



Board of Education Report

File #: Rep-215-17/18, Version: 1

Approval of Procurement Actions January 16, 2018 Procurement Services Division

ADOPTED
BOARD REPORT

JAN 16 2018

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

Budget Impact:

The contract actions presented are within the budget authority previously approved by the Board.

Ratification of contracts awarded under delegation of authority and within their Board approved budget listed in Attachment "A" includes:

ADOPTED
BOARD REPORT
JAN 16 2018

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

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 - Arts for Incarcerated Youth Network - Contract No. 4400006009

Informative - Teach for America - Contract No. 4400003941-2

Informative - The City of Los Angeles - Contract No. 4400005937

Informative - Global Safety Education, LLC - Contract No. 4400006037

Informative - Warehouse November 2017

Informative - American MicroImaging, Inc.; Imagenet, LLC; Storetrieve, LLC; ViaTRON Systems, Inc. - Contract Nos. 4400006016-4400006019

Informative - Simpson & Simpson, LLP - Contract No. 4400006077

Informative - Various Vendors (Program Evaluation) - Contract Nos. 4400006046-4400006049, 4400006080-4400006088

Informative - MV Transportation, Inc. - Contract No. 4400006002

Informative - Los Angeles Freightliner - PO 4500356191

Informative - Herff Jones, LLC - Contract No. 4400003684-1

Submitted:

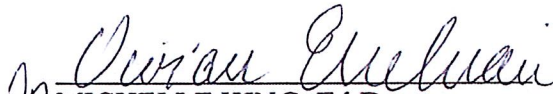
12/13/17

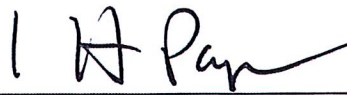
ADOPTED
BOARD REPORT

JAN 16 2018

RESPECTFULLY SUBMITTED,


APPROVED & PRESENTED BY:

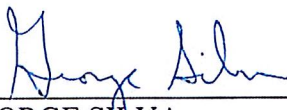

MICHELLE KING, Ed.D.
Superintendent


DIANE H. PAPPAS
Chief Executive Officer
District Operations & Digital Innovations

REVIEWED BY:


APPROVED & PRESENTED BY:



DAVID HOLMQUIST
General Counsel


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 AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS NOT EXCEEDING \$250,000**ADOPTED
BOARD REPORT

JAN 16 2018

\$200,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Arts for Incarcerated Youth Network	4400006009 Item A	Single-source contract to develop, implement and provide training as part of the Arts Action Force for At-Risk Youth program. Training in social emotional/restorative justice informed arts education will be provided for up to 60 school site staff at three school sites (Jefferson HS, Walnut Park MS, and Jordan HS). Arts programs will be developed and implemented at each school based on a needs assessment.	Stuart Foundation Grant (100%)	\$200,000

Contract Term: 11/02/17 through 06/30/18**Contract Value:** \$200,000

Requester: *Rory Pullens*
Senior Executive Director
Arts Education Branch

CONTRACT AMENDMENTS NOT EXCEEDING \$250,000**\$150,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Teach for America	4400003941-2 Item B	Amendment to extend term and increase capacity of single-source contract to provide up to 35 special education teachers to meet the District's hiring goals.	Title II Part A (100%)	\$150,000*

Current Contract Term: 07/07/15 through 04/30/18

New end date by this amendment: 06/30/20

Initial Contract Value: \$100,000

Amendment No. 1: \$200,000

*Amendment No. 2: \$150,000

(Executed Date: 11/08/17)

Aggregate Contract Value: \$450,000

Requester: *Sergio Franco*
Assistant Chief Human Resources Officer
Human Resources Division

*Current Ratification

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****INCOME CONTRACTS NOT EXCEEDING \$500,000**

<\$354,290>

ADOPTED
BOARD REPORT

JAN 16 2018

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

The City of Los
Angeles4400005937
Item CRevenue contract to provide eligible at-risk youth
and young adults with student job opportunities
during the school year and summer months.

Revenue

<\$304,290>

Contract Term: 07/01/17 through 06/30/18**Contract Value:** <\$304,290>Requester: *Derrick Chau*
Senior Executive Director
*Division of Instruction*Global Safety
Education, LLC4400006037
Item DRevenue contract to provide online continuing
education courses approved by the California
Department of Industrial Relations for certified
electricians seeking to renew industry
certification. The District's Division of Adult and
Career Education (DACE) serves as the Local
Education Agency (LEA) partner. As the LEA,
DACE has reviewed and approved the curriculum
and will continue to do so as curriculum changes
occur. DACE will provide oversight to ensure
compliance with applicable state codes and
standards and will receive \$10,000 each year for
five years. It is estimated that between 600-900
electricians will participate annually.

Revenue

<\$50,000>

Contract Term: 12/01/17 through 06/30/22**Contract Value:** <\$50,000>Requester: *Joseph Stark, Executive Director*
Division of Adult and Career Education

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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>
-------------------	-------------------------------------	--------------------	--------------------------------	---------------

None

ADOPTED
BOARD REPORT

JAN 16 2018

NEW CONTRACTS NOT EXCEEDING \$500,000

\$174,802

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

Grant Thornton LLP	4400005942 Item D1	Informally competed contract to provide independent third-party oversight services to support the Unified Enrollment Project and the Board Resolution No. Res-052-14/15, Embracing Best Practices: Requirement for Independent Third-Party Oversight Services for Major Project Implementations.	Bond Funds (100%)	\$174,802
-----------------------	------------------------------	--	-------------------------	-----------

Contract Term: 10/05/17 through 10/04/18

Contract Value: \$174,802

Requester: *George Bartleson, Executive Director
Office of School Design*

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>
-------------------	-------------------------------------	--------------------	--------------------------------	---------------

None

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**C. PROFESSIONAL SERVICE CONTRACT ASSIGNMENTS****\$0**

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>DESCRIPTION</u>	<u>ADOPTED BOARD REPORT</u> JAN 16 2018	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Keller Translation Development Service, LLC, dba GlobalReady	4400004374 4400004382 Item E	Assignment of Rights and Delegation of Duties of two formally competed capacity contracts from GlobalReady, LLC, to Keller Translation Development Service, LLC, dba GlobalReady due to buyout. Contractor to provide written translation and oral interpretation services related to Individualized Education Program (IEP) meetings and documents for the Division of Special Education and other meetings and documents for the Translation Unit. The authority to increase or decrease individual amounts for 15 contracts awarded to eight vendors will be limited to the previously Board approved aggregate amount of \$10,625,000 (Bd. of Ed. Rpt. No. 127-15/16, dated 12/08/15).		General Funds (Restricted Medi-Cal) (94%) General Funds (6%)	\$0

Effective Date of Assignment: 10/31/17**Contract Term:** 01/01/16 through 12/31/20
includes two (2) one-year option renewals**Authorized Aggregate Value for 15 Contracts:**
\$10,625,000Requester: *Beth Kauffman*
Associate Superintendent
*Division of Special Education*Requester: *Catarino A. Arias, Director*
Translations Unit
Division of Communications

*Language Bank, Inc.; AllWorld Language Consultants, Inc.; America Translating Services, Inc.; Barbier International, Inc.; Kramer Translation Translating Services, Inc.; NLP Technologies International LLC; Reliable Translations, Inc.

ATTACHMENT A

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

November 2017 = \$1,583,243

YTD = \$8,431,226

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>November*</u> <u>Qty of POs</u>	<u>YTD</u> <u>Qty of POs</u>	<u>November*</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders - November 2017	154	1,233	\$1,583,243 (Avg. \$10,281)	\$8,431,226

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

November 2017 = \$15,616,897

YTD = \$94,188,724

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>November*</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>November*</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders – November 2017	3,997	20,042	\$8,107,651 (Avg. \$2,028)	\$35,458,293
Purchase Orders - November 2017	29	4,076	\$1,603,008 (Avg. \$55,276)	\$18,749,216
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) November 2017	6,628	38,364	\$1,959,539 (Avg. \$296)	\$12,511,505
Rental Facilities – November 2017	4	14	\$27,725 (Avg. \$6,931)	\$118,121
Travel/Conference Attendance – November 2017	526	2,239	\$344,908 (Avg. \$656)	\$2,106,681
GENERAL STORES DISTRIBUTION CENTER – November 2017	241	1,444	\$2,628,127 (Avg. \$10,095)	\$10,678,775
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – November 2017	274	2,906	\$945,939 (Avg. \$3,452)	\$14,566,133

*Detailed information is provided on the Procurement Services website.

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

NEW CONTRACTS EXCEEDING \$250,000ADOPTED
BOARD REPORT

\$9,614,465

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
American MicroImaging, Inc.;	4400006016	Formally competed bench of contracts to provide scanning, archiving, document control, and other related services. The authority to increase or decrease individual amounts for these contracts will be limited to the aggregate amount of \$625,000.	Various Per Requesting School or Office (100%)	\$625,000
Imagenet, LLC;	4400006017			
Storetrieve, LLC;	4400006018			
ViaTRON Systems, Inc.	4400006019 (RFP 2000001430)			

JAN 16 2018

Item F

Contract Term: 01/17/18 through 01/16/23
includes four (4) one-year option renewals

**Aggregate Five-Year Contract Value for
Four Contracts: \$625,000**

Requester: *Mark Hovatter*
Chief Facilities Executive
Facilities Services Division

Simpson & Simpson, LLP	4400006077 (RFP 2000001428)	Formally competed contract to perform independent audits of the District's financial statements in compliance with federal and state guidelines.	General Funds (100%)	\$3,998,985
---------------------------	--------------------------------	--	----------------------------	-------------

Item G

Contract Term: 01/17/18 through 01/16/23
includes two (2) one-year option renewals

**Aggregate Five-Year Contract Value:
\$3,998,985**

Requester: *Scott Price*
Chief Financial Officer
Office of the Chief Financial Officer

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	ADOPTED BOARD REPORT JAN 16 2018	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
American Education Solutions, Inc.;	4400006046 4400006047 4400006048	Authorization to execute 13 formally competed contracts to be added by "refresh" to the existing bench of nine program-evaluation		Various Per Requesting	\$4,750,000**
CoBro Consulting;	4400006049	contracts* and to increase the potential		School	
Community Training and	4400006080 4400006081	aggregate value of all contracts on the bench from \$2,750,000 for the original nine to		or Office	
Assistance Center;	4400006082	\$7,500,000 for all 22. Evaluation is mandatory		(100%)	
Harder + Company	4400006083	for most programs funded by grants from the			
Community Research;	4400006084 4400006085	federal government and from the California Department of Education. The authority to			
Mathematica Policy	4400006086	increase or decrease individual amounts for the			
Research;	4400006087	22 contracts will be limited to the aggregate			
Public Consulting	4400006088	amount of \$7,500,000.			
Group;	(RFP 2000001420)				
Public Works	Item H	Contract Term: 01/17/18 through 11/30/21			
Group, dba Public					
Works;		Current Aggregate Value: \$2,750,000			
RAND		**Additional Authorized Value: \$4,750,000			
Corporation;		Aggregate Five-Year Contract Value for 22			
Resources		Contracts: \$7,500,000			
Development					
Associates;		Requester: <i>Derrick Chau</i>			
RTI International;		<i>Senior Executive Director</i>			
Sentient Research;		<i>Division of Instruction</i>			
SRI International;					
WestEd					

*Child Trends; Social Policy Research Associates; Claremont Graduate University; American Institutes for Research;
Westat; Vital Research; Metiri Group; Educational Resource Consultants; Policy Studies Associates

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>ADOPTED BOARD REPORT</u> JAN 16 2018	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
MV Transportation, Inc.	4400006002 (City of Los Angeles' Request for Proposals dated July 13, 2015) Item I	Contract for the provision of Shuttle Services for LAUSD Beaudry employees from and to Union Station via the City of L.A. Contract C-127433, which provides Department of Transportation Bus Transit Operations for the North and South Region Bus Transit Services, under City of Los Angeles' Request for Proposals dated July 13, 2015.		LAUSD Employee Transit Subsidy (100%)	\$240,480

Contract Term: 02/01/18 through 04/30/21
includes two (2) one-year option renewals

Aggregate Contract Value: \$240,480

Requester: *Yekaterina Boyajian, Director
Non-Academic Facilities Planning
Division of District Operations*

INCOME CONTRACTS EXCEEDING \$500,000

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

None

CONTRACT AMENDMENTS EXCEEDING \$250,000

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

None

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

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

NEW CONTRACTS EXCEEDING \$250,000**\$738,000**

<u>CONTRACTOR</u>	<u>IDENTIFI CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Los Angeles Freightliner	4500356191 (IFB 2000001451) Item J	Formally competed one-time purchase of five liquefied propane gas fueled trucks to support the delivery of frozen foods, pre-plated meals, groceries, supplies, equipment, and furniture to schools and offices District-wide.	General Funds (100%)	\$738,000

ADOPTED
BOARD REPORT

JAN 16 2018

Contract Term: One-time purchase**Contract Value:** \$738,000

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

CONTRACT AMENDMENTS**\$220,000**

<u>CONTRACTOR</u>	<u>IDENTIFI CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Herff Jones, LLC	4400003684-1 Item K	Amendment to extend term and increase capacity of formally competed capacity contract to provide the rental and purchase of caps, gowns and tassels to graduating high school seniors.	General Funds (100%)	\$220,000*

Current Contract Term: 03/17/15 through
03/16/18

New end date by this amendment 09/17/19

Initial Contract Value: \$910,107

*Amendment No. 1: \$220,000

Aggregate Contract Value: \$1,130,107

Requester: *Jesus Angulo, Director*
Academic and Counseling Services
Division of Instruction

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER
DELEGATED AUTHORITY

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

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

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
-------------------	-------------------------------------	--------------------	--------------------------------	-------------------------------------

ADOPTED
BOARD REPORT
JAN 16 2018

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>
-------------------	-------------------------------------	--------------------	--------------------------------	-------------------------------------

None