



Board of Education Report

ADOPTED
BOARD REPORT

JAN 10 2017

File #: Rep-228-16/17, Version: 1

APPROVAL OF PROCUREMENT ACTIONS

January 10, 2017

Procurement Services Division

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; 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; Good 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 #311-15/16), which the Board exercised on May 10, 2016.

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

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in Attachment "A" includes:

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

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 - Warehouse (November 2016)

Informative - Various Vendors - Bench of Contracts for Business Intelligence - Contract Nos. 4400005275-5279 and 4400005331-5336

Informative - Various Vendors - Bench of Contracts for Legal Services - Contract Nos. 4400005323-5326, 4400004233-1 and 4400004235-1

Informative - Consolidated Electrical Distributors, Inc. dba All-Phase Electric Supply Co.; Associated of Los Angeles - Contract Nos. 4400005327-5328

APPROVED

RESPECTFULLY SUBMITTED,

APPROVED & PRESENTED BY:

ADOPTED
BOARD REPORT

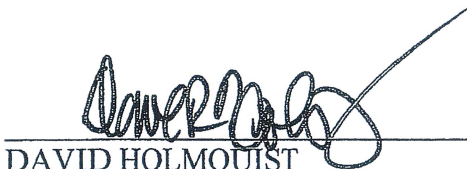
JAN 10 2017

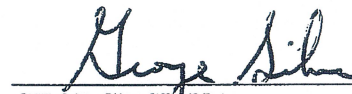

MICHELLE KING
Superintendent


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

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.

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED**ADOPTED
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\$205,260

NEW CONTRACTS NOT EXCEEDING \$250,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Monica Studios	4400005201	Pass-through contracts to provide related	Related and	\$114,200
Cosmetics, Inc.;	4400005202	supplemental instruction in State pre-qualified	Supplemental	
Laylah Binat Beauty	4400005203	apprenticeship programs consisting of classroom,	Instruction	
Education Center,	4400005204	shop instruction and on-the-job training. The	(RSI)	
LLC;	4400005205	authority to increase or decrease individual	100%	
Simply Devine	4400005206	amounts for these contracts will be limited to the		
(Keshia Bowen);		aggregate amount of \$114,200.		
Hair Lab Twenty- Four;				
LC Beauty				
Academy;				
Central Valley				
Roofers and				
Waterproofers				
Allied Joint				
Apprenticeship Trust				
Committee				

Contract Term: 11/01/16 through 10/31/21**Aggregate Five-Year Contract Value For Six
(6) Contracts: \$114,200**Requester: *Joseph Stark, Executive Director*
Division of Adult and Career Education

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS NOT EXCEEDING \$250,000 (CONT.)**ADOPTED
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<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Los Angeles Trust for Children's Health	4400005283	Informally competed contract to develop and implement the Teen Leader Project. The project will include the recruitment and training of eighty (80) teachers (twenty per semester) on engaging high school youth around health insurance outreach. Contractor will develop the training curriculum; project materials; oversee youth engagement activities, including the distribution of incentives; and assist teachers in recruiting and training 1,200-1,600 students (Teen Leaders) who will outreach to 14,400 individuals through the two year program.	Medical Access and CHIP Reauthorization Act (MACRA): Connecting Kids to Coverage Grant (100%)	\$91,060

Contract Term: 11/07/16 through 06/30/18**Contract Value:** \$91,060

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

ATTACHMENT A

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APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITYA. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDEDINCOME 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>
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APPROVED

None

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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>
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None

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**B. AFTER THE FACT CONTRACTS NOT EXCEEDING \$250,000 ALREADY AWARDED**

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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None

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C. GOODS 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>
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None

CONTRACT AMENDMENTS NOT EXCEEDING \$250,000

\$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

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**D. 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

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E. PROFESSIONAL SERVICE 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>
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None

F. 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>
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None

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**G. PROFESSIONAL SERVICES NOT EXCEEDING \$250,000**November 2016 – \$1,012,882
YTD - \$7,729,150

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 2016	193	5,005	\$1,012,882 (\$5,248)	\$7,729,150

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JAN 10 2017**H. GOODS AND GENERAL SERVICES NOT EXCEEDING \$250,000**November 2016 - \$17,020,878
YTD - \$96,647,208

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 2016	4,126	21,518	\$9,466,969 (\$2,294)	\$47,006,132
Purchase Orders - November 2016	23	121	\$1,314,769 (\$57,164)	\$13,251,130
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) November 2016	7,982	39,969	\$2,643,387 (\$331)	\$13,957,223
Rental Facilities – November 2016	6	20	\$44,232 (\$7,372)	\$196,950
Travel/Conference Attendance – November 2016	453	2,676	\$313,105 (\$691)	\$1,862,557
GENERAL STORES DISTRIBUTION CENTER – November 2016	265	1,570	\$1,257,320 (\$4,745)	\$6,815,748
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – November 2016	416	2,392	\$1,981,096 (\$4,762)	\$13,557,468

Detailed information is provided on the Procurement Services website.

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTSADOPTED
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NEW CONTRACTS EXCEEDING \$250,000**\$5,000,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
BIAS Corp.;	4400005275	Formally competed bench contracts with companies that have the expertise (software programmers and engineers) required to support the implementation of the District's Enterprise Reporting Initiative. As part of this initiative, the District has been developing a new platform to provide user-friendly dynamic data reports and dashboards for schools, local districts, central office staff, and the public. During the first phase of the initiative, the District implemented ad hoc reporting for MiSiS and dashboards for Norm Day enrollment, English Learners statistics, and the More than a Meal campaign. Approval of these bench contracts will enable the District to continue expanding the platform to become a single destination where educators, administrators, and families can access real time information to make data driven decisions and perform better for their students. Authority to increase or decrease individual amounts for these contracts will be limited to the aggregate amount of \$5,000,000.	Various	\$5,000,000
Bristlecone, Inc.;	4400005276		per	
Cognizant	4400005277		Requesting	
Worldwide;	4400005279		School or	
DiLytics, Inc.;	4400005331		Office	
Infosys Limited;	4400005332		(100%)	
Innive, Inc.;	4400005333			
IT America	4400005334			
Public Services;	4400005335			
KPI Partners;	4400005336			
SatWic;	(RFP 2000001014)			
Senryo Technologies				

Contract Term: 01/11/17 through 01/10/22
includes two (2) one-year renewal options

**Aggregate Five-Year Contract Value for Ten
(10) Contracts: \$5,000,000**

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

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

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A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

NEW CONTRACTS EXCEEDING \$250,000 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Harris & Associates; Hinshaw & Culbertson LLP; Meyers Nave; California Eminent Domain Law Group, a Professional Corporation; **Fagen, Friedman & Fulfroft LLP; **Gutierrez, Preciado & House LLP	4400005323 4400005324 4400005325 4400005326 4400004233-1 4400004235-1 (RFP 2000001154)	Authorization to execute four (4) formally competed contracts to be added to the existing bench of contracts* and augment the scope of work for two (2) existing contracts**, via “refresh” to provide legal services in the areas of eminent domain and conflict counsel. Work will be authorized using Matter Assignment Letters. Funding sources for such letters will be determined by the Office of the General Counsel as applicable to the matter to be assigned. No additional spending authority is requested beyond the \$150,000,000 approved by the Board of Education (BOE #127-15/16, dated 12/08/15).	Various per Matter Assignment Letters (100%)	No Additional Cost (\$150,000,000 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)

Contract Term: 01/11/17 through 12/31/20
includes two (2) one-year renewal options

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

*Albright, Yee & Schmit, LLP; Allen Matkins Leck Gamble Mallory & Natsis, LLP; Andrade Gonzalez, LLP; Antablin & Bruce; Armstrong & Sigel, LLP; Ballard Rosenberg Golper & Savitt, LLP; Bergman Dacey Goldsmith; Best Best & Krieger, LLP; Black and Rose, LLP; Bredfeldt, Odukoya & Suarez, LLP; Carlson & Messer, LLP; Coleman & Associates, Lawyers; Dannis Woliver Kelley; Dongell Lawrence Finney, LLP; Ellis Buehler Makus, LLP; Fagen Friedman & Fulfroft, LLP; Floyd Skeren & Kelly, LLP; Gutierrez, Preciado & House, LLP; Hanna Brophy, LLP; Harrison Eichenberg & Murphy, LLP; Hawkins Delafield & Wood, LLP; Hayford & Felchlin, LLP; Huang Ybarra Singer & May, LLP; Hurrell Cantrall, LLP; Jacobs & Associates; Jones Day; Kegel, Tobin & Truce, APC; Kessel & Associates; Koeller, Nebeker, Carlson & Hanuck, LLP; Kronick Moskovitz Tiedemann & Girard; Laughlin, Falbo, Levy & Moresi, LLP; Law Office of Theofanis & Davidson; Law Offices of Michael R. Nebenzahl; Law Offices of Weitzman & Estes; Lewis Brisbois Bisgaard & Smith, LLP; Liebert Cassidy Whitmore; Liebman, Quigley & Sheppard, APLC; Liner, LLP; Littler Mendelson, P.C.; Locke Lord, LLP; Lozano Smith, LLP; Morris Polich & Purdy, LLP; Murphy & Evertz, LLP; Musick, Peeler & Garrett, LLP; Olivarez Madruga, LLP; Oliver, Sandifer & Murphy; Orbach Huff Suarez & Henderson, LLP; Orrick, Herrington & Sutcliffe, LLP; Peterson Bradford Burkwitz; Pillsbury Winthrop Shaw Pittman, LLP; Richard N. Fisher; Sanders Roberts & Jewett, LLP; Sedgwick, LLP; Strumwasser & Woocher, LLP; Stutz Artiano Shinoff & Holtz, APC; Theodora Oringher PC; Tobin Lucks, LLP; Vanderford and Ruiz, LLP; Zaccaro Morgan, LLP

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER
DELEGATED AUTHORITY

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS**NEW INCOME CONTRACTS EXCEEDING \$500,000**ADOPTED
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\$0

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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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APPROVED

None

CONTRACT AMENDMENTS EXCEEDING \$250,000

\$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**

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

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\$35,670,500

<u>CONTRACTOR</u>	<u>IDENTIFI CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Consolidated Electrical Distributors Inc., dba All-Phase Electric Supply Co.;	4400005327 4400005328 (IFB 2000001145)	Formally competed capacity contracts to provide electrical equipment and supplies for various District locations. Authority to increase or decrease individual amounts for these contracts will be limited to the aggregate amount of \$35,670,500.	Restricted Maintenance Funds (90%) Bond Funds (10%)	\$35,670,500

Contract Term: 01/11/17 through 01/10/20

**Aggregate Three-Year Contract Value for
Two (2) Contracts: \$35,670,500**

Requester: *Roger Finstad, Director
Maintenance and Operations
Facilities Services Division*

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.

CONTRACT AMENDMENTS EXCEEDING \$250,000

\$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

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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>
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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