



## Board of Education Report

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**File #:** Rep-119-18/19, **Version:** 2

**Approval of Procurement Actions**  
**December 11, 2018**  
**Procurement Services Division**

ADOPTED  
BOARD REPORT  
DEC 11 2018

**APPROVED**

### Action Proposed:

Staff proposes that the Board of Education (Board) **ratify** the contract actions taken by the Procurement Services Division within delegated authority as listed in Attachment "A" including the approval of award of Professional Service Contracts not exceeding \$250,000: New Contracts; Contract Amendment; Low Value - 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; Contract Amendment; and 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 #444-17/18), which the Board exercised on May 8, 2018.

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**Budget Impact:**

The contract actions presented are within the budget authority previously approved by the Board. The \$1,820,337 with "Source of Funds" in Attachments A and B identified as "General Funds" does not comprise of a new request of funds.

APPROVED

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

**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 - Systems Education, LLC, dba System's Education, Contract No. 4400006977

Informative - Trapeze Software Group, Inc., Contract No. 4400006826

Informative - Assessment Services Corp., Contract No. 4400006692

Informative - Leemak USA LLC, dba Maklee Engineering, Contract No. 4400006907

Informative - University Muslim Medical Association Community Clinic (UMMA),  
Contract No. 4400006708

Informative - City of Los Angeles (Economic and Workforce Development Department), Contract No. 4400007025

Informative - City of Los Angeles (Economic and Workforce Development Department), Contract No. 4400007026

Informative - Warehouse October 2018



Informative - Segal Consulting, Contract No. 4400007021

Informative - Allied Refrigeration, Inc.; American Refrigeration Supplies, Inc., Contract Nos. 4400006981, 4400006982

Informative - Diamond A Equipment, LLC, Contract No. 4500436244

**Submitted:**

11/19/18

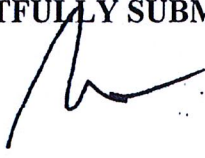
**APPROVED**

ADOPTED  
BOARD REPORT

DEC 11 2018

**APPROVED**

RESPECTFULLY SUBMITTED,



AUSTIN BEUTNER  
Superintendent

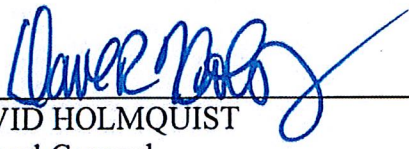
APPROVED & PRESENTED BY:

ADOPTED  
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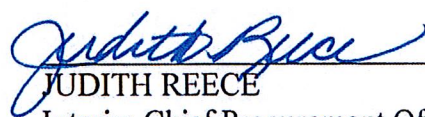
SCOTT S. PRICE, PH.D.  
Chief Financial Officer  
Office of the Chief Financial Officer

REVIEWED BY:



DAVID HOLMQUIST  
General Counsel

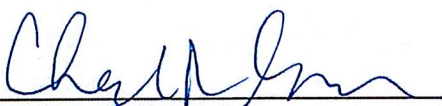
APPROVED & PRESENTED BY:



JUDITH REECE  
Interim 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 AUTHORITY

### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

**APPROVED**

#### NEW CONTRACTS NOT EXCEEDING \$250,000

\$485,687

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>ADOPTED BOARD REPORT DEC 11 2018</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Systems Education, LLC, dba System's Education	4400006977 <b>Item A</b>	Informally competed contract to provide supplementary science instruction for grades K through 5 students.  <b>Contract Term:</b> 10/22/18 through 06/01/19		General Funds (School Based) (100%)	\$53,127

**Contracts Value: \$53,127**

Requester: *Rhonda Pannell, Principal  
Eshelman Avenue Elementary School*

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**Item B**

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# ATTACHMENT A

## APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

#### NEW CONTRACTS NOT EXCEEDING \$250,000 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<b>APPROVED</b>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Trapeze Software Group, Inc.	4400006826 <b>Item C</b>	Single-source contract to provide software support and maintenance of MapNet scheduling and routing software for the Transportation Services Division.		General Funds (100%)	\$112,260

**Contract Term:** 07/01/18 through 06/30/20

**Contract Value:** \$112,260

Requesters: *Ryan Solchenberger, Director  
Transportation Services Division*

*Shahryar Khazei  
Chief Information Officer  
Information Technology Division*

Assessment Services Corp.	4400006692 <b>Item D</b>	Informally competed contract to provide a web-based employment test bank and test delivery system.		General Funds (100%)	\$74,000
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**Contract Term:** 10/01/18 through 09/30/20  
includes a one-year renewal option

**Aggregate Two-Year Contract Value:**  
**\$74,000**

Requesters: *Robyn Warren  
Deputy Personnel Director  
Personnel Commission*

*Shahryar Khazei  
Chief Information Officer  
Information Technology Division*



# ATTACHMENT A

## APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

#### NEW CONTRACTS NOT EXCEEDING \$250,000 (CONT.)

**APPROVED**

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<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Leemak USA LLC, dba Maklee Engineering	4400006907 <b>Item E</b>	Informally competed contract to provide performance tuning services of various Oracle systems and applications in support of the District's Information Technology Division, System Support and Continuity Team.	General Funds (100%)	\$246,300
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**Contract Term:** 10/12/18 through 10/11/19

**Contract Value:** \$246,300

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

# ATTACHMENT A

## APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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

\$110,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Dr. David  
Rostetter

4400002923-6  
**Item F**

Amendment to extend term and increase contract capacity for the contract for the federal court-appointed Independent Monitor under the *Chanda Smith* Modified Consent Decree.

General  
Funds  
(100%) \$110,000\*

**Current Contract Term:** 07/01/14 through 12/31/18

New end date by this amendment: 06/30/19

Initial Contract Value:	\$220,000
Amendment No. 1:	\$220,000
Amendment No. 2:	\$290,000
Amendment No. 3:	\$255,000
Amendment No. 4:	<\$20,000>
Amendment No. 5:	\$110,000
*Amendment No. 6:	\$110,000

(Executed Date: 11/21/18)

**Aggregate Contract Value: \$1,185,000**

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

**APPROVED**

ADOPTED  
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\*Current Ratification



# ATTACHMENT A

## APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

#### INCOME CONTRACTS NOT EXCEEDING \$500,000

<\$918,764>

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

University  
Muslim Medical  
Association  
Community  
Clinic (UMMA)

4400006708  
**Item G**

Revenue agreement for a LAUSD Certified Nurse Practitioner to render services at UMMA, a Wellness Center within the Fremont Zone of Choice (FZOC) schools: Fremont, Diego Rivera Learning Complex and Mervyn Dymally High Schools including the feeder schools within their attendance areas.

Revenue <\$219,120>

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**Contract Term:** 07/01/18 through 06/30/20  
includes a one-year renewal option

**Aggregate Two-Year Contract Value:**  
<\$219,120>

Requester: *Pia V. Escudero, Executive Director  
Student Health and Human Services*

City of Los  
Angeles  
(Economic and  
Workforce  
Development  
Department)

4400007025  
**Item H**

Revenue contract to provide disadvantaged youth with paid personal enrichment, work readiness training, and paid work experience.

Revenue <\$377,644>

**Contract Term:** 07/01/18 through 09/30/18

**Contract Value:** <\$377,644>

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

# 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 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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City of Los  
Angeles  
(Economic and  
Workforce  
Development  
Department)

4400007026  
**Item I**

Revenue contract to provide eligible at-risk youth  
and young adults between ages of 14-24 with  
subsidized work experience developing  
foundational workplace skills.

**Contract Term:** 07/01/18 through 06/30/19

**Contract Value:** <\$322,000>

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

Revenue

<\$322,000>

#### INCOME 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



ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

B. 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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APPROVED

None

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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

October 2018 - \$2,072,608

YTD = \$7,703,295

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>October</u> <u>Qty of POs*</u>	<u>YTD</u> <u>Qty of POs*</u>	<u>October</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
			<b>ADOPTED BOARD REPORT</b>	
			<b>DEC 11 2018</b>	
Low Value – Purchase Orders - October 2018	292	990	\$2,072,608 (Avg. \$7,098)	\$7,703,295

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

October 2018 = \$22,588,491

YTD = \$130,248,629

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>October</u> <u>Qty of POs/ Transactions*</u>	<u>YTD</u> <u>Qty of POs/ Transactions*</u>	<u>October</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders – October 2018	5,289	18,441	\$10,889,298 (Avg. \$2,059)	\$35,271,448
Purchase Orders - October 2018	54	211	\$2,714,329 (Avg. \$50,265)	\$13,319,817
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) – October 2018	12,139	33,486	\$3,792,987 (Avg. \$312)	\$10,414,783
Rental Facilities – October 2018	8	19	\$101,150 (Avg. \$12,644)	\$180,968
Travel/Conference Attendance – October 2018	504	2,722	\$360,666 (Avg. \$716)	\$2,191,229
GENERAL STORES DISTRIBUTION CENTER – October 2018	318	1,286	\$1,589,931 (Avg. \$5,000)	\$9,085,740
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – October 2018	695	4,597	\$3,140,130 (Avg. \$4,518)	\$59,784,644

\*Detailed information is available at <https://achieve.lausd.net/procurementtransactions>.



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

**A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS**

ADOPTED  
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**NEW CONTRACTS EXCEEDING \$250,000**

DEC 1 1 2018

**\$1,554,240**

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

Segal Consulting	4400007021 (RFP 200001634) <b>Item J</b>	Formally competed contract to provide consulting services for the District's Health and Welfare Program.	Health and Welfare Funds (100%)	\$1,554,240
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**Contract Term:** 01/01/19 through 12/31/23  
includes two (2) one-year renewal options

**Aggregate Five-Year Contract Value:**  
**\$1,554,240**

Requester: *Janice Sawyer*  
*Chief Risk Officer*  
*Division of Risk Management & Insurance Services*

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

**A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS**

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**CONTRACT AMENDMENT EXCEEDING \$250,000**

**\$375,000**

**APPROVED**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Office of the Independent Monitor	4400006567-1 <b>Item K</b>	Amendment to extend term and increase capacity of single-source contract for the operation of the Office of the Independent Monitor to provide reimbursement of costs and expenses for consultants, experts and other personnel to assist the Independent Monitor under the <i>Chanda Smith</i> Modified Consent Decree.	General Funds (100%)	\$375,000*

**Current Contract Term:** 07/01/18 through 12/31/18

New end date by this amendment: 06/30/19

Initial Contract Value: \$375,000

\*Amendment No. 1: \$375,000

**Aggregate Contract Value: \$750,000**

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

**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

**INCOME CONTRACT AMENDMENTS 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 B**  
**REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER**  
**DELEGATED AUTHORITY**

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**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**

**\$2,849,650**

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Allied Refrigeration, Inc.; American Refrigeration Supplies, Inc.	4400006981 4400006982 (IFB 200001632) <b>Item L</b>	Formally competed capacity contracts for refrigeration compressors, components and parts, to be used at various locations District-wide. The authority to increase or decrease individual amounts of these contracts will be limited to the aggregate amount of \$2,000,000.	Restricted Maintenance Funds (80%)  Bond Funds (20%)	\$2,000,000

APPROVED

**Contract Term:** 01/01/19 through 12/31/21

**Aggregate Three-Year Value for Two (2) Contracts: \$2,000,000**

*Requester: Robert Laughton, Director  
Maintenance & Operations  
Facilities Services Division*

Diamond A Equipment, LLC	4500436244 (IFB 200001672) <b>Item M</b>	Formally competed contract to purchase seven compact tractors with flail mower attachments to replace aged and deteriorated equipment.	General Funds (100%)	\$849,650
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**Contract Term:** One-time purchase

**Contract Value: \$849,650**

*Requester: Robert Laughton, Director  
Maintenance & Operations  
Facilities Services Division*

# 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

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\$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

**APPROVED**

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

\$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