

**APPROVED**

Board of Education F

[Jump Back to Page 2](#)**File #:** Rep-262-18/19, **Version:** 2

Approval of Procurement Actions
March 19, 2019
Procurement Services Division

ADOPTED BOARD
REPORT

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ADOPTED AS AMENDED
 Amend Attachment B to 1. Change the
 Aggregate Contract Value for Contract No.
 4400007236 (Aon Risk Insurance Services, Inc.)
 from 5 years to 3 years and 2. Withdraw Contract
 No. 4400007059 (Apple, Inc.)

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 Contract; 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; Piggyback Contract; and Authorization to negotiate and award strategically procured piggyback 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 \$2,735,984 with "Source of Funds" in Attachment 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:

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- Award of Professional Service Contracts not exceeding \$250,000: New Contract; 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 Contracts not under delegated authority listed in Attachment "B" includes:

- Professional Services Contracts (exceeding \$250,000): New Contract; and
- Goods and General Services Contracts (exceeding \$250,000): New Contracts; Piggyback Contract; Authorization to negotiate and award strategically procured piggyback 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 - Loyola Marymount University, Contract No. 4400007106

Informative - Warehouse January 2019

Informative - Aon Risk Insurance Services West, Inc., Contract No. 4400007236

Informative - Wawona Frozen Foods; ES Foods; Bestway Sandwiches, Inc.; Driftwood Dairy; Gold Star Foods; Four-In-One Co., Inc., Contract Nos. 4400007233, 4400007234, 4400007266-4400007268, 4400007275

Informative - AAA Network Solutions, Contract Nos. 4400007209, 4400007256

Informative - AAA Network Solutions, Contract Nos. 4400007270, 4400007271

Informative - Apple, Inc., Contract No. 4400007059

Informative - Laerdal Medical Corp., Contract No. 4500457895

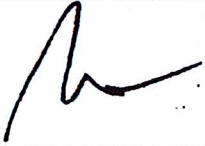
Informative - Herff Jones, LLC, Contract No. 4400003684-2

Informative - Authorization to negotiate and award strategically procured piggyback contracts

Submitted:

03/12/19, Revision #1

RESPECTFULLY SUBMITTED,



AUSTIN BEUTNER
Superintendent

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MAR 19 2019 APPROVED & PRESENTED BY:



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

APPROVED

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REVIEWED BY:


APPROVED & PRESENTED BY:



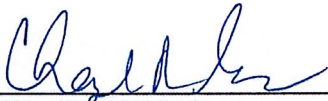
DAVID HOLMQUIST
General Counsel




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**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Loyola Marymount University	4400007106 Item A	Informally competed contract to provide six (6) days of professional development for up to 120 transitional kindergarten teachers on Dialogic Reading, as a strategy to promote oral language development for transitional kindergarten students at Title I schools.	Title 1 Funds (100%)	\$57,900

Contract Term: 12/12/18 through 06/30/19**Contract Value:** \$57,900

Requester: *Carlen Powell*
Administrator, Elementary Instruction
Division of Instruction

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****CONTRACTS 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

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>
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None

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

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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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****APPROVED**January 2019 - \$673,856
YTD = \$11,051,294

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>January</u> <u>Qty of POs*</u>	<u>YTD</u> <u>Qty of POs*</u>	<u>January</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders - <i>January 2019</i>	127	1,477	\$673,856 (Avg. \$5,306)	\$11,051,294

E. GOODS AND GENERAL SERVICES NOT EXCEEDING \$250,000January 2019 = \$17,033,686
YTD = \$184,412,940

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>January</u> <u>Qty of POs/</u> <u>Transactions*</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions*</u>	<u>January</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Purchase Orders – <i>January 2019</i>	4,204	30,692	\$7,941,956 (Avg. \$1,889)	\$60,327,612
Purchase Orders – <i>January 2019</i>	43	372	\$2,645,604 (Avg. \$61,526)	\$22,787,765
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) – <i>January 2019</i>	7,518	56,995	\$1,920,065 (Avg. \$255)	\$18,046,361
Rental Facilities – <i>January 2019</i>	2	24	\$4,768 (Avg. \$2,384)	\$216,543
Travel/Conference Attendance – <i>January 2019</i>	718	4,445	\$387,944 (Avg. \$540)	\$3,175,131
GENERAL STORES DISTRIBUTION CENTER – <i>January 2019</i>	222	1,948	\$2,933,217 (Avg. \$13,213)	\$15,484,538
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – <i>January 2019</i>	167	5,132	\$1,200,132 (Avg. \$7,186)	\$64,374,990

*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

NEW CONTRACTS EXCEEDING \$250,000

\$3,400,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>ADOPTED BOARD REPORT</u> MAR 19 2019	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Aon Risk Insurance Services West, Inc.	4400007236 (RFP 2000001746) Item B	Formally competed contract to provide Pollution Legal Liability insurance broker services for District bond-funded construction operations.		Bond Funds (100%)	\$3,400,000

Contract Term: 04/17/19 through 04/16/24
includes one (1) two-year renewal option

Aggregate Three-Year Contract Value:
\$3,400,000 (includes broker fee and premium)

Requester: *Janice J. Sawyer*
Chief Risk Officer
Risk Management & Insurance Services

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

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

INCOME CONTRACTS EXCEEDING \$500,000

<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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\$0

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**APPROVED****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**\$63,826,690****ADOPTED BOARD
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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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Wawona Frozen Foods;	4400007233	Formally competed capacity contracts to provide various shelf-stable groceries and frozen items for the District's student meal program. The authority to increase or decrease individual amounts for these contracts will be limited to the aggregate value of \$6,000,000.	Cafeteria Funds (100%)	\$6,000,000
ES Foods;	4400007266			
Bestway	4400007267			
Sandwiches, Inc.;	4400007268			
Driftwood Dairy;	4400007275			
Gold Star Foods;	(IFB 2000001619)			
Four-In-One Co., Inc.				

Item C**Contract Term:** 04/01/19 through 03/31/22**Aggregate Three-Year Value for Six (6)****Contracts: \$6,000,000**

Requester: *Manish Singh, Director*
Food Services Division

Formally competed E-Rate contracts to provide support for network equipment including software updates, bug fixes, security patches and related services.	General Funds (100%)	\$2,385,984
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AAA Network Solutions, Inc. (Eligible)	4400007209 (IFB 2000001771)	Contract Term: 07/01/19 through 06/30/20 Contract Value: \$2,339,826
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AAA Network Solutions, Inc. (Ineligible)	4400007256 (IFB 2000001771)	Contract Term: 07/01/19 through 06/30/20 Contract Value: \$46,158
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Item D

Requester: *Shahryar Khazei,*
Chief Information Officer
Information Technology 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.)

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<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
		Formally competed E-Rate contracts to provide network equipment and implementation services for 81 designated sites.	E-Rate Discounts (58%)	\$5,440,706
AAA Network Solutions, Inc. (Package 1)	4400007270 (IFB 200001675)	Contract Term: 04/01/19 through 06/30/23 includes two (2) one-year renewal options Aggregate Four-Year and Three-Months Contract Value: \$3,362,249	Bond Funds (42%)	
AAA Network Solutions, Inc. (Package 2)	4400007271 (IFB 2000001675)	Contract Term: 07/01/19 through 06/30/23 includes two (2) one-year renewal options Aggregate Four-Year Contract Value: \$2,078,457		

Item E

Requester: *Shahryar Khazei,*
Chief Information Officer
Information Technology 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.)**APPROVED****ADOPTED BOARD
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<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Apple, Inc.	4400007059 Item F	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

Contract Value: \$50,000,000

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

CONTRACT AMENDMENTS EXCEEDING \$250,000**\$350,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Herff Jones, LLC	4400003684-2 Item F.1	Amendment to increase contract capacity of formally competed contract to provide rental and purchase of caps, gowns, tassels, and regalia to graduating high school seniors.	General Funds (100%)	\$350,000*

Contract Term: 03/17/15 through 09/17/19

Initial Contract Value:	\$910,107
Amendment No. 1:	\$220,000
*Amendment No. 2:	\$350,000
Aggregate Contract Value:	\$1,480,107

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**APPROVED****\$20,457,254**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	ADOPTED BOARD REPORT MAR 19 2019	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Laerdal Medical Corp.	4500457895 (Foundation for California Community Colleges Agreement #CB 16-203) Item G	Piggyback contract to purchase supplies, equipment and associated installation and training services needed to complete and operate a state-of-the-art patient-simulation laboratory. Contract Term: One-time purchase Contract Value: \$457,254 Requester: <i>Maria Herrera, Principal</i> <i>Sylmar Biotech Health Academy</i>		California Technical Education Incentive Grant (100%)	\$457,254

Item H

Authority to negotiate and award piggyback contracts for office essentials, supplies and tools as part of a District-wide cost reduction procurement strategy. Award of piggyback contracts will be reported to the Board as ratifications.

Various Per
Requesting School or Office
(100%)
\$20,000,000

Contract Term: 03/20/19 through 06/30/20

Not to Exceed Value: \$20,000,000

Requester: *Judith Reece*
Interim Chief Procurement Officer
Procurement Services Division

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER
DELEGATED AUTHORITY

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

APPROVED \$0INCOME CONTRACTS

<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