



## Board of Education Report

---

**File #:** Rep-248-18/19, **Version:** 1

---

**Approval of Procurement Actions**  
**February 19, 2019**  
**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; 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. The 13,442,854 with "Source of Funds" in Attachments A and B identified as "General Funds" does not

comprise of a new request of funds.

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

**APPROVED**

- 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

**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 - Los Angeles County Bicycle Coalition, Contract No. 4400007217

Informative - Wolfone Productions, Contract No. 4400006892

Informative - L & R Group of Companies, dba Joe's Auto Parks & WallyPark, Contract No. 4400007200

Informative - Warehouse December 2018

Informative - Curriculum Associates, LLC; Imagine Learning, Inc.; K12 OER Collaborative, d/b/a Open Up Resources, Contract Nos. 4400006090-6091, 4400006039

Informative - PCM-G, Inc., Contract No. 4400007105

Informative - Los Angeles County Office of Education, Contract No. 4400006802

Informative - California Department of Health Care Services, Contract No. 4400007250

Informative - Whittier Fertilizer Company; Green Dream International, LLC, Contract Nos. 4400007231-7232

Informative - Los Angeles Truck Centers, LLC, Contract No. 4500450614

Informative - Great Dane Trailers, Contract No. 4500452126

Informative - Apple, Inc., Contract No. 4400007059

**Submitted:**

02/01/19



**APPROVED**

**RESPECTFULLY SUBMITTED,**

**APPROVED & PRESENTED BY:**

\_\_\_\_\_  
AUSTIN BEUTNER  
Superintendent

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

**REVIEWED BY:**

**APPROVED & PRESENTED BY:**

\_\_\_\_\_  
DAVID HOLMQUIST  
General Counsel

\_\_\_\_\_  
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

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

**\$355,915**

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

**APPROVED**

Los Angeles County Bicycle Coalition	4400007217 <b>Item A</b>	Informally competed contract to provide professional development to school staff in training bicycle fleet maintenance and repair, conduct bicycle rides, and establish relationships encouraging bicycle usage.	Active Transportation Program Grant (100%)	\$105,915
--	-----------------------------	--	--	-----------

**Contract Term:** 01/02/19 through 12/31/20

**Contract Value:** \$105,915

Requester: *Alison Towery, Director  
Instructional Operations  
Division of Instruction*

Wolfe Productions	4400006892 <b>Item B</b>	Informally competed contract to provide students in Grades 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> with training in safety precautions and mental discipline. Training classes will consist of up to 30 students per period, two periods per day, for ten classes per week.	General Funds (School Based) (100%)	\$100,000
----------------------	-----------------------------	---	---	-----------

**Contract Term:** 12/31/18 through 06/07/20

**Contract Value:** \$100,000


Requester: *Latasha Buck, Principal  
George Washington Carver Middle School*

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>		<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
L & R Group of Companies, dba Joe's Auto Parks & WallyPark	4400007200 (RFP 2000001741) <b>Item C</b>	Formally competed contract to provide a Day Porter/Parking Lot Attendant at 333 South Beaudry Avenue, Huntley Drive and Roybal locations.		General Funds (100%)	\$150,000

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

**Contract Value:** \$150,000

Requester: *Yekaterina Boyajian, Director  
Non-Academic Facilities Planning  
Office of the Chief Financial Officer*

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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

APPROVED

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

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

APPROVED

None

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

None



# ATTACHMENT A

## APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

**APPROVED**

### D. PROFESSIONAL SERVICE NOT EXCEEDING \$250,000

December 2018 - \$1,150,221  
YTD = \$10,377,438

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</u> <u>Qty of POs*</u>	<u>YTD</u> <u>Qty of POs*</u>	<u>December</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders - <i>December 2018</i>	154	1,350	\$1,150,221 (Avg. \$7,469)	\$10,377,438

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

December 2018 = \$19,250,288  
YTD = \$167,379,254

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>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>
Low Value – Purchase Orders – <i>December 2018</i>	3,755	26,488	\$8,316,207 (Avg. \$2,215)	\$52,385,656
Purchase Orders - <i>December 2018</i>	59	329	\$3,732,899 (Avg. \$63,270)	\$20,142,161
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) – <i>December 2018</i>	7,377	49,477	\$2,881,881 (Avg. \$391)	\$16,126,296
Rental Facilities – <i>December 2018</i>	1	22	\$5,500 (Avg. \$5,500)	\$211,775
Travel/Conference Attendance – <i>December 2018</i>	503	3,727	\$282,301 (Avg. \$561)	\$2,787,187
GENERAL STORES DISTRIBUTION CENTER – <i>December 2018</i>	213	1,726	\$2,100,444 (Avg. \$9,861)	\$12,551,321
BOOK/INSTRUCTIONAL MATERIAL	152	4,965	\$1,931,056 (Avg. \$12,704)	\$63,174,858
PURCHASE ORDERS (BPO) – <i>December 2018</i>				

\*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

**APPROVED**

**\$5,800,000**

#### NEW CONTRACTS EXCEEDING \$250,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Curriculum Associates, LLC; Imagine Learning, Inc.; K12 OER Collaborative, d/b/a Open Up Resources	4400006090 4400006091 4400006039 (RFP 2000001304) <b>Item D</b>	Formally competed bench contracts to provide math instructional materials tailored to the needs of English Learners in Grades 6-8. The materials were developed in collaboration with the Council of the Great City Schools, five other schools districts and experts in the field of pedagogical theory relating to English Learners and mathematics. The authority to increase or decrease the individual amounts of these contracts will be limited to the aggregate value of \$5,000,000.	Various per Requesting School or Office (100%)	\$5,000,000

**Contract Term:** 03/01/19 through 02/28/24  
includes two (2) one-year renewal options

**Aggregate Five-Year Value for Three (3)  
Contracts: \$5,000,000**

Requesters: *Derrick Chau*  
*Senior Executive Director*  
*P-12 Instruction, Division of Instruction*

*Lydia Acosta Stephen, Executive Director*  
*Multilingual and Multicultural Education*  
*Division of Instruction*

# ATTACHMENT B

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

### A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

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

**APPROVED**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
PCM-G, Inc.	4400007105 (RFP 2000001700) <b>Item E</b>	Formally competed contract to provide overflow and after-hour help desk services to supplement, on an as-needed basis, the District's IT Help Desk.  <b>Contract Term:</b> 03/01/19 through 02/29/24 includes four (4) one-year renewal options  <b>Aggregate Five-Year Contract Value:</b> \$800,000  Requester: <i>Shahryar Khazei</i> <i>Chief Information Officer</i> <i>Information Technology Division</i>	General Funds (100%)	\$800,000

#### 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>
None				

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

APPROVED

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

AFTER THE FACT CONTRACTS EXCEEDING \$250,000

\$300,000

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 approve the contract after the fact to allow the vendor to be paid. The District did request and has received the benefit of the services.

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Los Angeles County Office of Education (LACOE)	4400006802 <b>Item F</b>	Single-source contract to reimburse LACOE for administrative services for the School Medi-Cal Administrative Activities (SMAA) program 2017-2020.	General Funds (100%)	\$300,000

**Contract Term:** 07/01/17 through 06/30/20

**Contract Value:** \$300,000

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



# ATTACHMENT B

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

### A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

**APPROVED**

#### INCOME CONTRACTS EXCEEDING \$500,000

<\$80,000,000>

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
California Department of Health Care Services (DHCS)	4400007250 <b>Item G</b>	Revenue contract for the Medi-Cal LEA Billing Option Program, which allows school districts to seek reimbursement for health services provided to Medi-Cal eligible students with covered services on their Individualized Education Programs (IEPs).	Revenue	<\$80,000,000>

**Contract Term:** 07/01/18 through 06/30/23

**Contract Value:** <\$80,000,000>

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

#### 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>
-------------------	-------------------------------------	--------------------	--------------------------------	---------------

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

**\$54,286,510**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Whittier Fertilizer Company; Green Dream International LLC	4400007231 4400007232 (IFB 2000001693) <b>Item H</b>	Formally competed capacity contracts to provide various soils to maintain the overall condition of the District's natural turf fields, tracks and, baseball and softball diamonds District-wide. The authority to increase or decrease individual amounts for these contracts will be limited to the aggregate amount of \$1,500,000.	General Funds (90%)  Bond Funds (10%)	\$1,500,000

**Contract Term:** 03/01/19 through 02/28/22

**Aggregate Three-Year Value for Two (2)**

**Contracts: \$1,500,000**

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

Los Angeles Truck Centers, LLC	4500450614 (IFB 2000001742) <b>Item I</b>	Formally competed contract to provide seven (7) CNG-fueled truck tractors to support the delivery of frozen foods, pre-plated meals, groceries, supplies, equipment, and furniture to schools and offices District-wide.	General Funds (100%)	\$1,233,909
--------------------------------------	---	--	----------------------------	-------------

**Contract Term:** One-time purchase

**Contract Value: \$1,233,909**

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

# 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 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<b>APPROVED</b>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Great Dane Trailers	4500452126 (IFB 2000001743) <b>Item J</b>	Formally competed contract to provide eleven (11) refrigerated trailers to support the delivery of frozen foods and pre-plated meals to schools and offices District-wide.		General Funds (100%)	\$1,552,601

**Contract Term:** One-time purchase

**Contract Value:** \$1,552,601

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

Apple, Inc.	4400007059 <b>Item K</b>	Sole-source negotiated capacity contract to provide various Apple branded computer systems, peripheral devices, accessories and related services to meet administrative and instructional needs for schools and offices.		Various Per Requesting School or Office (100%)	\$50,000,000
-------------	-----------------------------	--	--	--	--------------

**Contract Term:** Five (5) years from the "Effective Date" indicated on the Contract

**Aggregate Five-Year Contract Value:**  
**\$50,000,000**

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

*Withdrawn*



**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.

**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>
-------------------	-------------------------------------	--------------------	--------------------------------	---------------

None

**UTILIZATION OF PIGGYBACK CONTRACTS**

**\$0**

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.

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

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