



# APPROVED

**FINAL**

Adopted  
Board Report  
1/12/16

## Los Angeles Unified School District

333 South Beaudry Ave,  
Los Angeles, CA 90017

### Board of Education Report

**File #:** Rep-195-15/16, **Version:** 1

#### APPROVAL OF PROCUREMENT ACTIONS

ADOPTED AS AMENDED  
Withdraw Contracts No.

4400004413 - Patricia Reynosa  
4400004414 - Wes Hall Enterprise  
4400004482 - Gold Star Inc.  
4400004483 - Gold Kist/Pilgrim's  
4400004496 - Tyson Foods, 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 Contracts; After the Fact 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 Services Contracts (exceeding \$250,000): New Contracts; Goods and General Services Contracts (exceeding \$250,000) 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 17504* that permits the Board of Education to delegate authority for Procurement Services (Board Report #461-14/15), which the Board exercised on May 12, 2015.

#### 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

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Attachment "A" includes:

- Award of Professional Service Contracts not exceeding \$250,000:  
New Contracts; After the Fact Contracts; Low Value - Decentralized Purchase Orders; and
- Goods and General Services Contracts not exceeding \$250,000: New Contracts; 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
- Goods and General Services Contracts (exceeding \$250,000):  
Amendments

**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:**

**Informatives:**

Informative - California Education Partners - 4400004003

Informative - Educare Foundation - 4400004421

Informative - General Stores Distribution Center Spend for Replenishment of Stock Inventory of Supplies,  
Equipment and Furniture

Informative - Various Vendors - Photography & Yearbooks

## ATTACHMENT A

### APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

#### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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

**\$454,521**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Education Through Music-LA	4400004172	Informally competed contract to provide music instruction to all students of Norwood Street Elementary. Services include: A) plan to implement and sustain music instruction, B) advise school on acquiring instruments and other necessary materials, C) provide professional development to the music and other academic faculty members.	General Funds (100%)	\$31,281
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**Contract Term:** 10/19/15 through 05/31/16

**Contract Value:** \$31,281

Requester: *Bruce Onodera, Principal  
Norwood Street Elementary School*

CSM Consulting, Inc.	4400004198	Informally competed capacity contract to provide E-Rate advisory and consulting services. The District applies annually for E-Rate reimbursement on all E-Rate eligible services. The assistance will help ensure that the District remain compliant with applicable rules, regulations and maximum benefits from the program.	General Funds (100%)	\$100,000
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**Contract Term:** 01/01/16 through 12/31/16

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

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



## 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>
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Corwin Press, Inc.	4400004332	Informally competed contract to seek a collaborative partner who will provide professional development that is focused on student motivation, goal-setting, student resiliency, and student engagement in order to support A-G completion, graduation, college and career readiness.	General Funds (100%)	\$201,600
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**Contract Term:** 11/03/15 through 06/30/16

**Contract Value:** \$201,600

Requester: *Jose Huerta*  
*Local District East Superintendent*

Patricia Reynosa;	4400004413	Informally competed contracts to develop and maintain educational communities that create opportunities for student, parent and teacher networking and learning. As well as assist the Student Unit to engage student voice, seek student input, and develop student leadership pathways from elementary through high school in support of English Learners, foster youth, young men and women of color, disengaged students, and formal and informal student school leaders of low performing schools.	General Funds (100%)	\$80,000
Wes Hall Enterprise	4400004414			

WITHDRAW

**Contract Term:** 11/21/15 through 06/30/16

**Aggregate Contract Value for Two (2)**

**Contracts: \$80,000**

Requester: *Rowena Lagrosa*  
*Chief Executive Officer*  
*Parent Community Student Services*

## 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>
UC Regents UCLA Center X	4400004418	Informally competed contract to provide 10-20 teachers and administrators training for Next Generation Science Standards (NGSS) instruction, using techniques used by the California Science Project and the California Department of Education. Schools include: Wright Magnet Middle School, Sun Valley Magnet Middle School, LAUSD/USC Magnet High School, and Irvin Magnet Middle School.	Magnet School Assistance Program Grant (100%)	\$41,640

**Contract Term:** 11/23/15 through 06/30/16

**Contract Value:** \$41,640

Requester: *George Bartleson*  
*Chief of School Choice*  
*Student Integration Services*

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ATTACHMENT A

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

**B. AFTER THE FACT CONTRACT NOT EXCEEDING \$250,000 ALREADY AWARDED \$100,100**

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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California Education Partners	4400004003	Single-source contract to provide a two-day institute for a team of educators for the priority/focus schools and their peer partner schools to understand the guidelines for their future work together.	Title I Grant (100%)	\$72,600
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**Contract Term:** 09/01/13 through 06/30/14

**Contract Value:** \$72,600

Requester: *Karen Ryback, Executive Director  
Federal and State Education Programs*

Educare Foundation	4400004421	Single source contract to provide a student retreat experience at a college/university and a one-day staff training on proper use of the Advisory curriculum. The curriculum and professional development content are in direct alignment with Schoolwide Learner Outcome required by WASC.	General Funds (100%)	\$27,500
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**Contract Term:** 08/10/15 through 12/31/15

**Contract Value:** \$27,500

Requester: *Lisa Davis, Principal  
Marquez High School Libra Academy*



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1/12/16

ATTACHMENT A

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

**C. PROFESSIONAL SERVICE CONTRACT ASSIGNMENT**

**\$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

**D. PROFESSIONAL SERVICES 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

**E. 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

## ATTACHMENT A

### APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

#### F. PROFESSIONAL SERVICES NOT EXCEEDING \$250,000

November 2015 – \$805,940

YTD - \$6,210,033

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 2015	134	1,023	\$805,940 (\$6,014)	\$6,260,033

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

November 2015 - \$13,366,657

YTD – \$71,014,062

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 2015	2,175	11,830	\$3,549,185 (\$1,632)	\$18,372,327
Purchase Orders - November 2015	44	194	\$2,671,834 (\$60,724)	\$12,793,384
DISTRICT CARD TRANSACTIONS (i.e.: P-Card, Fuel Card, Toshiba Card, etc.) November 2015	7,639	36,941	\$2,692,618 (\$352)	\$12,968,187
Rental Facilities – November 2015	6	18	\$35,984 (\$5,997)	\$150,427
Travel/Conference Attendance – November 2015	554	6,930	\$305,682 (\$552)	\$3,504,728
GENERAL STORES DISTRIBUTION CENTER – November 2015	284	1,415	\$1,830,728 (\$6,446)	\$7,780,031
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – November 2015	290	2,403	\$2,280,626 (\$7,864)	\$15,445,519

\*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 SERVICES CONTRACTS

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

**\$93,000,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Gold Star, Inc.	4400004482	Formally competed, strategically sourced contracts, to procure, process and deliver commercial and commodity chicken products for the District's student meal programs. The authority to increase or decrease individual amounts for these contracts will be limited to the aggregate amount of \$60,000,000	Food Services Funds (100%)	\$60,000,000
Gold Kist/Pilgrim's	4400004483			
Tyson Foods, Inc.	4400004496 (RFP 2000000931)			

WITHDRAW

**Contract Term:** 01/15/16 through 01/14/21  
Includes two (2) one-year option renewals

**Aggregate Five-Year Contract Value for Three (3) Contracts: \$60,000,000**

Requester: *Laura Benavidez, Co-Director*  
*Timikel Sharpe, Co-Director*  
*Food Services Division*

## ATTACHMENT B

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

#### A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Fotorama; Pictures With Class	4400004410 4400004411 (RFP 2000000580)	Formally competed contracts for the District's Associated Student Body (ASB), to provide school pictures and photography services relative to school based activities, for all school levels. The authority to increase and decrease individual amounts for these contracts will be limited to the aggregate amount of \$25,000,000.	Associated Student Body Funds (100%)	\$25,000,000
Friesens Corp.; Walsworth Publishing Co.; Pictures With Class	4400004412 4400004439 4400004465 (RFP 2000000580)	Formally competed contracts for the District's Associated Student Body (ASB), to provide management services and classroom support in the preparation of, and the printing of yearbooks, for all school levels. The authority to increase and decrease individual amounts for these contracts will be limited to the aggregate amount of \$8,000,000.	Associated Student Body Funds (100%)	\$8,000,000

**Contract Term:** 02/01/16 through 01/31/21  
includes two (2) one-year option renewals

**Aggregate Five-Year Contract Value for  
Five (5) Contracts: \$33,000,000**

Requester: *Luis Buendia, Controller*  
*Accounting and Disbursements 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 CONTRACT 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>
None				

#### AMENDMENT TO CONTRACT EXCEEDING \$250,000

\$10,000,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Arey Jones Educational Solutions	4400001145-1 4400001181-1 4400001187-1	Amendment to increase capacity contracts to provide computers and related hardware for administrative and instructional needs of schools and offices. The authority to increase and decrease individual amounts for these contracts will be limited to the aggregate amount of \$10,000,000.	Various Per Requesting School or Office	\$10,000,000

**Current Contract Term:** 07/01/11 through  
06/30/16

Initial Contract Value: \$85,000,000

\*Amendment No. 1: \$10,000,000

**Aggregate Contract Value: \$95,000,000**

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



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Board Report  
1/12/16

## ATTACHMENT B

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

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 CONTRACT 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 CONTRACT

\$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


Board of Education Report  
No. 195-15/16  
For 1/12/16 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Division

**INFORMATIVE**

DATE: January 12, 2016

TO: Members, Board of Education  
Ramon C. Cortines, Superintendent

FROM: Shahryar Khazei, Chief Information Officer 

**SUBJECT: RATIFICATION OF AGREEMENT WITH CSM CONSULTING, INC. TO PROVIDE E-RATE CONSULTING SERVICES**

The Information Technology Division (ITD) is seeking Board ratification of an agreement with CSM Consulting, Inc. to provide E-rate advisory services. CSM Consulting, Inc. has extensive knowledge of E-Rate policies and procedures with school districts nationwide. The services CSM offers include assisting staff with E-Rate applications to strategically maximize reimbursements, identifying areas of improvement in the District's internal processes and procedures, informing and educating staff in current and upcoming policy and program changes, helping staff in preparing responses during periods of audits and program integrity compliance reviews, and collaborating with staff to present E-Rate information to management and Board Members.

**Why is this necessary?**

The E-Rate program provides billions of dollars in reimbursements to schools and libraries for technology upgrades and to offset telecommunications and internet access costs. The District applies annually for E-Rate reimbursements on eligible goods and services related to telecommunications and internet access for schools. CSM assists District staff to maximize the potential for E-Rate reimbursements as well as ensuring adherence to current E-Rate policies and procedures.

**Why do we need to do this now?**

The E-rate program is essential to providing the scope of technology services needed by District students and employees to achieve their goals. The advisory service described is needed during the months leading up to the filing deadline (scheduled to occur in March 2016) as well as throughout the year. Service provided ensures that the District is in compliance with E-rate procedures and regulations.

**What would happen if this were not approved?**

Given the complexities of the E-Rate program, the guidance provided for an organization of our size is essential to continued success of providing IT resources to faculty, staff, and students. Without ratification, the District would be without a critical resource to maximize available dollars in E-rate reimbursements.

**What are the terms of the proposed agreement?**

The agreement is for a period of one year starting January 1, 2016 and ending on December 31, 2016. The value of the contract is not to exceed \$100,000. Source of funds are General Fund from the E-Rate rebate account.

Should you have any questions, please contact me at 213-241-4096.

C: Michelle King, David Holmquist, Thelma Meléndez de Santa Ana, Nicole Elam-Ellis, Jefferson Crain, George Silva



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
DIVISION OF INSTRUCTION

**INFORMATIVE**

**TO:** Members, Board of Education  
Ramon Cortines, Superintendent of Schools

**DATE:** December 2, 2015

**FROM:** Karen Ryback, Federal & State Education Branch

**SUBJECT: CONTRACTOR NAME: CALIFORNIA EDUCATION PARTNERS  
CONTRACT NO.: 4400004003  
AMOUNT: \$72,600  
REQUEST FOR RATIFICATION OF AFTER THE FACT CONTRACT**

**BACKGROUND**

On August 6, 2013, the Los Angeles Unified School District (LAUSD) was awarded an NCLB Waiver as a member of the California Office to Reform Education (CORE), a consortium of ten California districts, eight of which formed a partnership to craft the waiver application to the United States Department of Education (USDE). This waiver allows flexibility pertaining to various aspects of the Elementary and Secondary Education Act (ESEA- formerly NCLB), and transitions our district into a new accountability system. Overall, this waiver supports our work in the following ways:

- Creates infrastructure to support collaboration across schools and districts to build knowledge and share practices in support of our students becoming college and career-ready;
- Creates a new accountability system that:
  - recognizes performance growth
  - bases evaluation of school performance on multiple measures, including academics, social/emotional factors and school culture and climate factors
  - captures positive or negative changes in school achievement gaps
  - invites shared responsibility of accountability across and within districts
  - continues to hold Title I schools accountable for academic growth and subsequent mandated improvement efforts; however in the new system Title I schools are now identified and recognized for increased student achievement.
- Aligns with our current district initiative to support the Common Core roll-out
- Aligns with our current district initiatives to support Teacher and Leadership development and evaluation

**Why is this necessary?**

Six California school districts: Fresno, Long Beach, Los Angeles, Oakland, San Francisco, and Santa Ana unified school districts, representing more than a million students, have come together to form a learning cooperative called the California Office to Reform Education



(CORE). The Districts are focused on deep learning and sharing practices in the two critical areas: effective implementation of the Common Core State Standards and building social capital. In order to further their work, the Districts collectively decided to seek a waiver from the NCLB and organized a process to include Local Education Agencies (LEAs) throughout the state that share a commitment to this reform work.

California Education Partners operates as a non-profit organization with a small staff whom specifically focus on supporting the six participating districts to implement the various elements of the waiver. Please see below for a more specific outline of the services and support provided to LAUSD by CORE.

California Education Partners will assign a fulltime dedicated support provider to LAUSD and provide supplemental support from the CORE School Support Team. The fulltime dedicated support provider will provide and bill for the following types of support:

- Direct support to LAUSD administrators and school staff in the development and implementation of the School Pairing and Communities of Practice programs
- Indirect support to LAUSD in the form of program development, design and evaluation of the School Pairing and Communities of Practice programs.

CORE will also provide supplemental support from other members of the CORE School Support Team. Supplemental support providers will bill only for direct support to LAUSD administrators and school staff in the development and implementation of the School Pairing and Communities of Practice programs.

**Why is this firm selected?**

California Education Partners is a nonprofit organization and is a sole source vendor.

**Why is this an after the fact?**

Services needed to be implemented in a very short period of time. Also, this is a clean-up from a previous location (Public School Choice) that is now closed. The invoice was given to us by the vendor on June 25, 2015 and services were for a CORE Waiver Pairing Institute that occurred on January 24-28, 2014.

**What would happen if this were not approved?**

If this contract is not approved, then our CORE Waiver schools participating in the School Pairing and Community of Practice Programs would not have received technical assistance to implement certain aspects of the CORE waiver, and LAUSD would not have fulfilled critical requirements of the waiver potentially falling out of compliance, thereby running the risk of being asked not to participate in the waiver going forward.

**What are the terms of the proposed agreement?**

The terms of this agreement are from September 1, 2013 through June 30, 2014.

Members, Board of Education  
Ramon Cortines, Superintendent of Schools

- 2 -

December 2, 2015

If you have any questions or require additional information, please contact me at 213-241-6990.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Dr. Frances Gipson

Nicole Elam  
Jefferson Crain  
George Silva

Board of Education Report  
No. 195-15/16  
For 01/12/16 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
LIBRA Academy, Marquez High School

**INFORMATIVE**

**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent of Schools

**DATE:** November 30, 2015

**FROM:** Lisa Davis  
Principal at LIBRA Academy, Marquez High School

**SUBJECT: EDUCARE FOUNDATION  
CONTRACT NO.: 4400004421  
CONTRACT AMOUNT: \$ 27,500.00  
REQUEST FOR AUTHORIZATION OF PAYMENT FOR SERVICES  
RENDERED TO EDUCARE FOUNDATION**

***Introduction:***

LIBRA Academy has utilized the professional development, materials, and workshop services provided by the Educare Foundation for the past 4 years. The curriculum, training, and retreat experience promote positive peer relationships, communication, Advisory course curriculum, restorative justice practices, and support a college-going culture among students at our school. The services provided include both a student retreat experience at a college/university, in addition to staff one-day training on proper use of the Advisory curriculum. The services began August 10, 2015, prior to the first day of instruction, and ended on September 3, 2015. The curriculum and professional development content are also in direct alignment with our school's newly designed Schoolwide Learner Outcomes required by WASC.

***Why is this necessary?***

EduCare services were rendered without procedure being adhered to by requesting an Informal Request for Proposal (IRFP) at the school level.

***Why do we need to do this now?***

For payment of the EduCare services which were provided to LIBRA Academy on August 10, 2015 for orientation, August 15, 2015 workshop Day-1, September 1-3, 2015 3-Day workshops, and September 3, 2015 conclusion of program.

***What would happen if this were not approved?***

If the request for authorization of payment for services rendered to EduCare Foundation were not to be approved, it would be the first time LIBRA Academy did not honor a commitment to pay for services delivered.



Members, Board of Education  
Ramon C. Cortines, Superintendent

-2-

November 30, 2015

If the request were to be approved, LIBRA Academy would continue to be in affiliation with EduCare and may continue to receive future educational services, subject to competitive process, for the benefit of the students and teachers on how to promote “student voice” through positive communication, building self-esteem, team-building activities, and social-emotional development. The professional development and retreat topics for students provided by Educare are also supportive of the District’s vision and practices of Restorative Justice.

***What are the terms of the proposed agreement?***

The terms and proposed agreement between EduCare Foundation and Libra Academy were as follows:

**EDUCARE’S RESPONSIBILITIES:**

- provides all materials and supplies for all events
- provides lunch and snacks at all events
- provides the off-campus venue for the two 3-day ACE programs
- provides (6) copies of Making the Best of Me: A Handbook for Student Success and Self-Esteem
- provides bus transportation of all off-campus college venues for the 3 day student retreat

**LIBRA ACADEMY’S RESPONSIBILITIES:**

- recruits student participants/teacher participants
- provides/recruits Resource Group Leader participants to ensure a 10:1 student to resource Group Leader ratio at all ACE orientation/educator PD
- provides a room at the school or alternate local venue in which to hold the 1-day ACE workshop
- provides a room at the school or alternate local venue in which to hold the 1-day conclusion evening

*Proposed funding allocated: Location 177250, Fund 010-0000 Functional Area 1110-1000-10397, and Commitment Item 580030*

As noted above, we commit to the competitive process for future academic years, in partnership with the Procurement Services Division.

If you have any questions or require additional information, please contact me at ldavis2@lausd.net or at (323) 584-3851.

c:	Michelle King	Jefferson Crain
	David Holmquist	George Silva
	Thelma Melendez de Santa Ana	Jose Hernandez
	Dr. Frances Gipson	
	Nicole Elam-Ellis	

Board of Education Report  
No. 195-15/16  
For 01/12/16 Board Meeting

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
**Procurement Services Division**

**INFORMATIVE**

**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent

**DATE:** December 1, 2015

**FROM:** George Silva, Chief Procurement Officer  
Procurement Services Division

**SUBJECT: GENERAL STORES DISTRIBUTION CENTER SPEND FOR  
REPLENISHMENT OF STOCK INVENTORY OF SUPPLIES,  
EQUIPMENT AND FURNITURE**

During the Board of Education's May 12, 2015 meeting, pre-authorization was granted to the Procurement Services Division (PSD) to enter into various new contracts, extend existing contracts, and award various purchase orders to make regular and routine procurements of products used by schools and offices and stocked in the General Stores Distribution Section. As part of the pre-authorization, it was agreed that PSD would report on the total procurement activity on a monthly (per board report) basis. In an effort to streamline and enhance the reporting process, the chart below lists the major commodity categories and total purchase order issuance for the month of October.

**GENERAL STORES DISTRIBUTION**

MAJOR COMMODITY CATEGORIES	PURCHASE ORDER ISSUANCE NOVEMBER 1 TO NOVEMBER 30, 2015	ACCUMULATIVE FISCAL YEAR TOTAL
Athletic Equipment	\$56,051.57	\$153,970.84
Audio Visual	\$14,284.13	\$109,670.24
Custodial/Maint. & Operations	\$457,694.46	\$2,552,791.95
Educational Supplies/Tools	\$26,883.92	\$223,378.98
Forms & Publications	\$38,489.13	\$167,587.17
Furniture	\$116,789.92	\$1,016,237.61
Music	\$8,314.91	\$27,112.68

Members, Board of Education  
Ramon C. Cortines, Superintendent

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December 1, 2015

MAJOR COMMODITY CATEGORIES	PURCHASE ORDER ISSUANCE NOVEMBER 1 TO NOVEMBER 30, 2015	ACCUMULATIVE FISCAL YEAR TOTAL
Office Essentials	\$356,080.43	\$1,812,536.60
Paper	\$694,164.92	\$903,105.55
Science/Home Economics/First Aid	\$37,108.57	\$308,928.89
Visual Arts	\$24,866.43	\$504,700.49
<b>TOTALS</b>	<b>\$1,830,728.39</b>	<b>\$7,780,021.00</b>

If you have questions or require additional information, please contact me at (213) 241-1751.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Dr. Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
Marc Monforte



Board of Education Report  
No. 195-15/16  
For 1/12/16 Board Meeting

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
Food Services Division

**INFORMATIVE**

**DATE:** January 12, 2016

**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent of Schools

**FROM:** Laura Benavidez, Interim Co-Director  
Timikel Sharpe, Interim Co-Director  
Food Services Division

**SUBJECT: CONTRACTORS: Gold Star, Inc., Gold Kist/Pilgrim's and  
Tyson Foods, Inc.**  
**CONTRACT NO.: 4400004482, 4400004483 and 4400004496**  
**CONTRACT AMOUNT: \$60,000,000**  
**SUBJECT: REQUEST FOR PROPOSAL (RFP #2000000931)**  
**STRATEGICALLY-SOURCED COMMERCIAL AND COMMODITY  
CHICKEN**

***Introduction***

The Food Services Division (FSD) participates in the School Breakfast, National School Lunch, and Supper programs each year, providing over 134 million meals annually.

The FSD is requesting that the District enter into contracts with the three (3) vendors below for the chicken product categories as indicated, to provide meals to our students:

<b>Product Category</b>	<b>Vendor(s)</b>
<b>Chicken – Bone-in (Seasoned) and Meal Kits</b>	Gold Kist/Pilgrim's
<b>Chicken – Bone-in (Spicy), Diced, Drumsticks, Grilled Breast Filet and Meatballs</b>	Tyson Foods, Inc.
<b>Chicken – Antibiotic and Hormone Free Diced and Grilled Breast Filet</b>	Gold Star, Inc.

***Why is this necessary?***

Contracts must be in place to purchase foods that meet the federal and state requirements for reimbursable meals. The intent of Food Services Division is to streamline the purchasing process and obtain better pricing by moving toward strategically-sourced food suppliers.

As you may know, Procurement Services re-issued a bid for chicken and chicken products. The chicken was re-bid in order to increase competition and provide the district more options in meeting the needs and expectations of the District's Good Food Procurement Policy. The re-launch of the solicitation allowed for increased competition by changing the minimum requirements to include emphasis on the Good Food Procurement policy, pledges to meet the "5

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Ramon C. Cortines, Superintendent

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January 12, 2016

Star” plan regarding local economies, environmental sustainability, valued workforce, animal welfare and nutrition, opportunities to collaborate with distribution centers and allowed suppliers to bid on one or all six of the Local Districts. Proposers could also bid on commercial or government supplied commodity chicken. Broad-line Distributors, Local Farmers and other Small Business Enterprises were also welcomed to submit proposals.

The recommendations of the Source Selection Committee resulted in awarding seven of the eight most commonly served chicken items on the District’s current menu. For three of the most popular items with students, there was only one proposal received.

Of the requirements used to evaluate the proposers, price, along with the Good Food Procurement Pledge plan were significant components. Part of the price included the opportunity to utilize the Division’s allocation of entitlement in dollar equivalents used to determine commodities from the United States Department of Agriculture (USDA). These vendors will utilize commodity funds to continue to drive costs down and receive the full value of our entitlement dollars, resulting in the receipt of commercial products all year long and reducing the non-value-added costs to the District.

***Why do we need to do this now?***

The current contract for all of the above listed product will expire on January 14, 2016. The Food Services Division must have updated contracts to purchase chicken for the school meal program before that time.

***What would happen if this were not approved?***

If these contracts are not approved, the Food Services Division will need to request an additional extension of our current contract or the Division will not serve chicken on our menus.

***What are the terms of the proposed agreement?***

The Food Services Division is requesting the Board to authorize the execution of three (3) strategically-sourced contracts for a five (5) year term, with an aggregate not-to-exceed amount of \$60,000,000. Each team of vendor partners (or individual partner when only one vendor is identified for a product category) will supply the District’s need for chicken products as required for the school meal programs.

If you have any questions or require additional information, please contact Laura Benavidez at 213-241-2993, or [laura.benavidez@lausd.net](mailto:laura.benavidez@lausd.net).

c: Michelle King  
David Holmquist  
Thelma Meléndez de Santa Ana  
Frances Gipson  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Accounting and Disbursements Division

**INFORMATIVE**

**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent

**DATE:** November 17, 2015

**FROM:** V. Luis Buendia, Controller  
Accounting & Disbursements Division

**SUBJECT: RFP 2000000580, YEARBOOKS AND PHOTOGRAPHY  
WALSWORTH, FRIESENS, PICTURES WITH CLASS, FOTORAMA  
CONTRACT NO: 4400004412, 4400004339, 4400004411, 4400004410, 4400004465  
CONTRACT AMOUNT: \$33,000,000  
RECOMMENDATION TO AWARD**

The Accounting & Disbursement Division is requesting the Board of Education to approve Request For Procurement 2000000580 for Yearbook and Photography services.

***Why is this necessary?***

Principals and staff from various Divisions participate in committee meetings to address the financial challenges faced by the District's Associated Student Body (ASB) organizations. This RFP was a result of efforts made to address these difficulties and to provide schools with consistent Yearbook and Photography services at a consistent pricing level.

***Why do we need to do this now?***

Most schools plan their Yearbook and Photography services in the second semester of the school year for the subsequent year, this would provide adequate time for planning next year's services.

***What would happen if this were not approved?***

If the RFP were not approved, schools would continue to enter into contract agreements on their own for Yearbook and Photography services that may not be as cost-effective as what they could obtain under this RFP.



***What are the terms of the proposed agreement?***

The contract will be for three (3) years with two (2), one-year option periods. The awarded companies will provide management services and classroom support in the preparation of, and the printing of Elementary, Middle and High School yearbooks. In addition, the awarded companies will provide school pictures and photography services, for all school levels, relative to school based activities in accordance with all specifications.

If you have any questions or require additional information, please contact me at ext. 12737.

cc: Michelle King  
David Holmquist  
Thelma Melendez de Santa Ana  
Frances Gipson  
Jefferson Crain  
Nicole Elam-Ellis  
George Silva

Board of Education Report  
No. 195-15/16  
For 1/12/16 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Division

**INFORMATIVE**

DATE: January 12, 2016

TO: Members, Board of Education  
Ramon C. Cortines, Superintendent

FROM: Shahryar Khazei, Chief Information Officer  
George Silva, Chief Procurement Officer



**SUBJECT: APPROVAL TO INCREASE CONTRACT CAPACITY OF PERSONAL COMPUTERS (PC) DESKTOPS, LAPTOPS, AND RELATED SERVICES WITH AREY JONES**

The Information Technology Division (ITD) and Procurement Services Division are requesting approval to increase contract capacity for the contracts with Arey Jones to provide PC desktops, laptops, and related services. Related services include configuration, delivery, installation and extended warranties.

**Why is this necessary?**

The current PC desktops, laptops, and related services contract capacity has been exhausted. An increase is necessary for District schools and offices to be able to continue to purchase computing equipment and related services at significantly reduced price points. The District is scheduled to release a new bid solicitation which will implement new contracts upon expiration of the current Arcy Jones contracts.

**Why do we need to do this now?**

The current contract for PC desktops, laptops and related services expires June 2016, however, the contract's capacity has been depleted. Schools and offices currently have no mechanism to purchase computing systems for their operational and instructional needs.

**What would happen if this were not approved?**

Schools and offices would be left without a purchasing vehicle for computing systems that would result in paying significantly higher prices for this equipment. Not having enough capacity to purchase PC desktops, laptops and related services would require purchasing entities to solicit a minimum of 3 bids per purchase and would not allow schools and offices to purchase the equipment at discounted prices that are significantly lower than regular education pricing.

**What are the terms of the proposed agreement?**

This action will increase the contract capacity by an additional \$10 million. All other rates, terms and conditions remain the same.

Should you have any questions, please contact me at 213-241-4096.

C: Michelle King, David Holmquist, Thelma Meléndez de Santa Ana, Nicole Elam-Ellis, Jefferson Crain