i> <i>Maintenance &amp; Operations Branch</i> <i>Facilities Services Division</i>	Bond Funds (10%)  Restricted Maintenance Funds (90%)	\$300,000*

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 CONTRACT IN EFFECT

\$0

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

#### INCOME CONTRACT

\$0

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



OCT 18 2016

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Sherman Oaks Elementary Charter SchoolINFORMATIVE**DATE: September 6, 2016****TO:** Members, Board of Education  
Michelle King, Superintendent of Schools**FROM:** Judith Dichter  
Interim Principal**SUBJECT: AWARDED CONTRACTOR NAME: MOKAR INC DBA MY GYM  
CONTRACT NO.: 4400005006  
CONTRACT AMOUNT: \$30,800  
REQUEST FOR RATIFICATION OF CONTRACT*****Why is this necessary?***

The My Gym program will build essential skills and physical fitness. Increased physical activity improves academic performance, social-emotional wellness, and attendance. The skills-based PE program increases team work and enhances student ability to play independently and safely during recess/lunch and unstructured times. In addition, teachers are able to participate in grade level planning and articulation while supervising the coaches' instruction during MYGYM program.

***Why do we need to do this now?***

Sherman Oaks Elementary Charter has participated in MyGym and/or similar programs for a number of years. School community members, especially the parents and students have come to love and expect this or similar PE program. It also allows more opportunity for teachers to meet by grade level.

***What would happen if this were not approved?***

If this contract were not approved, it would mean the immediate termination of the contracted PE program. Teachers would no longer have that time to meet with grade level partners. The school community, especially parents, will likely complain to LAUSD officials and/or board members.

***What are the terms of the proposed agreement?***

Period of agreement: September 8, 2016 through May 18, 2017, MyGym will provide six fifty-minute classes per week to students in grades K-5. Classes take place every Thursday. Credentialed teacher(s) supervise the MyGym coaches, including lesson planning, delivery, and assessment. All classes are based on CA standards for physical education by grade level and are developmentally appropriate. The funding source for this program is donation. The Sherman



Members, Board of Education  
Michelle King, Superintendent

-2-

September 6, 2016

Oaks Parents Association (SOPA) will be funding the program and has specifically requested the services of Mokar Inc., dba My Gym.

If you have any questions or require additional information, please contact me at [jditch1@lausd.net](mailto:jditch1@lausd.net) or (818) 784-8283.

c: David Holmquist  
Thelma Melendez  
Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Division

**APPROVED**

ADOPTED  
BOARD REPORT

**INFORMATIVE**

**OCT 18 2016**

**DATE:** October 18, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent

**FROM:** Diane H. Pappas, Chief Executive, Project Management and Digital Innovation  
Shahryar Khazei, Chief Information Officer

**SUBJECT: REQUEST FOR BOARD RATIFICATION – AGREEMENT TO PROVIDE AN APPLICATION PERFORMANCE MONITORING TOOL IN SUPPORT OF THE MISIS IMPLEMENTATION**

<b>CONTRACTOR</b>	<b>CONTRACT NO.</b>
APPLIED COMPUTER SOLUTIONS	4400004944

The Information Technology Division (ITD) is requesting Board of Education ratification of an agreement with Applied Computer Solutions to provide an application performance monitoring tool in support of the My Integrated Student Information Systems (MiSiS) implementation.

The MiSiS application is a complex development initiative, which means that adjustments need to be made to enhance the system and fix bugs on a regular basis. When developers are capable of monitoring the system by drilling down into individual user-level experiences, they are able to proactively identify and respond to issues that affect the user experience. This application performance monitoring tool will provide the MiSiS team the ability to monitor individual user's experiences more effectively. More comprehensive and responsive monitoring will lead to faster identification and resolution of end user issues.

***Why is this necessary?***

The key benefits provided by the tool include: (a) faster response times for critical application issues, (b) increased visibility of transaction-level trends that inform application enhancement decisions, and (c) improved performance analytics that inform architectural changes. The use of this tool will allow the MiSiS team to provide more targeted and timely system updates, thus improving the user experience.

***Why do we need to do this now?***

As soon as we begin implementing this tool, the MiSiS team will be able to more proactively identify possible enhancements and bugs. Because this will allow for a better experience for end users, we recommend utilizing this tool as soon as possible.

***What would happen if these were not approved?***

Without approval, the MISIS team will continue to address user-specific issues as they arise. Access to this tool enhances the ability of the MiSiS team to be proactive in addressing specific user issues through in-depth system monitoring.

***What are the terms of the proposed procurement?***

The agreement is for a not to exceed amount of \$220,500. The contract term is from July 11, 2016 to July 10, 2019. The source of funding shall be 100% Bond funds.

Should you have any questions, please contact Diane H. Pappas at 213-241-1807.

c: David Holmquist  
Thelma Meléndez  
Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

OCT 18 2016

APPROVED


Board of Education Report  
No. 087-16/17  
For 10/18/16 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Superintendent

**INFORMATIVE**

**DATE: October 10, 2016**

**TO:** Members, Board of Education  
Michelle King, Superintendent

**FROM:** Alma Peña-Sanchez   
Chief of Staff

**SUBJECT: AMENDMENT TO INCREASE CAPACITY OF CONTRACT WITH  
EDUCATION PIONEERS**

This Informative provides background and additional information regarding the request for ratification of an amendment of a contract with Education Pioneers, Inc. (Education Pioneers), as part of Board of Education Report No. 087-16/17.

**BACKGROUND**

On June 5, 2011, LAUSD entered into a single-source contract with Education Pioneers that enabled the District to place professionals, who had been selected by Education Pioneers, into fellowships at LAUSD. The initial contract value was \$405,000, and the initial term was for two years.

The rationale for establishing the contract in 2011 was that Education Pioneers was the only vendor providing this type of summer fellowship, in which we could leverage the specialized skills and knowledge of professionals on a cost-effective, short-term basis.

In June 2013, the contract with Education Pioneers was extended for three years so that it would expire in June 2016. The contract value remained the same.

On June 9, 2016, the contract was amended a second time to increase the contract value by \$114,800, resulting in an aggregate contract capacity of \$549,800. This amendment enabled divisions to place fellows through Education Pioneers for the Summer of 2016. The last fellowship assignment ended this summer, and the contract has expired.

**Procurement will run an open competitive solicitation in the event of future demand of a similar program.**

**ADDITIONAL INFORMATION**

In the Summer of 2016, six summer fellows were placed through Education Pioneers: two in the Division of Instruction; one in the Human Resources Department of Certificated Recruitment, Selection, and Credential Services; one in the Human Resources Department of Professional Learning and Leadership Development; one in the Office of Educational Services; and one in the Office of Communications.



Five of these fellowships lasted for 10 weeks, and cost the District \$12,100 each. One of the fellowships was extended by an additional 2 weeks, and cost \$14,040. Four of the fellowships were funded with general-fund dollars, while two of them were funded with grant monies (one from a Teacher Incentive Fund Grant and one from a Title II, Part A grant).

For questions, please contact Robert Newman in the Office of the Superintendent at [robert.newman@lausd.net](mailto:robert.newman@lausd.net).

c: David Holmquist  
Nicole Elam-Ellis  
Thelma Meléndez  
Frances Gipson  
Jefferson Crain  
George Silva

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Division

APPROVED

ADOPTED  
BOARD REPORT

OCT 18 2016

INFORMATIVE

DATE: October 18, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**FROM:** Shahryar Khazei, Chief Information Officer  
George Silva, Chief Procurement Officer

**SUBJECT: REQUEST FOR BOARD RATIFICATION – AMENDMENT OF AN  
EXISTING AGREEMENT TO SUPPORT THE SAP LOGISTICS  
MODERNIZATION SYSTEM**

**CONTRACTOR**  
PHOENIX BUSINESS CONSULTING

**CONTRACT NO.**  
4400003849-3

The Information Technology Division (ITD) is requesting Board ratification of an agreement with Phoenix Business Consulting for a Logistics Modernization System. The purpose of this amendment is to: (1) Exercise Option Year 1 of the agreement thereby extending the end date of the contract to September 2, 2017 and (2) increase the contract's fixed price implementation capacity by an additional \$116,688. The additional contract capacity will enable ITD to bring on board a resource to assist with the Logistics Modernization System Go-Live stabilization efforts, SAP system upgrades and other production support troubleshooting efforts.

The Logistics Modernization System project's objective is to increase efficiency and productivity of the District's warehouse operations by streamlining and automating processes. The project's three main activities are:

1. Implement radio frequency mobile data entry solution into the existing SAP Inventory Management System and Warehouse Management System for General Stores and Foods Distribution Centers.
2. Integrate SAP with the District's Transportation Management Software.
3. Implement Advance Ship Notification (ASN) "Inbound Freight" to accept pre-notification for inbound freight shipments from district vendors.

***Why is this necessary?***

ITD has determined that internal resources do not have the required expertise needed to execute upcoming Logistic Modernization System project activities, such as system enhancements, troubleshooting, and other support to improve and ensure smooth integration between SAP and other systems.

***Why do we need to do this now?***

The current contract was scheduled to expire on September 2, 2016. As work remains to be done on the Logistics Modernization System, this contract action extends the agreement for another year and increases the contract's capacity.

***What would happen if these were not approved?***

Without approval of this amendment, the Logistics Modernization System project will not have a resource with the needed expertise to execute the stabilization phase nor will the project be supported through phases 3 and 4.

***What are the terms of the proposed procurement?***

The proposed amendment increases the contract capacity by an additional \$116,688. Furthermore, this ratification will extend the contract end date to September 2, 2017. The funding source for this amendment is 100% Certificate of Participation (COPs).

If you have any questions or require additional information, please contact Shahryar Khazei at (213) 241-4096 or George Silva at (213) 241-1751.

c: David Holmquist  
Thelma Meléndez  
Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Procurement Services Division

**APPROVED**  
ADOPTED  
BOARD REPORT  
OCT 18 2016

INFORMATIVE  
DATE: October 12, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**FROM:** George Silva, Chief Procurement Officer

**SUBJECT: REQUEST FOR RATIFICATION OF CONTRACTS NOT  
PREVIOUSLY PRESENTED TO THE BOARD**

**Background**

In past months, it has come to light that several Procurement Services Division (PSD) contracts and contract amendments under delegation of authority were not presented to the Board of Education for initial approval and/or ratification as required. While legal bidding requirements were fulfilled, the reporting requirements for ratification by the Board has not been met.

This informative will provide:

- 1) A summary of the total of the non-ratification of contracts and contract amendments;
- 2) Identification of the contracts and contract amendments still requiring Board ratification;
- 3) The steps taken to prevent this type of ratification oversight from happening again.

**What has been done to correct this situation?**

The Procurement Services Division (PSD) conducted an extensive audit of contract transactions dating back to July 2013, in order to confirm if Board of Education ratification approval was obtained and to identify any contracts or amendments not reported to the Board of Education in a timely manner.

The PSD contract audit resulted in the following:

**Contracts/Amendments (non-facilities)**

A total of 2,584 transactions (contracts and amendments) were audited in which nine (9) active transactions were identified as not being reported to the Board for ratification (one revenue contract, two expenditure contracts, and six contract amendments). The identified non-ratified transactions represent 0.35% of the total audited transactions.



The transactions identified as not previously reported for ratification are as follows:

IDENTIFICATION NO.	CONTRACTOR	AMOUNT
1300200	Queenscare/Queenscare Family Clinics (Revenue Contract)	\$ (240,000)
4400002622-1	American Education Solutions	\$ 88,700
4400002622-2	American Education Solutions	\$ 91,481
4400003921	Los Angeles County of Education (LACOE)	\$ 167,147
4400003921-1	Los Angeles County of Education (LACOE)	\$ 200,000
4400003790	Race Communications	\$ 99,418
4400003790-1	Race Communications	\$ 66,278
4400003790-2	Race Communications	\$ 1,075
4400004335-4	Scribbles	\$ 80,000
	<b>TOTAL</b>	<b>\$ 554,099</b>

These contracts/contract amendments are now presented for Board ratifications via Board of Education Report No. 087-16/17 in Attachment A subpoint "B", dated October 18, 2016. Additionally, the detail for each of these contractual actions is listed in the Procurement Services Division Website at [https://psd.lausd.net/psb/Procurement\\_Transactions.asp?goto=transac](https://psd.lausd.net/psb/Procurement_Transactions.asp?goto=transac)

**Contracts/Amendments (facilities)**

In the area of facilities contracts, 1,603 transactions (contracts and amendments) were audited in which 15 active transactions were identified as not being reported to the Board for ratification (three of which were amendments executed for contracts [Lenovo, SHI, Arey Jones] which were part of a prior Board approval that required all subsequent amendments under the aggregate umbrella to be reported as ratifications). The identified transactions represent 0.94% of the total audited transactions.

The transactions identified as not previously reported for ratification are as follows:

IDENTIFICATION NO.	CONTRACTOR	AMOUNT
<i>Ratifications</i>		
1280016-1/4400001703	Hampton Tedder Electric Company	\$ 60,000
1290088/4400000595	Efficiency Energy, LLC	\$ 225,000
1380003-1/4400001952	Universal Flooring Systems, Inc.	\$ 43,750
1380005/4400001240	California Commercial Pools	\$ 83,400
1380006-2/4400001242	Knorr Systems, Inc.	\$ 83,400
1380010/4400001281	ASSI Security	\$ 80,000
1390033/4400001484	Amtech Elevator Services	\$ 190,000

1480013/4400002390	Gene V. Pira, Inc.	\$ 83,400
1480023/4400002593	One Level World, dba Dockmasters	\$ 91,000
1490001/4400001948	Perceptive Enterprises, Inc.	\$ 240,000
1490005/4400002149	Real Estate Consulting & Services Inc.	\$ 200,000
1580008/4400003623	Generator Services Company	\$ 240,000
	<b>TOTAL</b>	<b>\$1,619,950</b>
<i>Initial contracts were previously approved by the BOE on July 1, 2014 (Report #001-14/15)</i>		
1590002-1/4400003094	Lenovo (United States) Inc.	\$ 4,050,785
1590003-1/4400003093	SHI-Software House International	\$ 208,000
1590004-1 & 1590004-2 /4400003093	Arey Jones Educational Solutions	\$ 367,000
	<b>TOTAL</b>	<b>\$4,625,785</b>

These contracts/contract amendments are now presented for Board ratifications via Board of Education Report No. 078-16/17 in Attachment A subpoint "N", dated October 18, 2016. Additionally, the detail for each of these contractual actions is listed in the Facilities Contracts Branch website at <http://www.laschools.org/new-site/contracts/boe-contract-actions/>

#### **What is currently being done?**

If the Board of Education ratifies the identified contracts in this informative which are presented in Board Reports No. 087-16/17 and 078-16/17, respectively, we should now be up to date with all contracts/amendments requiring Board ratification.

Additionally, the Procurement Services Division has implemented a new procedure that requires a checklist be signed by the procurement official processing the transaction and their respective manager. Additionally, for the short term any item being brought to the Board for ratification or approval will have an audit performed by the procurement official to ensure compliance with the new procedures. Together, these new processes should prevent this type of oversight from occurring.

If you have any questions or require additional information, please contact Quinton Dean at (213) 241-8685 or [quinton.dean@lausd.net](mailto:quinton.dean@lausd.net) or Hugh Tucker at (213) 241-8767 or [hugh.tucker@lausd.net](mailto:hugh.tucker@lausd.net).

c: Thelma Meléndez de Santa Ana  
David Holmquist  
Alma Peña-Sanchez  
Frances Gipson  
Mark Hovatter  
Nicole Elam-Ellis  
Jefferson Crain  
Hugh Tucker  
Quinton Dean



OCT 18 2016

Board of Education Report  
No. 087-16/17  
For 10/15/16 Board MeetingINTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Procurement Services Division

APPROVED

INFORMATIVE**TO:** Members, Board of Education  
Michelle King, Superintendent**DATE:** September 8, 2016**FROM:** George Silva, Chief Procurement Officer  
Procurement Services Division**SUBJECT: GENERAL STORES DISTRIBUTION CENTER SPEND FOR  
REPLENISHMENT OF STOCK INVENTORY OF SUPPLIES,  
EQUIPMENT AND FURNITURE**

During the Board of Education's May 10, 2016 meeting, pre-authorization was granted to the Procurement Services Division (PSD) to enter into various new contracts, extend existing contracts, and award various purchase orders to make regular and routine procurements of products used by schools and offices and stocked in the General Stores Distribution Section. As part of the pre-authorization, it was agreed that PSD would report on the total procurement activity on a monthly (per board report) basis. In an effort to streamline and enhance the reporting process, the chart below lists the major commodity categories and total purchase order issuance for the month of August.

**GENERAL STORES DISTRIBUTION**

MAJOR COMMODITY CATEGORIES	PURCHASE ORDER ISSUANCE AUGUST Y 1 TO AUGUST 31, 2016	ACCUMULATIVE FISCAL YEAR TOTAL
Athletic Equipment	\$18,124.87	\$42,109.23
Audio Visual	\$14,142.84	\$31,637.74
Custodial/Maint. & Operations	\$750,612.21	\$1,233,495.70
Educational Supplies/Tools	\$92,026.79	\$137,183.45
Forms & Publications	\$6,983.58	\$14,864.90
Furniture	\$278,222.02	\$546,632.72
Music	\$669.26	\$849.79

<b>MAJOR COMMODITY CATEGORIES</b>	<b>PURCHASE ORDER ISSUANCE AUGUST Y 1 TO AUGUST 31, 2016</b>	<b>ACCUMULATIVE FISCAL YEAR TOTAL</b>
Office Essentials	\$376,156.21	\$640,696.74
Paper	\$73,208.39	\$83,603.72
Science/Home Economics/First Aid	\$136,039.92	\$195,827.39
Visual Arts	\$178,553.23	\$277,225.77
<b>TOTALS</b>	<b>\$1,924,739.32</b>	<b>\$3,204,127.15</b>

If you have questions or require additional information, please contact me at (213) 241-1751.

c: David Holmquist  
Thelma Melendez  
Francis Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
Marc Monforte



OCT 18 2016

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
BEYOND THE BELL BRANCH

APPROVED

INFORMATIVE

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**DATE:** September 16, 2016

**FROM:** Alvaro Cortés,  
Executive Director

**SUBJECT: CONTRACTOR: THELONIOUS MONK INSTITUTE OF JAZZ**  
**CONTRACT NO.: 4400004994**  
**CONTRACT AMOUNT: \$300,000**

In accordance with the mission statement of the Los Angeles Unified School District, the Beyond the Bell Jazz Combo Program /Thelonious Monk Institute Jazz Combo Program is to facilitate the education of high school and middle school students offering them the unique opportunity to participate in a structured after-school, performance based jazz curriculum.

***Why is it necessary?***

This program provides the guidance and training for our high achieving music students to enter into an advanced education into music. Jazz is “America’s true art form. The study of jazz with the additional support that our students, teachers and community receive from working with the Thelonious Monk Institute of Jazz has proven to be very successful over the past years. The program also allows students to study with some of the finest jazz artist; perform in various professional jazz settings comprised of their peers across the District; and prepare for entry into conservatories and university schools of music.

***Why do we need to do this now?***

This action will allow the program to continue for the next three years, and will put the contract in place for the current school year.

***What would happen if this were not approved?***

3,500 students and teachers in the all four local Education Services Centers would not have access to the highly qualified instructor’s opportunities, professional contacts, and educational guidance to continue their studies in this unique area of music.

***What are the terms of the agreement?***

This is a three year contract of \$300,000 to be paid from the General Fund for the 2016-17 and two subsequent school years. The contract will expire on October 20, 2019.

If you have any questions, please contact me at 213-241-7900.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Frances Gipson  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Division

APPROVED

INFORMATIVE

DATE: October 18, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent

**FROM:** Shahryar Khazei, Chief Information Officer  
Beth Kauffman, Associate Superintendent  
Erika Torres, Executive Director

**SUBJECT: REQUEST FOR BOARD APPROVAL – AGREEMENT TO PROVIDE  
WELLIGENT MASTER SERVICES AGREEMENT**

**CONTRACTOR**

WELLIGENT INCORPORATED

**CONTRACT NO.**

4400005046

***Background***

The Information Technology Division (ITD), Division of Special Education (SPED) and Student Health and Human Services (SHHS) are requesting Board of Education approval to issue a new sole-source Master Services Agreement (MSA) for Welligent application development services.

Welligent is a proprietary, web-based software system utilized District-wide for the management of online Individualized Education Programs (IEPs) and tracking of related services (such as speech and language, physical therapy, vision and hearing screenings, nursing services, etc.) provided to students during the course of their education.

A sole source agreement is requested since Welligent is a proprietary software. As such, the District does not have ownership or authority to modify this application. All required application development, enhancements and updates must be performed by the contractor.

***Why is this necessary?***

Welligent allows administrators to monitor IEP timelines and delivery of services and generate reports to ensure compliance with special education laws and regulations. Welligent is also a behind-the-scenes billing system that electronically invoices Medi-Cal and other insurance companies for reimbursement on services delivered to students.

The current Welligent MSA expires on November 15, 2016. Without a new agreement, the District will not have the necessary support to continue developing and implementing important new enhancements and customizations to the Welligent application.



Upcoming enhancements include the following:

- Audiometry (ARU): A SHHS and SPED project, ARU, will enable District staff to evaluate students that have or may have hearing problems as required by the State of California. This project will enhance the features of the mass screening system and will provide a tracking system for medical and ARU referrals. Additionally, ARU will provide audiologists the ability to electronically document and track evaluations.
- District Validation Review (DVR): This enhancement creates a web-based database for DVR employees to audit required school-based IEP services provided to students for eligible IEP programs.
- Individualized Service Plan (ISP): This enhancement provides the capability to electronically document and track private schools' students within the LAUSD area.
- Parent Portal: This enhancement provides parents the ability to view services delivered to their Special Education students.
- Infant and Family Service Plan (IFSP): This enhancement provides the capability to electronically document and track infant students' IEPs and services.

This contract will allow the District to continue its development efforts on these highly anticipated new modules.

***Why do we need to do this now?***

The current Welligent MSA is scheduled to expire on November 15, 2016. Without an agreement in place, the District will not have the necessary contracting vehicle for developing and implementing important new software interfaces, enhancements and customizations to the Welligent system.

***What would happen if this were not approved?***

Without approval, the provisioning of mandated services to students may be interrupted. Additionally, the District would not be able to add important new enhancements to the application, in turn affecting the District's efficacy in complying with laws related to the provision of services to students with special needs.

***What are the terms of the proposed agreement?***

The proposed agreement will be in effect for a one-year period, from November 16, 2016 to November 15, 2017. The estimated not to exceed value is \$1.5 million. Funding will be from 100% General Funds.



If you have any questions or require additional information, please contact Shahryar Khazei at (213) 241-4096.

c: David Holmquist  
Thelma Meléndez  
Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

OCT 18 2016

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Division of Instruction

APPROVED

INFORMATIVE

DATE: September 15, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent**FROM:** Frances Gipson, Ph.D.  
Chief Academic OfficerEsther Soliman  
Administrator  
Linked Learning, Work Experience, CTE, & ROP**SUBJECT: REQUEST FOR APPROVAL OF CITY OF LOS ANGELES YOUTH JOBS  
REVENUE CONTRACT - 4400005081**

The revenue contract for \$759,322 with the City of Los Angeles Economic and Workforce Development Department is the funding mechanism for routing funding from county and state programs to LAUSD supporting student job opportunities during the school year and summer months.

Over the past 40 years, LAUSD has routinely provided students with job opportunities, both during the school year and summer months, funded by city, county and other entities. Each year, LAUSD receives numerous revenue contracts, from various entities, to fund these opportunities. Funding sources have included federal, state and local revenue sources provided by city, county and other government entities.

The revenue contract is predominately funded by CalWORKS, with additional funding coming from the LA County Other Underserved Youth Fund and the LA County Foster Youth Fund. These funds have specific uses attached and students participating must meet specific participation requirements including family income and family program participation in the aforementioned programs.

It is very important that this contract be executed as soon as possible as it is time sensitive and the District could potentially lose revenue from it if not executed in a timely manner. If you have any questions, please contact José Artiles, Work Experience Education Specialist, at (213) 241-7053 or at jose.artiles@lausd.net.

c: David Holmquist  
Alma Peña Sanchez  
Thelma Melendez de Santa  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

INTEROFFICE CORRESPONDENCE  
**Los Angeles Unified School District**  
Food Services Division

APPROVED

**INFORMATIVE**

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**DATE:** September 15, 2016

**FROM:** Joseph K. Vaughn, M.Ed, Director  
Food Services Division

**SUBJECT: CONTRACTOR: GOLD STAR FOODS, INC.**  
**CONTRACT NO.: 1300011 (REFERENCE SAP# 4400000651)**  
**CONTRACT AMOUNT: \$30,000,000**  
**REQUEST CONTRACT EXTENSION, SIXTH YEAR, FOR MISCELLANEOUS**  
**GROCERIES AND FROZEN FOODS**

***Background:***

On May 8, 2012, the Board of Education approved a capacity contract with a categorical partner to provide miscellaneous food items such as dry goods, canned goods, groceries and frozen foods, as well as advising Food Services' staff on enhancing student acceptance of menu items and reduce costs while improving the image of school meals as reported in BOE 226-11/12.

Food Services Division (FSD) is now requesting Board of Education approval of Amendment 56 to extend the contract with Gold Star Foods, Inc. for a sixth year. The value of Amendment 56 is not-to-exceed \$30,000,000. Amendments 1-55 were no-cost amendments to add and remove items, adjust prices up or down as the market dictated and to reallocate contract capacity between contractors.

***Why is this necessary?***

The contract must be extended in order to secure special, negotiated pricing, for items that fit within the supper and lunch programs' budgets. Securing this supply chain's negotiated pricing will assist in reducing the overall budget impact of FSD.

Cost considerations, as well as the development, testing and implementation timeline of new, District-wide menu items, were used to evaluate the request of an additional year.

***Why do we need to do this now?***

Specific items' pricing was negotiated at this time to secure the supply chain's pricing in order to stay within the supper and lunch budgets for the current school year until new menu items could be developed, tested and implemented District-wide.

***What will happen if this is not approved?***

If this amendment is not approved, FSD will be unable to obtain the necessary supper kits within budget, until additional menu items have been developed, tested and implemented.

***What are the terms of the proposed agreement?***

This amendment request is for an additional year, which the contract will then expire on June 30, 2018. The contract has a not-to-exceed value of \$30,000,000.

If you have any questions or require additional information, please contact Joseph K. Vaughn at 213-241-1765, or [joseph.vaughn1@lausd.net](mailto:joseph.vaughn1@lausd.net).

c: David Holmquist  
Frances Gipson  
Thelma Meléndez de Santa Ana  
Megan Reilly  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva



OCT 18 2016

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the General Counsel

APPROVED

INFORMATIVE

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**DATE:** September 21, 2018

**FROM:** David Holmquist  
General Counsel

**SUBJECT: AWARDED CONTRACTOR NAME: Devany Pate Morris & Cameron, LLP**  
**CONTRACT NO.: 4400005053**  
**CONTRACT AMOUNT: \$0**  
**REQUEST FOR RATIFICATION OF CONTRACT**

Jeffrey Morris of Devany Pate Morris & Cameron LLP (Devany Pate) was a partner at Stutz Artiano Shinoff & Holtz APC (Stutz Artiano), which is currently on the District's legal bench. At the time Mr. Morris was at Stutz Artiano, we had enlisted his services to assist and represent the District relating to matters involving certificated employee dismissal litigation. The District would like to continue utilizing Mr. Morris's legal services at his new firm, Devany Pate. At this time, Devany Pate is not among the law firms on the District's legal bench.

***Why is this necessary?***

Because the Request for Proposal is currently closed for law firms, Mr. Morris' new firm, Devany Pate, is not among the law firms that may be utilized for District legal work. Nonetheless, Devany Pate, specifically Mr. Morris, is sought after for their expertise and knowledge of the background of teacher dismissal matters via providing legal advice and counsel to District personnel, defending the District and appropriate District personnel in lawsuits, and prosecuting claims, including without limitation the filing of lawsuits, the District has against persons or entities, all as directed by the Office of the General Counsel. The District would benefit from having continuity in his legal representation.

***Why do we need to do this now?***

The Office of the General Counsel would be required to start over with a law firm that does not have the prior knowledge and background of matters previously handled by Mr. Morris. Starting over with another firm would cost time and money and decrease the effectiveness and efficiency.

***What would happen if this were not approved?***

In the event the Board does not approve this Request, Mr. Morris would not be permitted to provide legal services on behalf of the District. Consequently, the District would incur additional expenses and lost time in vetting another law firm and bringing that law firm up to

speed on the current litigation. This would result in a loss of continuity in the handling of legal matters previously handled by Mr. Morris.

***What are the terms of the proposed agreement?***

Devany Pate will be paid on the same basis and from the same sources as firms that are on the Office of the General Counsel's law firm bench. The firm will be paid on an hourly basis for work performed by its lawyers that is approved by the Office of the General Counsel. The firm will be engaged by the issuance of a matter assignment letter which will specify the funding source for the engagement. The District negotiated the rates Devany Pate and the firm has agreed to provide legal services at the equivalent rates of Stutz Artiano.

If you have any questions or require additional information, please contact me at my.huynh@lausd.net or at (213) 241-7698.

c:

Thelma Melendez  
Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva


INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Transportation Services Division

APPROVED

**INFORMATIVE**

**DATE:** September 16, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**FROM:** Donald Wilkes, Director   
Transportation Services Division

**SUBJECT: CONTRACT AWARD TO PURCHASE SERVICE TRUCKS FROM FAIRWAY FORD**

**Background**

The Transportation Services Division (TSD) is requesting Board approval to purchase three (3) service trucks to support on-road emergency response and repair of the District's school bus and fleet vehicles.

***Why is this necessary?***

TSD is responsible for the maintenance and repair of 3,400 District vehicles and ride-on equipment. From time to time these vehicles require emergency on road service calls.

***Why do we need to do this now?***

The District's current service trucks are in excess of 20 years old and have exceeded their useful life. This contract provides a means to purchase replacement service trucks at competitively bid prices.

***What would happen if this were not approved?***

Not having a contract in place could subject the District to higher purchase costs; additionally through the mechanism of a contract purchase the District can ensure optimal vehicle design and performance based upon clearly defined specifications.

***What are the terms of the proposed agreement?***

This is a one-time procurement. The contract is not to exceed \$304,000.

Should you have any questions or require additional information, please contact me at donald.wilkes@lausd.net or at (213) 580-2920.

c: Alma Peña-Sanchez  
Frances Gipson  
Thelma Meléndez de Santa Ana  
David Holmquist  
Mark Hovatter  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Procurement Services Division

APPROVED

**INFORMATIVE**

**DATE:** September 30, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**FROM:** George Silva, Chief Procurement Officer  
Procurement Services Division

**SUBJECT: LOS ANGELES TRUCK CENTER LLC, DBA LOS ANGELES FREIGHTLINER  
PURCHASE ORDER NO.: 4500257491 – IFB#: 2000000844  
PURCHASE ORDER AMOUNT: \$ 1,280,000**

The Procurement Services Division's Materiel Management Branch is requesting approval from the Board of Education to purchase nine alternative fueled - liquefied propane gas (LPG) bobtail trucks. These trucks will be used to support the delivery of food, groceries, mail, supplies, and furniture to schools and offices District-wide.

***Why is this necessary?***

The function of these bobtail trucks is to support school operations in the delivery of the food, supplies, and furniture to support the education process. The current vehicles being replaced require excessive maintenance funds to operate. These new trucks generate less pollution, which is in compliance with the Board's Healthy Breathing Initiative, and will be the second acquisition of this type of bobtail trucks used by the Truck Operations Section in support of school operations. A modern, well maintained fleet of bobtail trucks will afford Materiel Management Branch the ability to support schools in a timely and dependable manner.

***Why do we need to do this now?***

Procurement of the bobtail trucks will result in fewer days of unavailable vehicle downtime, lower annual operating/maintenance costs, and less reliance by district personnel to provide alternative services. These nine trucks being purchased will replace trucks that are 18 to 21 years old. Additionally, the District has opened over 120 new schools, and this equipment is required to provide support.

***What would happen if this were not approved?***

Disapproval of this purchase will require continued operation of vehicles exceeding their normal life expectancy, restricting Materiel Management Branch from having a reliable fleet. This further exacerbates high maintenance costs as the fleet continues to age and requires more mechanical work.



***What are the terms of the proposed agreement?***

This procurement is a one-time purchase. The funding source is 50% from General Funds and 50% from Special Reserve Fund and this purchase is included in the District's Strategic White Fleet Plan under FY 16-17.

If you have any questions or require additional information, please contact [marc.monforte@lausd.net](mailto:marc.monforte@lausd.net) or at (562) 654-9361.

c: Alma Peña-Sanchez  
David Holmquist  
Thelma Meléndez de Santa Ana  
Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
Quinton Dean  
Marc Monforte

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Facilities Services Division

APPROVED

**INFORMATIVE**

**DATE:** September 13, 2016

**TO:** Members, Board of Education  
Michelle King, Superintendent of Schools

**FROM:** Roger Finstad, Director  
Maintenance and Operations

**SUBJECT: ROBERTSON'S READY MIX, LLC  
CONTRACT NO. 4400003523  
INCREASE CONTRACT AMOUNT: \$300,000  
C-56 READY MIXED CONCRETE  
RECOMMENDATION TO INCREASE TOTAL VALUE**

**Maintenance and Operations is requesting the Board of Education's approval to increase the value of Contract No. 4400003523, for the purchase of ready mixed concrete.**

***Why is this necessary?***

The increase of value for Contract No. 4400003523 is needed to continue the use of an annual contract for the purchase of ready mixed concrete for critical repair projects District wide.

***Why do we need to do this now?***

The 3% restoration of the restricted maintenance funds have allowed Maintenance & Operations to perform an increased amount of concrete related critical repair projects.

***What would happen if this were not approved?***

The use of this contract to expedite the process of repairing our District's grounds and facilities to keep them operational, and safe will not be available. Without this contract other means of procurement that requires additional steps to process will be required.

***What are the terms of the proposed agreement?***

The terms of the contract is for 36 months, the start date was of May 1, 2015. Funding will be provided on an as needed basis 90% Restricted Maintenance Funds and 10% Bond.

If you have any questions or require additional information, please contact me at [roger.finstad@lausd.net](mailto:roger.finstad@lausd.net) or at (213) 241-0304.

c: David Holmquist   Nicole Elam- Ellis   Mark Hovatter   Thelma Melendez  
Jefferson Crain   George Silva   Diane Pappas   Yvette Merriman-Garrett