



## Board of Education Report

File #: Rep-334-17/18, Version: 1

ADOPTED  
BOARD REPORT

APR 10 2018

### Approval of Procurement Actions

April 10, 2018

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 Contract; 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 Contract; 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 #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

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in Attachment "A" includes:

- Award of Professional Service Contracts not exceeding \$250,000: New Contract; Contract Assignment; 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 Contract; 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 - Kids 4 College, Contact No. 4400006060

Informative - Warehouse February 2018

Informative - ConnectYourCare, LLC, Contract No. 4400006351

Informative - RMI-Airbyte; Commercial Cooling Par Engineering, Contract Nos. 4400006327, 4400006328

Informative - Various Vendors (Pupil Transportation Services), Contract Nos. 4400006278, 4400006279, 4400006353-6357

Informative - Mrs. Nelson's Toy & Book Shop, Inc., Contract No. 4400006298

**Submitted:**

03/19/18

APPROVED



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RESPECTFULLY SUBMITTED,

APPROVED & PRESENTED BY:

  
VIVIAN EKCHIAN  
Interim Superintendent

  
JANICE SAWYER  
Interim Business Manager  
Office of the Business Manager

REVIEWED BY:

APPROVED & PRESENTED BY:

  
DAVID HOLMQUIST  
General Counsel

  
SUNG VON LEE  
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.

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## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS NOT EXCEEDING \$250,000****\$165,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Kids 4 College	4400006060 <b>Item A</b>	Named-in-grant provider contract for after school standards-based learning labs, integrating engineering, technology, arts, mathematics and scientific inquiry. The program will increase student engagement and self-esteem and reinforce the skills necessary to be college- and career-ready and successful in standardized tests. The program will include standards-based activities and projects for all students in Grades 2-5.	School Improvement Grant (100%)	\$165,000

**Contract Term:** 01/24/18 through 05/31/19**Contract Value:** \$165,000Requester: *Monique Bell, Principal*  
*Thomas Bradley Global Awareness Magnet***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**

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>
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None

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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

# 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>
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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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DLA Piper LLP	4400004261 <b>Item B</b>	Assignment of rights and delegation of duties of formally competed bench retainer agreement from Liner LLP to DLA Piper LLP due to merger. Contractor to provide outside counsel legal services.  <b>Contract Term:</b> 01/17/16 through 12/31/20 includes two (2) one-year renewal options  <b>Effective Date of Assignment:</b> 02/23/18  Requester: <i>David Holmquist</i> <i>General Counsel</i> <i>Office of the General Counsel</i>	General Funds (58%)  Bond Funds (42%)	No change
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## ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

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

**APPROVED**

February 2018 = \$1,149,170

YTD = \$11,852,742

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>February*</u> <u>Qty of POs</u>	<u>YTD</u> <u>Qty of POs</u>	<u>February*</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders - February 2018	223	1,812	\$1,149,170 (Avg. \$5,131)	\$11,852,742

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

February 2018 = \$19,027,899

YTD = \$152,512,575

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>February*</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>February*</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders – February 2018	4,183	31,336	\$7,595,094 (Avg. \$1,816)	\$55,894,485
Purchase Orders – February 2018	22	4,172	\$1,162,204 (Avg. \$52,827)	\$24,377,300
DISTRICT CARD TRANSACTIONS (i.e., P-Card, Fuel Card, Toshiba Card, etc.) – February 2018	11,515	66,742	\$3,836,522 (Avg. \$333)	\$21,868,822
Rental Facilities – February 2018	5	24	\$32,798 (Avg. \$6,560)	\$237,379
Travel/Conference Attendance – February 2018	529	3,544	\$329,853 (Avg. \$624)	\$3,185,708
GENERAL STORES DISTRIBUTION CENTER – February 2018	484	2,474	\$3,157,624 (Avg. \$6,524)	\$17,998,381
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – February 2018	418	3,900	\$2,913,804 (Avg. \$6,971)	\$28,950,500

\*Detailed information is provided on the Procurement Services website.



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

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A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

**APPROVED**

NEW CONTRACTS EXCEEDING \$250,000

\$620,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
ConnectYourCare, LLC	4400006351 (RFP 200001418) <b>Item C</b>	Formally competed contract to provide administrative services of the District-sponsored Flexible Spending Accounts (FSA) for healthcare and dependent daycare. FSAs are voluntary plans that enable active employees to use pre-tax wages for eligible expenses.	Health and Welfare Funds (100%)	\$620,000

**Contract Term:** 01/01/19 through 12/31/23  
includes two (2) one-year renewal options

**Aggregate Five-Year Contract Value:**  
**\$620,000**

Requester: *Mampre Pomakian*  
*Interim Chief Risk Officer*  
*Risk Management and Insurance Services*

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

A. APPROVAL OF PROFESSIONAL SERVICE CONTRACTS

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INCOME CONTRACTS 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

INCOME 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

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### 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

\$146,762,216

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<b>APPROVED</b>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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RMI-Airdyne; Commercial Cooling Par Engineering	4400006327 4400006328 (IFB 2000001484) <b>Item D</b>	Formally competed capacity contracts to provide walk-in refrigerators and freezers for schools. The authority to increase or decrease individual amounts for these contracts will be limited to the aggregate amount of \$16,000,000.		Bond Funds (100%)	\$16,000,000
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**Contract Term:** 05/01/18 through 04/30/23  
includes two (2) one-year renewal options

**Aggregate Five-Year Value for Two (2)  
Contracts: \$16,000,000**

Requester: *Greg Garcia, Interim Director  
Maintenance & Operations  
Facilities Services Division*

First Student	4400006278 (IFB 2000001454) <b>Item E</b>	Formally competed capacity contract to provide pupil transportation services. Contractor will provide transportation services for LAUSD students through the use of 18 (12 passenger) new buses on a regular and as-requested basis.		General Funds (100%)	\$7,478,290
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**Contract Term:** 07/01/18 through 06/30/23

Authorization to exercise renewal options to extend contract term for up to five (5) additional years (June 30, 2028).

**Contract Value: \$7,478,290**

Requester: *Ryan Solchenberger, Director  
Transportation Services Division*



ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER  
DELEGATED AUTHORITY

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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>
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First Student	4400006279 (IFB 2000001453) <b>Item F</b>	Formally competed capacity contract to provide pupil transportation services. Contractor will provide transportation services for LAUSD students through the use of 26 (65 passenger) used compressed natural gas (CNG) buses on a regular and as-requested basis.		General Funds (100%)	\$15,123,000
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**Contract Term:** 07/01/18 through 06/30/23

Authorization to exercise renewal options to extend contract term for up to five (5) additional years (June 30, 2028).

**Contract Value:** \$15,123,000

Requester: *Ryan Solchenberger, Director  
Transportation Services Division*

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

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**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>
First Student; Student Transportation of America	4400006353* 4400006354* 4400006355* 4400006356* 4400006357** *New Buses **Used Buses (IFB 2000001452)	Formally competed capacity contracts to provide pupil transportation services. Contractor will provide transportation services for LAUSD students through the use of 176 (25 passenger) new propane buses and 30 (25 passenger) used propane buses on a regular and as-requested basis.		General Funds (100%)	\$108,160,926
<b>Item G</b>		<b>Contract Term:</b> 07/01/18 through 06/30/23			
		Authorization to exercise renewal options to extend contract term for up to five (5) additional years (June 30, 2028).			
		<b>Contract Value:</b> \$108,160,926			
		Requester: <i>Ryan Solchenberger, Director Transportation Services Division</i>			

**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

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**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>
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None

APPROVED

**INCOME CONTRACTS**

**<\$1,437,500>**

<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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Mrs. Nelson's Toy  
& Book Shop,  
Inc., dba Mrs.  
Nelson's Book  
Company

4400006298  
(IFB 2000001511)  
**Item H**

Formally competed contract to provide sale and pick-up service for salvage (obsolete and damaged) textbooks, identified through the textbook inventory and barcoding program. All monies received from sale are returned to the Textbook Fund.

Revenue

<\$1,437,500>

**Contract Term:** 04/13/18 through 04/12/23  
includes two (2) one-year renewal options

**Aggregate Five-Year Contract Value:**  
\$<\$1,437,500>

Requester: *Esther Sinofsky*  
*Administrative Coordinator*  
*Integrated Library & Textbook Support*  
*Services*  
*Division of Instruction*