



Board of Education Report

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Approval of Procurement Actions
February 7, 2023
Procurement Services Division

**ADOPTED BOARD
REPORT**

FEB - 7 2023

APPROVED

Action Proposed:

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; Low Value - Purchase Orders; Goods and General Services Contracts: Purchase Orders; Low Value - Purchase Orders; District Card Transactions; Rental of Facilities; Travel/Conference Attendance; General Stores Distribution Center; and Book/Instructional Material Purchase Orders; and approve Professional Service Contracts (exceeding \$250,000): New Contracts; and Goods and General Services Contracts (exceeding \$250,000): New 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.

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:

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- Award of Professional Service Contracts not exceeding \$250,000: New Contracts; 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.

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

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

Student Impact:

Not applicable.

Equity Impact:

See attached for applicable items.

Issues and Analysis:

There are not 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:

Not applicable.

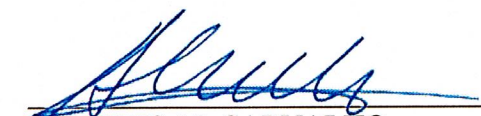
Submitted:

01/25/23

RESPECTFULLY SUBMITTED, **ADOPTED BOARD REPORT** APPROVED & PRESENTED BY:

FEB - 7 2023

APPROVED



ALBERTO M. CARVALHO

Superintendent



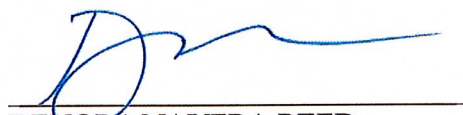
PEDRO SALCIDO

Deputy Superintendent

Business Services & Operations

REVIEWED BY:

APPROVED & PRESENTED BY:



DEVORA NAVERA REED

General Counsel



SUNG YON LEE

Deputy Chief Business Officer

Office of the Deputy Chief Business Officer

✓ Approved as to form.

REVIEWED BY:

APPROVED & PRESENTED BY:



TONY ATIENZA

Director, Budget Services and Financial Planning



JUDITH REECE

Chief Procurement Officer

Procurement Services Division

✓ Approved as to budget impact statement.

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICES CONTRACTS ALREADY AWARDED

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

Item A

DIVISION OF INSTRUCTION

\$200,950

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
All Aboard Travel & Tours, LLC	4400011021	GEAR UP Grant (100%)	\$200,950

Ratification of named-in-grant contract to provide overnight college tours to enable college bound high school students to experience the campus environment and evaluate an institution firsthand. The student experiences include: touring college campuses, observing classes and student living arrangements, as well as engagement with students attending the college. Contractor provides student ambassadors to conduct the campus tours/panels instead of generic Admissions office tours.

The Gaining Early Awareness and Readings for Undergraduate Programs (GEAR UP) legislation requires grantees to provide direct services to students via a combination of personnel and services. While District staff will conduct outreach efforts and chaperone the overnight college tours, the selected vendor offers customizable tours, District-approved transportation, lodging, meals and enhances student safety by following strict safety and security guidelines and providing 24/7 support and safety trained personnel. Approximately 250 GEAR UP juniors and seniors are expected to participate over a two and a half year period. Overnight trips are open to students at cohort schools written into the grant. This grant was taken over from Youth Policy Institute (YPI) by LAUSD and assigned to GEAR UP 4 LA. The US Department of Education approved the transfer of the grant with certain terms, including that there be no changes to the identified schools or services proposed in the grant application. The LAUSD Board of Education approved the transfer of the YPI grant to LAUSD in February 2020. When GEAR UP 4 LA write grants, they get permission from the LAUSD Board of Education to write the grant on behalf of LAUSD and to include the proposed schools. Since GEAR UP 4 LA was assigned this grant, the normal practice was not followed.

GEAR UP students who apply will be selected based on a rubric process that will simulate the UC application process and will include points for being on track to meet minimum UC eligibility requirements, submission of answers to UC Personal Insight and Early Academic Outreach Program questions, participation in extracurricular activities and teacher/caring adult recommendation. Participating colleges were selected to give UC-eligible GEAR UP juniors and seniors the opportunity to visit campuses outside the Los Angeles area before they solidify their college lists and submit Student Intents to Register. Colleges include: UC Berkeley, UC Davis, UC Merced and UC Santa Cruz. The personalized counseling and support that GEAR UP provides before, during and after the tours for planning, applying and transitioning to college, and securing financial aid enhances students' ability to enroll in the postsecondary institution that is the best match and fit academically, socially and financially. Pillar 1 is supported by this action.

Contract Term: 02/08/23 through 09/30/25

Contract Value: \$200,950

Requester:

Carol Alexander, Director, A-G Intervention and Support
Division of Instruction

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

B. PROFESSIONAL SERVICES CONTRACTS ALREADY AWARDED

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

Ratification of contract previously approved by the Board (Report 023-22/23 dated 09/27/22) to execute and negotiate.

Item B

ADOPTED BOARD
REPORT

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APPROVED

INFORMATION TECHNOLOGY DIVISION

\$9,145,449

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Mainline Information Systems	4400009694 (RFP 2000002164)	General Funds (85%) COVID-19 Funds (15%)	\$9,145,449 (Board Approved BOE Report 023-22/23, dated 09/27/22)

Ratification of formally competed contract to provide an enterprise mobile management (EMM) solution that centrally manages, secures, and supports mobile devices deployed across the District. The EMM solution supports up to 300,000 District-issued mobile devices and applications utilized by staff and students across the District.

The EMM solution is needed to maintain visibility and management over District-issued mobile devices that connect to the District's network and access District applications.

The EMM solution will provide the tools needed to configure, distribute, manage, secure, and support various devices and applications deployed to schools. Without approval, the District would lack ability to deploy solutions for up to 300,000 devices concurrently, decreasing efficiency and increasing strains on resources. Furthermore, students would be at risk of exposure to unsafe or inappropriate content, and the District would be out of compliance with internet safety requirements. The proposed EMM solution will ensure the District meets safety requirements and accessibility standards. Pillar 4 is supported by this action.

Contract Term: 09/28/22 through 09/27/27, includes two (2) one-year renewal options

Aggregate Five-Year Contract Value: \$9,145,449

Requester:

Soheil Katal, Chief Information Officer
Information Technology Division

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

Item C – December 2022

ADOPTED BOARD
REPORT
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APPROVED

C. PROFESSIONAL SERVICE NOT EXCEEDING \$250,000

December 2022 = \$2,699,387

YTD = \$21,528,384

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>December Qty of POs</u>	<u>YTD Qty of POs</u>	<u>December Total</u>	<u>YTD Total</u>
Low Value – Purchase Orders – December 2022	308	2,061	\$2,699,387 (Median - \$5,681)	\$21,528,384

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

December 2022 = \$30,775,859

YTD = \$226,965,455

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>December Qty of POs/ Transactions</u>	<u>YTD Qty of POs/ Transactions</u>	<u>December Total</u>	<u>YTD Total</u>
Low Value – Purchase Orders – December 2022	3,882	24,169	\$12,999,887 (Median - \$1,193)	\$73,981,025
Purchase Orders – December 2022	41	293	\$3,304,966 (Median – \$48,952))	\$22,930,644
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) – December 2022	6,347	45,774	\$2,669,236 (Median - \$167)	\$23,028,101
Rental Facilities – December 2022	1	11	\$26,080	\$211,338
Travel/Conference Attendance – December 2022	172	1,878	\$259,339 (Median - \$1,187)	\$1,971,186
GENERAL STORES DISTRIBUTION CENTER – December 2022	169	1,347	\$3,442,989 (Median - \$5,702)	\$21,375,139
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – December 2022	390	2,509	\$8,073,362 (Median – \$12,174)	\$83,468,022

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

ADOPTED BOARD
REPORT

FEB - 7 2023

APPROVED

December 2022 = \$0
YTD = \$1,272,285

E. GOODS AND GENERAL SERVICES

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>December</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>December</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
GENERAL STORES DISTRIBUTION CENTER – <i>COVID-19 Transactions</i> <i>(Rapid Antigen Tests and Masks)</i> <i>December 2022</i>	0	1	\$0	\$1,272,285
GRAND TOTAL – December 2022				\$33,475,246

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

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

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

**ADOPTED BOARD
REPORT**

FEB - 7 2023

APPROVED

Item D

DIVISION OF INSTRUCTION (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
A World Fit for Kids;	4400011071	Expanded Learning	\$20,000,000
Achievement Network;	4400011072	Opportunity Program	
After-School All-Stars, Los Angeles;	4400011073	(ELOP)	
California School-Age Consortium;	4400011074	(100%)	
Center for Healing and Justice Through Sport;	4400011075		
Consult for Kids;	4400011076		
Development Without Limits (SBE);	4400011077		
EduCare Foundation;	4400011078		
Foundation for California Community Colleges/California Afterschool Network;	4400011079		
Good Sports Ltd., dba ARC;	4400011090		
Herbie Hancock Institute for Jazz;	4400011091		
KLB Consulting, LLC;	4400011092		
Rethink Ed;	4400011093		
STAR, Inc.;	4400011094		
Study Smart Tutors;	4400011095		
Wings for Kids;	4400011096		
Woodcraft Rangers	4400011097		
	(RFP 2000002623)		

Approval of formally competed bench of seventeen (17) contracts to create increased professional development opportunities for newly hired, as well as increase the skill and knowledge of seasoned afterschool staff. The professional development services will be provided by content area experts in Leadership and Mentoring, Behavior Management and Teambuilding, Social-Emotional Learning, Overall Program Development, Planning Activities for Specific Populations, Academic Alignment, Communication with Stakeholders, and Child Development and Age Appropriate Activity Planning.

Services will be provided to approximately 5,000 District and contracted Community Based Organization (CBO) direct-service personnel on behalf of 476 elementary and elementary/span schools. A strong correlation exists between high participation in Expanded Learning Programs and positive outcomes in the areas of increased daily school attendance, study, habits, and homework completion. Pillars 1 and 2 are supported with this action.

Contract Term: 03/01/23 through 02/29/28, includes one (1) two-year renewal option

Aggregate Five-Year Value For Seventeen (17) Contracts: \$20,000,000

Requester:

Debe Loxton, Executive Director, Beyond the Bell Branch

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

B. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

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

Item E

**ADOPTED BOARD
REPORT**

APPROVED

FEB - 7 2023

PROCUREMENT SERVICES DIVISION

<\$3,250,000>

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
U.S. Bank N.A.	4400011014 (RFP 2000002721)	Revenue	<\$3,250,000>

Authorization to negotiate and execute formally competed contract to provide specialized cards (P-Cards, T-Cards, F-Cards, Ghost Cards) dedicated for the purchase of necessary goods and services. It is a timesaving tool that provides authorized users the option to shop from national suppliers, at a store or on the internet, and to obtain the most competitive pricing. Without a P-Card program, schools would need to submit all of their low cost outside purchases via individual purchase orders.

The Procurement Card ("P-Card") Program provides an effective low-dollar value purchasing tool (transactions under \$3,000) that provides authorized users at schools and offices the ability to purchase necessary items to support students and staff that are not on contract or carried in the Stores Warehouse. There are approximately 1,300 P-Cards issued to District schools and offices. There are an additional 1,700 cards issued under the P-Card program which include Travel Cards (T-Cards), Fuel Cards and Unified Print Program Ghost Cards. At least \$38 Million in annual P-Card Program transactions are expected, with revenue generating rebates that are used to support the P-Card program.

This contract supports Pillar 4 of the Strategic Plan, by streamlining the procurement process to place resources where they are needed, when they are needed.

Contract Term: 07/01/23 through 06/30/28

Contract Value: <\$3,250,000>

Requester:

Judith Reece, Chief Procurement Officer
Procurement Services Division

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

C. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

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

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

**ADOPTED BOARD
REPORT**

FEB - 7 2023

APPROVED

Item F

OFFICE OF DATA AND ACCOUNTABILITY

\$2,500,000

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
9 to 5 Computer Supply Distributors, Inc.	4400011024 (IFB 200002701)	General Funds (100%)	\$2,500,000

Approval of formally competed capacity contract for the purchase of earbud headphones, compatible with District testing devices, for the Student Testing Branch.

These one-time use earbuds are necessary to ensure that all students have the proper tools for the administration of District-wide State-mandated testing. These earbuds will prevent distractions and increase attentiveness during the testing process. Without these earbuds, students will not be able to retain the concentration and focus required to effectively perform these test assessments. The contract will allow for the purchase of earbuds annually for the California Assessment of Student Performance and Progress administered to 3-8th and 11-12th grade students, and for the English Language Acquisition Program administered to students in grades K-12. Approval will allow for the purchase of up to 1.7 million earbuds over a five-year period, as needed.

The procurement of earbuds for student testing aligns with the Academic Excellence and the Operational Effectiveness pillars. The earbuds shall provide the necessary capabilities needed for students to maintain procedural equity and uniformity during the testing process. The availability of earbud devices contributes to the effort of 100% graduation rates as well as proficiency for all students. The District's current inventory of earbuds is anticipated to be sufficient to support student testing through Fall 2023. Earbuds for Spring 2024 testing will be ordered later this school year.

Contract Term: 03/01/23 through 02/29/28, includes two (2) one-year renewal options

Aggregate Five-Year Contract Value: \$2,500,000

Requestor:

William R. Johnston, Executive Director
Office of Data and Accountability

ATTACHMENT B

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

APPROVED

C. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

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

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

**ADOPTED BOARD
REPORT**

Item G

FEB - 7 2023

DIVISION OF SCHOOL OPERATIONS

\$1,200,000

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Mike Brown Grandstands, Inc.	4400011016 (IFB 2000002795)	General Funds (100%)	\$1,200,000

Approval of formally competed capacity contract to provide steel supported bleachers on a rental basis to various District locations. [List of schools without permanent bleacher.](#)

These school sites do not have permanent bleacher structures and cannot accommodate the parents and school community. Additional auxiliary groups (band, drill, and cheer) and their parents are also beneficiaries of the additional seating.

The proposed rental contract provides the means for the Interscholastic Athletic Department personnel to ensure safe and accessible seating is available to parents and the entire school community for athletic events. Pillars 3 and 4 will be supported by this action.

Contract Term: 03/01/23 through 02/29/28, includes two (2) one-year renewal options

Aggregate Five-Year Contract Value: \$1,200,000

Requester:

Trenton Cornelius, Coordinator,
Interscholastic Athletics Department
Division of School Operations