

NOV 10 2015



## Los Angeles Unified School District

333 South Beaulieu Ave,  
Los Angeles, CA 90017

## Board of Education Report

APPROVED

File #: Rep-101-15/16, Version: 1

ADOPTED AS AMENDED BY CONSENT VOTE

## APPROVAL OF PROCUREMENT ACTIONS

VOTE(Amended to withdraw Legal Services Contracts)

**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 and Amendments; After the Fact Income 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 \$250,00): New Contracts; After the Fact Contract; Goods and General Services Contracts (exceeding \$250,000): New Contracts and Amendments; Income Contract 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 #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.

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

- Award of Professional Service Contracts not exceeding \$250,000:  
New Contracts; Amendments; After The Fact Income 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; After the Fact Contract
- Goods and General Services Contracts (exceeding \$250,000):  
New Contracts and Amendments; Income Contract

**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

**Informative:** Communities in Schools Los Angeles, Contract No. 4400003988

**Informative:** Communities in Schools Los Angeles, Contract No. 4400004008

**Informative:** Communities in Schools Los Angeles, Contract No. 4400004022

**Informative:** Maxim Healthcare Services, Inc., Contract No. 4400004094

**Informative:** My Gym Encino, Contract No. 4400004162

**Informative:** Teach for America, Inc., Contract No. 4400003941

**Informative:** Phoenix Business Consulting, Contract No. 4400000749-5

**Informative:** Los Angeles Community College District, Contract No. 4400003911

**Informative:** Los Angeles Community College District, Contract No. 4400003912

**Informative:** General Stores Distribution Center Spend for Replenishment of Stock Inventory of Supplies, Equipment and Furniture - September 2015

**Informative:** SAP Staff Augmentation Agreements, Contract Nos. 4400004026-4029, 4400004040-4041

**Informative:** Legal Services Bench, Contract Nos. 4400004177-4179, 4400004215-4239, 4400004242-440004269, 440004290-4294

**Informative:** The Center for Powerful Public Schools, Contract No. 4400004214

***FINAL***

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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

**\$1,169,866**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Aon Consulting, Inc.	4400003916	Informally competed contract to provide actuarial valuations of the Health and Welfare Benefits Program in accordance with the applicable Governmental Accounting Standards Board (GASB) requirements.	Health and Welfare (100%)	\$200,000
<b>Contract Term:</b> 07/01/15 through 06/30/19 includes two (2) one-year option renewals				<b>ADOPTED BOARD REPORT</b> NOV 10 2015
<b>Aggregate Four-Year Contract Value:</b> <b>\$200,000</b>				
Requester: <i>Janice Sawyer, Director Benefits Administration</i>				

Communities in Schools of Los Angeles	4400003988 4400004008 4400004022	Single-source contracts to provide a team of six (6) full time staff members to identify students at high risk of dropping out and advising Jefferson High School, Santee Education Complex and John Leichthy Middle School support staff on conducting whole school initiatives to address pressing needs related to preventing dropouts and increasing graduation rates.	General Funds (100%)	\$178,000
<b>Contract Term:</b> 08/17/15 through 6/30/16				
<b>Aggregate Contract Value for Three (3) Contracts: \$178,000</b>				
Requester: <i>Adalberto Vega, Principal John Leichthy Middle School</i>				
Requester: <i>Agustin Gonzalez, Principal Thomas Jefferson High School</i>				
Requester: <i>Martin O. Gomez, Principal Santee Education Complex</i>				



## 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>
South Bay Center for Counseling	4400004089	Informally competed contract to provide social, emotional and academic support to at-risk students based on referrals by teachers, administrators, parent request and case management referrals. Services are provided at school site, during and after school.	CE-NCLB T1-Schools (100%)	\$106,066

**Contract Term:** 08/28/15 through 06/30/17

**Contract Value:** \$106,066

Requester: *Marcia S. Reed, Principal*  
186<sup>th</sup> Street Elementary School

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South Bay Center for Counseling	4400004090	Informally competed contract to provide social, emotional and academic support to at-risk students based on referrals by teachers, administrators, parent request and case management referrals. Services are provided at school site, during and after school.	General Funds (100%)	\$92,000
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**Contract Term:** 8/28/15 through 6/30/17

**Contract Value:** \$92,000

Requester: *Ron Tanimura, Principal*  
Barton Hill Elementary 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>
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Maxim Healthcare Services, Inc.	4400004094	Single-source contract to provide 14 Licensed Vocation Nurses to provide Diabetes care assistance to support each Local District Nursing Office. Each Local District will be assigned two to four nurses depending on the acuity and number of students requiring Diabetes assistance.	General Funds (100%)	\$248,000
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**Contract Term:** 09/08/15 through 06/30/16

**Contract Value:** \$248,000

Requester: *Debra Duardo, Executive Director  
Student Health and Human Services Division*

Johana MacDonald	4400004120	Informally competed contract to provide advice, consultation, coordination and training regarding the recruitment of community partners in the arts, coordination of community visits, development of job shadowing opportunities in variety of entertainment career options, development of a systematic process for creating and maintaining work-based learning internships, coordination of field trips that support the integration of a career or arts component into the curriculum.	General Funds (100%)	\$105,000
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**Contract Term:** 09/09/15 through 06/30/17

**Contract Value:** \$105,000

Requester: *Susan Canjura, Principal  
Los Angeles High School of the Arts*

## ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITYA. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDEDNEW 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>
Thelonious Monk Institute	4400004135	Informally competed contract to provide a jazz training program to three (3) middle and fourteen (14) high schools. Approximately 500 students will participate in the Jazz program.	General Funds (100%)	\$60,000

**Contract Term:** 09/14/15 through 06/30/16

**Contract Value:** \$60,000

Requester: *Alvaro Cortes, Executive Director  
Beyond the Bell*

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Students Run LA	4400004136	Informally competed contract to provide a marathon and mentoring program to 167 middle and high school students. Currently, there are 50 middle and 65 high schools participating in the program.	General Funds (100%)	\$50,000
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**Contract Term:** 09/15/15 through 06/30/16

**Contract Value:** \$50,000

Requester: *Alvaro Cortes, Executive Director  
Beyond the Bell*

## 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>
My Gym Encino	4400004162	Single-source contract to provide Physical Education classes to K-5th grade students. Contractor will provide 6 sessions of 50 minutes of instruction one (1) day per week for 28 weeks.  <b>Contract Term:</b> 09/17/15 through 05/19/16  <b>Contract Value:</b> \$30,800  Requester: <i>Michelle Gorsuch, Principal</i> <i>Sherman Oaks Elementary Charter School</i>	Donation Sherman Oaks Parent Association (SOPA) (100%)	\$30,800
Teach for America, Inc.	4400003941	Single-source contract to recruit and select up to 25 new teachers in the subject area of Special Education (K-12).  <b>Contract Term:</b> 07/07/15 through 04/30/17  <b>Contract Value:</b> \$100,000  Requester: <i>Justo H. Avila</i> <i>Chief Human Resources Officer</i> <i>Human Resources Division</i>	NCLB-T2A Teacher Quality (100%)	\$100,000

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## ATTACHMENT A

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

#### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

##### CONTRACT AMENDMENTS NOT EXCEEDING \$250,000 (CONT.)

**\$495,970**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION &amp; AMEND- MENT NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Phoenix Business Consulting	4400000749-5	Amendment to extend contract term and increase contract capacity to provide SAP finance and procurement software implementation and integration services for the replacement of the Integrated Financial System (IFS).	COPS (100%)	\$200,000*

**Current Contract Term:** 12/01/11 through 11/30/15

New End Date by this Amendment 11/30/16

Initial Contract Value:	\$17,111,600
Amendment No. 1	-0-
Amendment No. 2	-0-
Amendment No. 3	\$1,000,000
Amendment No. 4	-0-
*Amendment No. 5	\$200,000
<b>Aggregate Contract Value</b>	<b>\$18,311,600</b>

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

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

#### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

##### CONTRACT AMENDMENTS NOT EXCEEDING \$250,000 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION &amp; AMEND- MENT NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Johns Hopkins University	4400003609-1	Amendment to extend contract term and increase contract capacity to provide technical assistance to fifty (50) teachers and administrators by a School Transformation Facilitator and coaches in Math, Language Arts and School Climate.	SIG Grant (100%)	\$73,500*

**Current Contract Term:** 09/28/14 through 09/27/15  
New End Date by this Amendment: 09/27/16

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Initial Contract Value: \$73,500  
\*Amendment No. 1: \$73,500  
**Aggregate Contract Value: \$147,000**

Requester: *Brenda Pensamiento, Principal  
Clinton Middle School*

AVID Center	4400001964-2 & 4400001964-3	Amendment to extend contract term and increase contract capacity to provide certification support, data collection/reporting, access to AVID online curricular resources and professional development for LAUSD AVID middle and high schools.	General Funds (100%)	\$222,470*
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**Current Contract Term:** 07/01/14 through 06/30/15  
New End Date by this Amendment: 06/30/16

Initial Contract Value: \$146,481  
Amendment No.1: \$169,760  
\*Amendment No. 2: \$63,210  
\*Amendment No. 3: \$159,260  
**Aggregate Contract Value: \$538,711**

Requester: *Arzie Galvez, Director  
Advanced Learning Options*

## ATTACHMENT A

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

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

<\$50,000>

#### INCOME CONTRACT NOT EXCEEDING \$250,000

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 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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Los Angeles Community College District	4400003911	Annual work plan to support Banning's Pilot Academy of Technology and Health Sciences. Students will experience an academically vigorous and diverse educational plan that includes computer technology, engineering, architecture, automotive design and healthcare.	Revenue	<\$25,000>
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**Contract Term:** 09/09/14 through 06/30/15  
New End Date by this Amendment: 12/31/15

Initial Contract Value: <\$25,000>  
\*Amendment No.1: -0-  
**Aggregate Contract Value:** <\$25,000>

Requester: *Rudy Mendoza, Principal  
Phineas Banning Senior High School*

Los Angeles Community College District	4400003912	Annual work plan to support Carson's Environmental Science, Engineering and Technology Academy project. Students will acquire the knowledge and skill sets by designing and developing processes, equipment, and systems used to create renewable energy projects through the use of technology and equipment currently being used in the engineering industry.	Revenue	<\$25,000>
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**Contract Term:** 09/09/14 through 06/30/15  
New End Date by this Amendment: 12/31/15

Initial Contract Value: <\$25,000>  
\*Amendment No.1: -0-  
**Aggregate Contract Value:** <\$25,000>

Requester: *Windy Warren, Principal  
Carson Senior High School*



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## ATTACHMENT A

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

#### C. PROFESSIONAL SERVICES CONTRACT ASSIGNMENTS

\$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

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#### 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>NOT TO- EXCEED 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



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## ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

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

September 2015 – \$1,460,392

YTD - \$4,557,787

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>September</u> <u>Qty. of POs</u>	<u>YTD</u> <u>Qty of POs</u>	<u>September</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders - <i>September 2015</i>	211	716	\$1,460,392 (\$6,921)	\$4,557,787

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

September 2015 - \$14,986,933

YTD – \$38,544,586

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>September</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>September</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders – <i>September 2015</i>	2,485	7,025	\$3,896,315 (\$1,568)	\$10,750,126
Purchase Orders - <i>September 2015</i>	41	104	\$4,181,326 (\$101,983)	\$8,207,040
DISTRICT CARD TRANSACTIONS (i.e.: P-Card, Fuel Card, Toshiba Card, etc.) <i>September 2015</i>	7,829	17,457	\$2,549,243 (\$326)	\$6,104,217
Rental Facilities – <i>September 2015</i>	4	10	\$22,545 (\$5,636)	\$47,757
Travel/Conference Attendance – <i>September 2015</i>	2,558	3,654	\$1,540,791 (\$602)	\$2,190,513
GENERAL STORES DISTRIBUTION CENTER – <i>September 2015</i>	302	794	\$1,168,776 (\$3,870)	\$4,303,368
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – <i>September 2015</i>	486	1,284	1,627,937 (\$3,350)	\$6,941,565

\*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

**\$154,500,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
CenturyLink, Inc. Epi-Use America, Inc. Genesis Consulting Partners, LLC Labyrinth Solutions Inc. Phoenix Business Consulting Sage Group Consulting, Inc.	4400004026 4400004027 4400004028 4400004029 4400004140 4400004141 (RFP#2000000824)	Formally competed zero-dollar bench contracts to provide on-demand SAP resources to assist in activities such as system upgrades and major enhancements. SAP provides support to the District's human resources, payroll, time-reporting, budgeting, accounting and procurement operations for schools and business departments.	COPs (80%) General Funds (20%)	\$4,500,000

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**Contract Term:** 11/11/15 through 11/10/20  
includes two (2) one-year option renewals

**Aggregate Five –Year Contract Value for Six (6) Contracts: \$4,500,000**

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

California Eminent Domain Law Group; Gonzalez Saggio & Harlan; Kennerly Lamishaw & Rossi; Paul Hastings	4400004400 4400004401 4400004402 4400004403	Sole-source “legacy” zero-dollar retainer agreements to continue outside counsel legal services. The Office of General Counsel has issued Matter Assignment Letters to these firms and will be allowed to finish the pending cases. Contract terms will be upon completion of assignment(s) or five (5) years, whichever occurs first.	General Funds (58%) Bond (42%)	The aggregate contract value for all legal services will not exceed \$150,000,000
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**Contract Term:** 1/1/16 through 12/31/20  
includes two (2) one-year option renewals

**Aggregate Five –Year Contract Value for Four (4) Contracts: The aggregate contract value for all legal services (including new Legal Bench of 59 firms) will not exceed \$150,000,000**

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



## ATTACHMENT B

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

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#### A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
*Various	4400004177-4179 4400004215-4239 4400004242-4269 4400004290-4294 (RFP 2000000686)	Formally competed zero-dollar bench retainer agreements to provide outside counsel legal services. The Office of the General Counsel will issue Matter Assignment Letters to the firms on the bench.	General Funds (58%) Bond (42%)	\$150,000,000

**Contract Term:** 1/1/16 through 12/31/20  
includes two (2) one-year option renewals

**Aggregate Five-Year Contract Value for  
Sixty (59) Contracts: \$150,000,000**

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

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

## ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER  
DELEGATED AUTHORITY

## A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

AFTER THE FACT CONTRACT EXCEEDING \$250,00

\$544,983

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
The Center for Powerful Public Schools	4400004214	Named-in-grant provider contract to develop and implement Summer Bridge curriculum for each industry sector: STEM and Business and Finance. The vendor will design and deliver a three-day professional development training for Summer Bridge teachers and student assistants and assign Summer Bridge facilitators to each school program to provide ongoing professional development and program support. Additional services will include site-based coaching and support for Linked Learning pathway development and implementation.	California Career Pathway Trust Grant (100%)	\$544,983

**Contract Term:** 09/01/15 through 08/31/18**Contract Value:** \$544,983

Requester: *Ruth Perez*  
*Deputy Superintendent*  
*Division of Instruction*

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

**A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS**

**NEW INCOME CONTRACTS 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

**A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS**

**AMENDMENTS TO CONTRACTS 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

**ADOPTED  
BOARD REPORT**

NOV 10 2015

**APPROVED**

ADOPTED  
BOARD REPORT

NOV 10 2015

**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>
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None

**AMENDMENT TO 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>
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None

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

NOV 10 2015

Board of Education Report  
No. 101-15/16  
For 11/10/15 Board MeetingINTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
John Liechty Middle SchoolINFORMATIVE**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent of Schools**DATE: October 8, 2015****FROM:** Adalberto Vega  
Principal**SUBJECT: CONTRACTOR NAME: COMMUNITIES IN SCHOOLS OF LOS ANGELES  
CONTRACT NO: 4400003988  
CONTRACT AMOUNT: NOT TO EXCEED \$45,000  
AWARDING OF CONTRACT FOR CONTINUED SERVICES**

Communities in Schools of Los Angeles (CIS) is a Non-Profit organization that has played an integral role on our campus in helping achieve the Superintendent's 100% graduation goal and increasing our reclassification rates. Communities in Schools provides a team of three full-time individuals who are on-site for the entirety of the school day. Their impact has been so substantial that just last year, of over the 100 schools that CIS is affiliated with nationally, John Liechty and the CIS team were nationally recognized in Louisiana with an Unsung Heroes award for their role in increasing our school's reclassification rates and the team's ability to work seamlessly with the school's leadership team. In essence, by perpetuating a student-centered school-wide culture of success that encompasses all members of the John Liechty community, students have continuously encountered pathways to success in both their personal and academic lives.

***Why is this necessary?***

School Year 2015-2016 is the fourth year John Liechty Middle School has partnered with Communities In Schools of Los Angeles. However, we did not know that a Professional Services Agreement was required because, for the previous three school years, the yearly cost was at the low-dollar value purchase order level.

Once we learned that a contract was required, we only had a couple of weeks to orchestrate this agreement in order to meet the needs of the Liechty MS student population; therefore, it became a "single source" agreement. The presence and participation of CIS was critical to our students at the start of the new school year because the counseling provided by the CIS staff assigned to our school address the academic, social and emotional welfare of our students. For continuity purposes, it was important to bring CIS back to our school to renew our work in addressing the goals of 100% culmination and an increase in reclassification rates at Liechty MS.

Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 08, 2015

These goals are achieved by targeting a variety of factors that are directly related to improving the opportunities for students to culminate and reclassify and CIS provides our school with comprehensive whole school programming in addition to targeted case management for 175 students identified through a referral process.

We are now aware of the need for Liechty MS to participate in a formal procurement process (Request for Proposals-RFP) for the upcoming School Year 2016-2017 and beyond.

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

John Liechty Middle School was identified as one of thirty-one schools in our district that has been identified as a REED school. As a REED School, our student population is faced with an inordinate number of obstacles perhaps not commonly found in the daily lives of other students in our district. If our school is to continue actively creating paths to success for our students and staff, we believe that CIS must remain an integral process to achieve this goal. The needs of our student population and the families that accompany them are pressing and the time spent to better their lives must be maximized. To relegate services such as those that CIS provides for a later time, is to risk losing valuable momentum that has been hard fought and won over the past few years.

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

CIS has been integral in various aspects of the program here at John Liechty Middle. This would include, but not be limited to, providing social emotional support for our students, helping increase culmination rates, and most recently, both supporting reclassification of our large EL population, as well as providing guidance in our School Wide Behavior Support Program. As the school transitions into a viable Restorative Justice advocate, CIS's background in the mental health field provides a clear pathway in linking our student population with much needed support from outside agencies. As such, structures have been put in place to ensure both continuity and success for our students and staff with CIS playing an integral role as they have in years past. At this point, should CIS not continue in a partnership this year with our students and staff, it could have a negative effect both on our reclassification rates, culmination rates and over all culture of success. As a REED school we seek continuity and stability through the structures we create for both our students and staff. CIS plays an integral role in perpetuating both.

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

This is a one year agreement, and as such, we commit to a procurement prior to the next academic school year that would be competitive in nature that would include multiple vendors submitting proposals allowing for our school to select the most qualified vendor, given the school's identified needs, for the best possible price.



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Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 08, 2015

If you have any questions or require additional information, please contact me at [avegal@lausd.net](mailto:avegal@lausd.net) or at (213) 989-1201.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

10/16/15

Board of Education Report  
No. 101-15/16  
For 11/10/15 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Jefferson High School

INFORMATIVE

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

**DATE:** ~~October 09, 2015~~ **October 09, 2015**

**FROM:** Agustin Gonzalez  
Principal, Jefferson High School

**SUBJECT: CONTRACTOR NAME: COMMUNITIES IN SCHOOLS OF LOS ANGELES**  
**CONTRACT NO.: 4400004008**  
**CONTRACT AMOUNT: \$53,000**  
**AWARDING OF CONTRACT FOR CONTINUED SERVICES**

The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life. Communities In Schools (CIS) is the nation's leading high school dropout prevention organization. Working nationally with 1.25 million students in 27 states, CIS is the only organization proven to increase graduation rates and decrease dropout rates in the schools in which they serve. Since its founding in 2007, CIS of Los Angeles has grown to serve over 16,000 students and families per year at 18 traditional, Title 1 public schools across LAUSD, with 5,200 students having received individual case management.

Communities in Schools of Los Angeles is a national organization that has been proven to increase graduation rates and reduce drop-out rates through the implementation of an Integrated Students Support Services Model. Communities in Schools of Los Angeles provides a team of two full-time individuals who are on-site for the entirety of the school day. This includes a full time site director and a site coordinator to manage the CISLA Program which currently serves 150 students from the 9<sup>th</sup> to 12<sup>th</sup> grade providing an array of services, including one-on-one support, to increase their opportunity to graduate high school and succeed in life. CIS is focuses on being a resource broker to meet the socio-emotional, basic needs, career exploration, and cultural experiences.

***Why is this necessary?***

School Year 2015-2016 is the second year in which Jefferson Senior High School has formally partnered with Communities In Schools of Los Angeles; previously, we received donated services. However, we did not know that a Professional Services Agreement was required.

Once we learned that a contract was required, we only had a couple of weeks to orchestrate this agreement in order to meet the needs of the Jefferson Senior High School student population; therefore, it became a "single source" agreement. The presence and participation of CIS was critical to our students at the start of the new school year because the counseling provided by the CIS staff assigned to our school address the academic, social and emotional welfare of our students. Because Jefferson Senior High School has history of a high dropout rate and a low graduation rate, for continuity purposes, it was important to bring CIS back to our school to renew our work in addressing the goals of 100% culmination and an increase in reclassification rates at

NOV 10 2015

Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 09, 2015

Jefferson Senior High School.

These goals are achieved by targeting a variety of factors that are directly related to improving the opportunities for students to culminate and reclassify and CIS provides our school with comprehensive whole school programming in addition to targeted case management for students identified through a referral process. The intense services are provided based on student needs and determined by their risk factors. It is imperative that all students have access to the necessary resources that will support their ability to succeed academically.

We are now aware of the need for Jefferson Senior High School to participate in a formal procurement process (Request for Proposals-RFP) for the upcoming School Year 2016-2017 and beyond.

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

Jefferson High School has struggles to improve graduation rates. CIS is a research-based program for supporting at-risk students. CIS is providing a team of 2 fulltime site staff members (including 1 Site Director with MSW equivalent and 1 Site Coordinator). This program is essential for all students. It is also a pivotal program as part of a school-wide system of supporting all students at Jefferson High School.

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

If the request for approval is denied, then students will have limited support in linkages to resources to support social-emotional basic needs, planning for education success, career exploration opportunities, educational field trips and whole school programming.

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

This is a one-year, one-time only agreement for Jefferson High School for School Year 2015-2016, and we commit to participate in the formal procurement process prior to the next academic school year.

If you have any questions or require additional information, please contact me at axg4569@lausd.net or at (323) 521-2107.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

OCT 11 2015

Board of Education Report  
No. 101-15/16  
For 11/10/15 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Santee Education Complex

INFORMATIVE

**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent of Schools  
**DATE:** October 9, 2015

**FROM:** Martin O. Gomez  
Santee Education Complex, Principal

**SUBJECT:** **CONTRACTOR NAME: COMMUNITIES IN SCHOOLS OF LOS ANGELES**  
**CONTRACT NO.: 4400004022**  
**CONTRACT AMOUNT: \$80,000**  
**AWARDING OF CONTRACT FOR CONTINUED SERVICES**

**Communities in Schools of Los Angeles** is a national organization that has been proven to increase graduation rates and reduce drop-out rates through the implementation of an Integrated Students Support Services Model. Communities in Schools of Los Angeles provides a team of three full-time individuals who are on-site for the entirety of the school day. This includes a full time site director and a site coordinator to manage the CISLA Program which provides tier 3 student support services as well as whole school programming support. Site Coordinator will engage community partners in providing additional resources along with providing one-on-one support to a specified caseload of students (i.e. parent meetings, psycho-educational groups, tutoring, community referrals).

***Why is this necessary?***

School Year 2015-2016 is the second year Santee Education Complex has partnered with Communities In Schools of Los Angeles. However, we did not know that a Professional Services Agreement was required because CIS donated their services during School Year 2014-2015; there was no cost to Santee Education Complex.

Once we learned that a contract was required, we only had a couple of weeks to orchestrate this agreement in order to meet the needs of the Santee Education Complex student population; therefore, it became a "single source" agreement. The presence and participation of CIS was critical to our students at the start of the new school year because the counseling provided by the CIS staff assigned to our school address the academic, social and emotional welfare of our students. For continuity purposes, it was important to bring CIS back to our school to renew our work in addressing the goals of 100% culmination and an increase in reclassification rates at Santee Education Complex.



Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 09, 2015

These goals are achieved by targeting a variety of factors that are directly related to improving the opportunities for students to culminate and reclassify and CIS provides our school with comprehensive whole school programming in addition to targeted case management for students identified through a referral process. It is imperative that all students have access to the necessary resources that will support their ability to succeed academically.

We are now aware of the need for Santee Education Complex to participate in a formal procurement process (Request for Proposals-RFP) for the upcoming School Year 2016-2017 and beyond.

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

Many of the students in the South LA Community have to deal with factors outside of their control that can impact their ability to perform academically. It is, therefore, important that an intentional and strategic engagement of community partners is implemented at each school. Communities in Schools helps bridge the gap as the need of students and community is greater than the resources that we currently have available. CIS will also help to improve our attendance rates, graduation rates, and overall engagement of our students.

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

It would create additional stress to current support systems on campus and students who need additional support; students will continue to fall through the cracks.

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

This is a request for a one-time, one-year contract. As stated earlier, we will participate in a formal RFP process in time for the next School Year 2016-2017.

If you have any questions or require additional information, please contact me at [martin.o.gomez@lausd.net](mailto:martin.o.gomez@lausd.net) or 213-763-1011

c: Michelle King  
David Holmquist  
Thelma Melendez  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Student Health Human Services

ADOPTED  
BOARD REPORT

NOV 10 2015

**INFORMATIVE**

October 8, 2015

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

**FROM:** Tonya Ross, Director  
District Nursing Services

**SUBJECT: CONTRACTOR NAME: Maxim Healthcare Services, Inc.**  
**CONTRACT NO.: 4400004094**  
**CONTRACT AMOUNT: \$248,000.00**  
**FUNDING SOURCE: LEA-MEDI-CAL BILLING OPTION (program 12662)**  
**BRIEF SUBJECT (RECOMMENDATION TO AWARD, REQUEST FOR**  
**AUTHORIZATION, AMENDMENT, ETC)**

***Introduction***

Type I Diabetes is a chronic medical condition affecting over 1,500 students in LAUSD. Most students are stable and only require the oversight of a credentialed school nurse and teacher while other students are less stable (such as the recently diagnosed, the younger student, and the student with special needs) and in need of more frequent and daily care provided by licensed nursing staff. Students with diabetes must be able to receive (or self-administer) medication (Insulin) via injection, check their blood sugar as ordered by their physician and as needed throughout the school day, and receive treatment for high blood sugar (hyperglycemia) and emergency treatment for low blood sugar (hypoglycemia-a potentially life threatening condition).

Many schools do not have a full time credentialed school nurse to render these services and must rely on nearby nurses assigned to other schools (who must leave students are their assigned school) to assist. Rendering safe care to students with diabetes can take anywhere from 15 minutes to over 30 minutes depending upon the needs of the students. School nurses are assigned to assist several students and often have to leave a student (stable at the moment) to go to another school to assist another student. Frequently, school nurses must leave students in the care of office staff in order to go to the next school to see another student. This is not safe nursing practice. Further, the intent of District Nursing is to keep nurses in their assigned schools to serve the students under their care.

The solution to this problem is to partner with a health care agency capable of providing qualified adjunct nursing staff to assist students, and along with credentialed school nurses, ensuring that all students in need receive safe and consistent nursing care.

***Why Maxim Healthcare Inc.?***

Maxim Healthcare Services, Inc. is uniquely qualified to provide this support in that the company has the ability to oversee and staff services to schools; there is a clinical nurse supervisor with additional certification in diabetes education and medical care; and Maxim has a proven record with several school districts in Los Angeles County. Further, there is only one other District approved Non Public Agency (NPA) for nursing services and their capacity is 5 LVNs, maximum. There was not sufficient capacity of internal staff. Maxim Healthcare has a large pool of qualified LVNs, trained to render diabetes assistance in schools, already fingerprinted with clear background checks, and available to start within 24-48 hours depending on need. Additionally, approval of NPAs begins with approval by the CDE and then must be vetted by Nursing, which would not meet opening for school.

***Why is this necessary?***

This contract is needed to support the objective of District Nursing Services to deliver safe nursing care to all students in the district through a combination of nursing supervision (direct and indirect) and nursing services.

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

We need to do this now because we are committed to providing quality and timely health services to students. School staffs and parents are concerned that the current model of diabetes assistance is not provided in a timely manner. Often, students are waiting until the school nurse arrives before they can eat breakfast or lunch which, in turn, impacts their blood sugar levels. The school nurse may be at their own assigned school attending to students or at another school providing diabetes care and the student they are with has a complication. Having nurse provide “drive by” diabetes assistance is not safe for students and also places the school nurse at risk for providing inconsistent and potentially unsafe health services.

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

Without the additional assistance this contract affords, school nurses will be required to leave their assigned schools to travel to a nearby school to assist students in need of diabetes care. Often, the nurses are absent from their schools for over an hour and could be away longer if the student they are caring for has complications. Further, it is not safe to immediately leave students who have received an insulin injection as these students must be monitored at a minimum of 15 minutes or more.

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

Maxim Healthcare Services, Inc. will provide qualified and trained Licensed Vocational Nurses (LVNs) to provide direct nursing services and support to select students with Type I Diabetes. These students are typically newly diagnosed with Type I diabetes and in need of close supervision; students with special needs who are unable to participate fully in self-



care activities (a goal of the credentialed school nurse, parents, and medical provider is to assist and support the student to eventually become self-reliant in his/her diabetes care (i.e. self-administer Insulin as medically prescribed). LVN services will be approved by the director of nursing upon receiving the request from the local district nursing coordinator who will have reviewed the student needs and conferred with the school nurse and/or IEP nurse. LVNs will be supervised by Maxim Healthcare Services clinical nurse supervisor and monitored/indirectly supervised by the credentialed school nurse. The credentialed school nurse (at the school site or the IEP nurse) will train the agency LVN on the student specific needs and provide all documentation necessary. The diabetes assistance services are adjunct to the services provided to students by the credentialed school nurse.

***What can/will District Nursing do in the future to avoid single source/after the fact service contracts for diabetes assistance?***

The District Nursing Director is planning to continue contracted diabetes assistance and will work closely with procurement staff to enter the formal RFP process. We will begin this process in December 2015 in anticipation of ensuring these services are in place prior to the start of 2016-2017 school year. Although Maxim Health Care is highly qualified and responsive to this need, other agencies should have an opportunity to present an action plan. Having proposals from multiple agencies will allow District Nursing to enter into a service agreement with the most qualified health care agency.

If you have any questions, you may contact me at District Nursing Services, 213-202-7580.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Nicole Elam-Ellis  
George Silva  
Jefferson Crain

ADOPTED  
BOARD REPORT

NOV 20 2015



Board of Education Report  
No. 101-15/16  
For 11/10/15 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Sherman Oaks Elementary Charter School

INFORMATIVE

**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent of Schools  
**DATE:** October 10, 2015

**FROM:** Michelle M. Gorsuch  
Principal

**SUBJECT: CONTRACTOR NAME: MY GYM ENCINO  
CONTRACT NO.: 4400004162  
CONTRACT AMOUNT: \$30,800  
REQUEST FOR RATIFICATION OF CONTRACT**

***Why is this necessary?***

The My Gym program will build essential skills and physical fitness. Increased physical activity improves academic performance, social-emotional wellness, and attendance. The skills-based PE program increases teamwork and enhances student ability to play independently and safely during recess/lunch unstructured times. In addition, teachers are able to participate in grade level planning and articulation while supervising the coaches' instruction during My Gym program.

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

Sherman Oaks Elementary Charter has participated in My Gym and/or similar programs for a number of years. School community members, especially the parents and students have come to love and expect this or similar PE program. It also allows more opportunity for teachers to meet by grade level.

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

If this contract were not approved it would mean immediate termination of the contracted PE program. Teachers would no longer have that time to meet with their grade level partners. The school community, especially parents, will likely complain to LAUSD officials and/or board members.

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

Period of agreement: September 17, 2015 through May 19, 2016, a total of 28 weeks.

MyGym will provide 38 classrooms with one 50-minute PE period per week to students in grades K-5. Classes take place every Thursday. Credentialed teacher(s) supervise the MyGym coaches, including lesson planning, delivery, and assessment. All classes are based on CA Standards for physical education by grade level and are developmentally appropriate.

Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 10, 2015

My Gym is fully funded by Sherman Oaks Parent Association (SOPA.) SOPA donated funds specifically for the My Gym Encino physical education program.

Savings from the previous year are that MyGym will service 38 classes this year as opposed to 36 classes during the 2014-2105 school year.

If you have any questions or require additional information, please contact me at michelle.gorsuch@lausd.net or at (818) 784-8283.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Human Resources Division

ADOPTED  
BOARD REPORT  
NOV 10 2015

**INFORMATIVE**  
**DATE:** October 08, 2015

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

**FROM:** Justo H. Avila, Chief Human Resources Officer  
Human Resources Division

**SUBJECT: CONTRACTOR NAME: TEACH FOR AMERICA, INC.  
CONTRACT NO.: 4400003941  
CONTRACT AMOUNT: \$100,000  
REQUEST FOR SINGLE SOURCE SELECTION OF CONTRACTOR TEACH  
FOR AMERICA**

The District has contracted with Teach for America (TFA) intermittently since 1990. TFA is a corps of recent graduates from top colleges and universities throughout the Nation. These individuals commit to teach for a minimum of two years in urban and rural public schools. All TFA corps members must meet District pre-employment requirements and obtain a university intern credential from the Commission on Teacher Credentialing (CTC).

The State of California and the District continue to experience a shortage of credentialed special education teachers to meet the needs of our expanding population of students with disabilities. This contract with TFA provides up to 25 special education teachers who meet District pre-employment standards, meet Federal NCLB requirements, and qualify for a University Intern certificate from CTC.

TFA has a successful history recruiting highly qualified teachers who seek to specifically serve our students in more challenging schools. Many LAUSD principals request TFA corps members when seeking teachers to hire for their school site vacancies.

The 25 special education teachers provided for in this agreement, will help ensure all our special education classes are fully staffed with a credentialed or intern teacher for the opening of the 2016-17 academic year.

TFA currently charges districts \$5,000 up-front per corps member recruited. LAUSD has successfully negotiated a reduction of this cost to \$4,000 per recruited corps member, paying \$2,000 up-front in the first year. The remaining \$2,000 per corps member will be paid at the beginning of the second year. The District will not be charged the \$2,000 balance for any corps member who does not return for the second year of service.

If you have any questions or require additional information, please contact Deborah Ignagni at [deborah.ignagni@lausd.net](mailto:deborah.ignagni@lausd.net) or at (213) 241-6131.

c: Michelle King	Ruth Perez	George Silva
David Holmquist	Nicole Elam-Ellis	
Thelma Melendez	Jefferson Crain	

ADOPTED  
BOARD REPORT

NOV 10 2015

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Division

**INFORMATIVE**

DATE: November 10, 2015

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

FROM: Shahryar Khazei, Chief Information Officer

**SUBJECT: RATIFICATION OF AMENDMENT FOR PHOENIX BUSINESS CONSULTING SAP  
SYSTEM IMPLEMENTATION CONTRACT**

The Legacy Replacement Project (LRP) implemented SAP Finance and Procurement functionalities that replaced the District's aging mainframe system IFS. The project successfully went live in July 2013. SAP is now the enterprise system for the District's HR, payroll, time reporting, budgeting, accounting, job costing, and procurement operations for schools and business departments. See attached "SAP Project Overview" for further information.

**Why is this necessary?**

After reassessing the SAP system post-implementation activities and the system enhancement requests by business departments, we determined that this amendment is needed to complete the requested system functionalities. For instance, Procurement Division wants improvement to the contracting and bidding functionality and Accounting wants improvement to the current budget carryover process.

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

The current contract ends on November 30, 2015. An extension of the contract is needed to retain the current Contractor resources on-site and complete the post implementation enhancements.

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

The District does not have the adequate resources and the necessary functional and technical expertise required to implement the major system enhancements requested by the business departments. Without this contract amendment the District would be on its own to implement new system functionality, major system enhancements and upgrades.

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

Extend the contract end date from December 1, 2015 to November 30, 2016 and increase the contract capacity by \$200,000 from \$18,111,600 to \$18,311,600. Funding will be solely from Certificates of Participation (COPs).

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

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



ADOPTED  
BOARD REPORT

NOV 10 2015

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
PHINEAS BANNING HIGH SCHOOL

INFORMATIVE

**DATE: September 9 2015**

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

**FROM:** Phineas Banning High School  
Rudy J. Mendoza, Principal

**SUBJECT: CONTRACTOR NAME: LOS ANGELES COMMUNITY COLLEGE  
DISTRICT  
CONTRACT NO.: 4400003911  
CONTRACT AMOUNT: \$25,000 (REVENUE)  
BRIEF SUBJECT (Implement a Career Pathway at Banning in Advanced  
Manufacturing)**

***Introduction***

This agreement documents, in part, Banning's participation in the Advanced Manufacturing and engineering Technology Linked Learning Consortium (the "AMETLL Consortium"), conducted under the auspices of the California Department of Education's California Career Pathways Trust ("CCPT") Grant Program.

***Why is this necessary?***

To fulfill Banning's obligations as a participant in the AMETLL Consortium and provide the contractual means for the Los Angeles Community College District to deliver to Banning the reimbursement revenue (\$25,000) provided for in the CCPT grant.

***Why is this contract an After the Fact?***

At first we didn't realize that a contract would be required, having signed the "Letter of Support" that is now attached to the agreement. When we learned that the LACCD would also want their agreement signed, we didn't think it mattered if we started providing the services first since the District would receive net revenue from the contract instead of making net payments.

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

LACCD required an executed agreement before it would release any portion of the \$25,000 CCPT grant funds. After the money has been spent, LAUSD will invoice Harbor College. All expenditures have to meet the goals and activities submitted on the plan.

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

Banning would lose the opportunity to receive needed revenue on which it relied.

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Members, Board of Education  
Ramon C. Cortines, Superintendent

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September 9, 2015

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

The agreement term is from September 9, 2014, through June 30, 2015. As Banning incurs costs relating to Banning's implementation of an Advanced Manufacturing career pathway, Banning will be reimbursed those costs from the LACCD through the CCPT grant.

If you have any questions or require additional information, please contact me at [rjm1902@lausd.net](mailto:rjm1902@lausd.net).

c: Michelle King  
David Holmquist  
Thelma Melendez de Santa Ana  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

Board of Education Report  
No. 101-15/16  
For 11/10/15 Board Meeting

## INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District  
CARSON SENIOR HIGH SCHOOL

### INFORMATIVE

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

**DATE: September 8, 2015**

**FROM:** Carson Senior High School  
Windy W. Warren, Principal

**SUBJECT: CONTRACTOR NAME: LOS ANGELES COMMUNITY COLLEGE DISTRICT**  
**CONTRACT NO.: 4400003912**  
**CONTRACT AMOUNT: \$25,000 (REVENUE)**  
**BRIEF SUBJECT (Implement a Career Pathway at Carson in Advanced Manufacturing)**

#### ***Introduction***

This agreement documents, in part, Carson's participation in the Advanced Manufacturing and engineering Technology Linked Learning Consortium (the "AMETLL Consortium"), conducted under the auspices of the California Department of Education's California Career Pathways Trust ("CCPT") Grant Program.

#### ***Why is this necessary?***

To fulfill Carson's obligations as a participant in the AMETLL Consortium and provide the contractual means for the Los Angeles Community College District to deliver to Carson the reimbursement revenue (\$25,000) provided for in the CCPT grant.

#### ***Why is this contract an After the Fact?***

At first we didn't realize that a contract would be required, having signed the "Letter of Support" that is now attached to the agreement. When we learned that the LACCD would also want their agreement signed, we didn't think it mattered if we started providing the services first since the District would receive net revenue from the contract instead of making net payments.

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

LACCD required an executed agreement before it would release any portion of the \$25,000 CCPT grant funds.

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

Carson would lose the opportunity to receive needed revenue on which it relied.

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Members, Board of Education  
Ramon C. Cortines, Superintendent

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September 8, 2015

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

The agreement term is from September 9, 2014, through December 31, 2015. As Carson incurs costs relating to Carson's implementation of an Advanced Manufacturing career pathway, Carson will be reimbursed those costs from the LACCD through the CCPT grant.

If you have any questions or require additional information, please contact me at [winwarren@lausd.net](mailto:winwarren@lausd.net).

c: Michelle King  
David Holmquist  
Thelma Melendez de Santa Ana  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Procurement Services Division

**INFORMATIVE**

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

**DATE:** October 2, 2015

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

ADOPTED  
BOARD REPORT

NOV 2 0 2015

**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 September.

**GENERAL STORES DISTRIBUTION**

MAJOR COMMODITY CATEGORIES	PURCHASE ORDER ISSUANCE SEPTEMBER 1 TO SEPTEMBER 30, 2015	ACCUMULATIVE FISCAL YEAR TOTAL
Athletic Equipment	\$13,500.74	\$54,533.29
Audio Visual	\$5,864.20	\$55,156.74
Custodial/Maint. & Operations	\$511,646.56	\$1,472,473.42
Educational Supplies/Tools	\$99,081.23	\$171,217.09
Forms & Publications	\$44,752.21	\$114,315.64
Furniture	\$131,654.20	\$772,558.57
Music	\$8,470.67	\$14,995.66

ADOPTED  
BOARD REPORT

NOV 2 6 2015

Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 2, 2015

MAJOR COMMODITY CATEGORIES	PURCHASE ORDER ISSUANCE SEPTEMBER 1 TO SEPTEMBER 30, 2015	ACCUMULATIVE FISCAL YEAR TOTAL
Office Essentials	\$259,408.74	\$1,072,359.28
Paper	\$11,600.02	\$141,516.47
Science/Home Economics/First Aid	\$30,125.33	\$205,426.58
Visual Arts	\$52,662.46	\$228,805.41
<b>TOTALS</b>	<b>\$1,168,776.36</b>	<b>\$4,303,358.15</b>

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

c: Michelle King  
David Holmquist  
Thelma Melendez  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
Marc Monforte



NOV 10 2015

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Division

**INFORMATIVE**

DATE: November 10, 2015

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

FROM: Shahryar Khazei, Chief Information Officer

SUBJECT: **APPROVAL OF SAP STAFF AUGMENTATION SERVICES MASTER SERVICE AGREEMENT**

The SAP system was implemented to replace the District's aging mainframe for transactional systems. SAP now supports the District's human resources, payroll, time reporting, budgeting, accounting, job costing and procurement operations for schools and business departments. While the Information Technology Division (ITD) has built a solid team of functional and technical personnel who support the day-to-day operation of the system, the team does require staff augmentation and contractor assistance for major activities such as system upgrades and complex enhancements. See attached "SAP Project Overview" for further information.

**Why is this necessary?**

As the District faces new laws, regulations, and bargaining unit agreements, the demand to customize the system to meet new business processes to comply with new regulations has increased. In addition, the District has on-going projects to enhance and upgrade the SAP system. These new agreements will provide the support needed to meet these demands.

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

The current master services agreements (also known as "bench agreements") for SAP staff augmentation services expired October 12, 2015. ITD needs to establish new agreements to ensure availability of resources. The proposed awarded contractors are as follows.

- CenturyLink, Inc
- Epi-Use America, Inc
- Genesis Consulting Partners, LLC
- Labyrinth Solutions, Inc (LSI)
- Phoenix Business Consulting
- Sage Group Consulting, Inc

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

Without new bench agreements, The District will not have the contracting vehicles or capacity to provide on-demand, adequate resources and necessary functional and technical expertise required to implement major system enhancements and upgrades, address any emergencies, or customize the system to implement new business processes.

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

The proposed agreements are for a period of up to five years including two one-year options beginning November 11, 2015. The total contract value is not-to-exceed \$4.5 million. Funding will be from both 80% Certificates of Participation (COPs) and 20% General Fund. Should you have any questions, please contact me at 213-241-4096.

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



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## SAP Project Overview

### **Implementations**

In July 2013, the Legacy Replacement Program (LRP) successfully implemented SAP's Finance and Procurement modules to replace the District's legacy IFS system. With its successful implementation, SAP became the District's system of record for budgeting, accounting, job costing, procurement, and financial reporting.

Finance functionalities implemented include accounts receivable, accounts payable, budget planning, funds management, asset management, grants management, general ledger, cost accounting, and financial reporting. Procurement functionalities implemented include shopping cart, purchasing, supply chain management, inventory management, contracts management, vendor and bid management, warehouse management, travel management, P-Card, and supplier self-service.

In 2014, the following projects were completed as enhancements to the SAP system.

1. Upgraded SAP databases and operating systems to a Linux platform. This newer technology improved overall system performance.
2. Implemented a new security module, Governance, Risk & Compliance (GRC), to ensure effective ongoing control and compliance management with regards to system security. It streamlined the process of managing and validating user access to applications and data and improved basic audit processes.
3. Upgraded SAP with Support Pack 2014 to implement the latest fixes and corrections to system defects. More importantly, this upgrade is performed annually during early Fall to implement the latest IRS taxes and forms changes in preparation for W2 printing.
4. Upgraded the recruiting module. The recruiting module was implemented in 2007 and had not been upgraded. This previous version is no longer supported by SAP and thus the module was upgraded to one that is supported. The new version provides added benefits and features such as a simplified application process for candidates; an improved user interface for candidates and recruiters; better customizable reporting; and compatibility with recent versions of web browsers Chrome, Firefox, Internet Explorer, and Safari.

### **In Progress**

The SAP team is currently working on the following projects.

1. Upgrade of Oracle databases. The current version, 11g, will no longer be supported at the end of the year. An upgrade to the latest version, 12c, is needed for continued support. Moreover, the latest version will contain essential new features and improvements.
2. Procurement process improvement. The Procurement Division's initiative to improve some of its processes in the Pico warehouse includes the implementation of barcoding functionality to streamline its warehousing and inventory processes to provide better services to schools and offices. This project is referred to as the Logistics Management System. Procurement Services Division is funding this project.
3. Automation of forms for HR. This initiative will streamline the entire process for employee new hires and onboarding and replace and automate paper forms. Regular meetings are underway to identify improvement opportunities both in the short term and in the long term. As no separate funding has been set aside for this project, the current funding source is general fund from BASE.



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4. Reporting – Budget Transparency Report. The Board adopted a resolution in February 2015 to present the District's budget in a manner that is accessible and understandable to the public. The report will be posted on the Chief Financial Officer and Budget Services Division's web page. This project is funded by LRP COPS and involves resources from BASE and web development from Enterprise Applications.

**Outstanding**

The following are planned enhancements to the SAP systems for the next two years.

1. Data Archiving. Due to the volume of payroll processing over the years, the SAP database has grown at a very high rate. This project will assist in architecting a solution to make older payroll data accessible with minimal payroll operational impact as the process of monthly payroll cycles continues. This project is budgeted with LRP COPS funding.
2. System upgrade to Enhancement Pack 7. This major upgrade is required to keep the SAP system current and on the supported versions. More importantly, this upgrade contains new functionalities. This project is budgeted with LRP COPS funding.
3. Legacy Data Extraction. Over 20 years of historical HR and financial data are stored in our legacy mainframe systems, HRS and IFS. This project will extract the data from the unsupported systems and preserve it while making it accessible for research and historical reporting. This project is budgeted with LRP COPS funding.
4. Payroll process improvement. A few of the upcoming changes to the payroll system and to the District's business processes include implementation of agreed salary increases, change in pay cycle from monthly to semi-monthly, adjustments to contribution plans and retirements system rates, and Affordable Care Act reporting. Payroll Services will be contracting for an in-depth study to examine the entire end-to-end process of the payroll cycle to seek opportunities for automation, efficiency improvement, and streamlining. Any technical system changes that may result from the study have not yet been budgeted.
5. Employee Self Service (ESS) upgrade. Currently, employees can use ESS to view and download their pay remuneration statements, change W4's, and update emergency contact information. Upgrading the ESS portal will enable other possible functionalities such as benefits enrollment, automation of forms, and additional self-service features. This project is budgeted with LRP COPS funding.
6. SAP reporting improvement. Our strategic direction for SAP includes providing a more robust data reporting environment to schools and offices that includes information and analytics. The improvement would grant offices and schools the ability to use reports directly from SAP to support their operations, get immediate answers, and accelerate analysis of large volumes of data. This project is budgeted with LRP COPS funding.

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Board of Education Report  
No. 101-15/16  
For 11/10/15 Board Meeting

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the General Counsel

**INFORMATIVE**

**DATE:** October 7, 2015

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

**FROM:** David Holmquist, General Counsel

**SUBJECT: LEGAL SERVICES BENCH (see attached list of 59 firms)**  
**CONTRACT NO.: 4400004177- 4400004294**  
**CONTRACT AMOUNT: \$150,000,000**  
**RECOMMENDATION TO AWARD PROFESSIONAL SERVICES**  
**AGREEMENTS FOR LEGAL SERVICES**

Board Report No.101-15/16 contains the proposed list of 59 outside law firms with expertise in 8 major legal practice areas submitted for Board of Education ("Board") approval which will comprise the Office of General Counsel's ("OGC") legal services bench. As needed and when called upon, these firms will provide legal representation, advice and counsel to the Los Angeles Unified School District ("District") in a supplementary capacity as they complement the principal staff of in-house attorneys who provide legal services in the following eight general practice areas and seven sub-practice areas of law:

1. Business & Government Services
2. Education Legal Services
3. Facilities Services
  - 3.1 Real Estate
  - 3.2 Construction
  - 3.3 Construction-related Labor Support
  - 3.4 Charter School Facilities
  - 3.5 Environmental, CEQA, DTSC Compliance
  - 3.6 Energy Contractual, Regulatory and Legislative Matters
  - 3.7 Eminent Domain
4. Labor & Employment Services
5. Administrative Legal Services
6. Workers' Compensation Legal Services<sup>1</sup>
7. Conflict Counsel
8. Specialty Practice Areas

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<sup>1</sup> As the Office of Risk Management now reports to the Office of General Counsel, we incorporated a legal bench to provide services in representing the District in claims for worker's compensation benefits by employees. In addition, we added a legal bench for Conflict Counsel in the event that we need legal representation available for District employees who are sued in their individual work capacity for alleged acts or omissions during the course and scope of their employment with the District. Lastly, we have added the Specialty Area in the event the District requires legal representation with expertise in defending claims before various governmental agencies, such as the U.S. Department of Justice, Federal Bureau of Investigation, U.S. Attorney's Office, and Securities & Exchange Commission among others.



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Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 7, 2015

### **Background**

When assigning legal matters, our primary goal is to ensure competent legal work at the lowest cost. We do this by assigning most work to our in-house attorneys and rely on outside counsel only when necessary. Our continued efforts in this regard have decreased outside counsel general fund legal expenditures 70% from \$22 million in 2002 to \$6.4 million in 2014-2015.

OGC typically refers matters to outside counsel when the volume of work exceeds our internal capacity to perform the work or a matter requires unique or special legal expertise. We also refer to outside counsel in the event of significant, large-scale and far-reaching cases, such as class action lawsuits, a case involving multiple parties, and/or cases with particularly high exposures.

The current legal bench is set to expire on December 31, 2015. These contracts cannot be extended as the five-year limit for professional services contracts will also occur on that date. If the contracts are allowed to expire without new contracts in place, the District will lose representation for existing matters and not being able to obtain legal expertise and representation on future cases.

In February of this year, we commenced the RFP process to create a new legal bench. While the law does not require that we engage in a competitive process to contract for legal services, it is a District requirement and also a best practice for selecting law firms. The goal of the process is to select firms that will provide high quality legal services at the lowest overall cost to the District.

### **The RFP Process**

The RFP for legal services was managed by the Procurement Services Division ("PSD"). The RFP was advertised by placing advertisements in the Daily Journal and on the LAUSD's website. A total of 78 firms submitted proposals in one or more of the eight general practice areas identified above. The Source Selection Committees ("SSC") made up of in-house attorneys from the OGC evaluated and scored the written proposals. The written proposals and interviews were evaluated based on the following criteria:

A. Qualifications and Experience of Firm.....	30 points
B. Qualifications and Experience of Personnel.....	30 points
C. Work Plan/Project Approach.....	15 points
D. Work Based Learning Plan (WBLP) .....	5 points
E. Price/Cost Proposal.....	20 points
<b>Phase II Total Points</b>	<b>100 points</b>
<b>Phase III Interview Points</b>	<b>25 points</b>
<b>Grand Total Possible Points:</b>	<b><u>125 points</u></b>

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Members, Board of Education  
Ramon C. Cortines, Superintendent

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October 7, 2015

After a thorough and rigorous RFP process, 59 firms were selected and are recommended for contract awards for our legal services bench. The process has given rise to a new “freshman class” of law firms – 10 out of 59 (17%) – that will have the opportunity to serve the District as “first time on the bench” firms. In addition, we are pleased to report that 50 out the 59 (85%) firms on the current bench scored high enough to be recommended to serve another term on the new proposed bench. We are confident that this mixture will provide numerous opportunities for firms that are new to the bench and it will also result in cost savings for the District without compromise in quality of service or legal expertise. We are also very pleased that more than half (52%) of the proposed selected firms have a Small Business Enterprise commitment of 75-100%.

### **Legacy Firms**

Five of the eighty-one (4%) firms on the current legal services bench were not re-selected for various reasons, such as not submitting a proposal in their appropriate practice area. For efficiency and to avoid disruption in ongoing matters, a few of the firms will continue to handle cases already assigned to them and will remain on the bench as “legacy firms” until those cases are closed. Through this board action, we also are seeking that these firms be allowed to finish handling any cases already pending. These legacy firms will not be assigned any new cases after December 31, 2015.

### **Budget**

To allow for flexibility in managing the unpredictability of legal matters and to minimize costs, each of the legal services retainer agreements starts with a zero-dollar balance. Budgets are developed on a case-by-case basis based on the merits and complexity of a particular legal matter. In addition, on a matter by matter basis, funds are allocated by departments requiring specialized legal services that must be assigned to outside counsel. When services are funded by a department other than OGC, the source of funds varies and could include, without limitation, general funds, local and state bond funds, special education funds and charter funds, as appropriate for the assigned matter. Assignment of matters and payment to each firm will be managed by the OGC and will be based on the nature and complexity of the legal issues and budget established for an assigned matter. Again, it is important to note that on a year-to-year basis since 2006, the OGC has continued to reduce its expenditures on outside counsel services.

### **Conclusion**

The PSD will perform additional due diligence before retainer agreements are prepared for the firms. If approved, each firm will have a three-year base contract with two one-year renewal options to be exercised at the District’s discretion. The base contract will begin in January 1, 2016, and will continue through December 31, 2018. If the decision is later made to exercise the two option years, then the contracts will be extended through December 31, 2020. The final step in the RFP process is Board approval of the agreements.



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Members, Board of Education  
Ramon C. Cortines, Superintendent

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If you have any questions or require additional information, please contact me at David.Holmquist@lausd.net or at (213) 241-6601.

c: Michelle King  
Thelma Melendez  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva

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October 7, 2015

Members, Board of Education  
Ramon C. Cortines, Superintendent

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### Proposed List of Outside Counsel Firms

Albright, Yee & Schmit, LLP	4400004177	Kronick Moskovitz Tiedemann & Girard	4400004253
Allen Matkins Leck Gamble Mallory & Natsis LLP	4400004178	Laughlin, Falbo, Levy & Moresi LLP	4400004254
Andrade Gonzalez LLP	4400004179	Law Office of Theofanis & Davidson	4400004255
Antablin & Bruce	4400004220	Law Offices of Michael R. Nebenzahl	4400004256
Armstrong & Sigel LLP	4400004221	Law Offices of Weitzman & Estes	4400004257
Ballard Rosenberg Golper & Savitt, LLP	4400004223	Lewis Brisbois Bisgaard & Smith LLP	4400004258
Bergman Dacey Goldsmith	4400004224	Liebert Cassidy Whitmore	4400004259
Best Best & Krieger LLP	4400004225	Liebman, Quigley & Sheppard APLC	4400004260
Black and Rose, LLP	4400004226	Liner LLP	4400004261
Bredfeldt, Odukoya & Suarez, LLP	4400004227	Littler Mendelson, P.C.	4400004262
Carlson & Messer LLP	4400004228	Locke Lord LLP	4400004263
Coleman & Associates, Lawyers	4400004229	Lozano Smith, LLP	4400004264
Dannis Woliver Kelley	4400004230	Morris Polich & Purdy LLP	4400004265
Dongell Lawrence Finney LLP	4400004231	Murphy & Evertz LLP	4400004266
Ellis Buehler Makus LLP	4400004232	Musick, Peeler & Garrett LLP	4400004267
Fagen Friedman & Fulfrost LLP	4400004233	Olivarez Madruga, LLP	4400004268
Floyd Skeren & Kelly, LLP	4400004234	Oliver, Sandifer & Murphy	4400004269
Gutierrez, Preciado & House, LLP	4400004235	Orbach Huff Suarez & Henderson LLP	4400004270
Hanna Brophy, LLP	4400004236	Orrick, Herrington & Sutcliffe LLP	4400004271
Harrison Eichenberg & Murphy LLP	4400004237	Peterson Bradford Burkwitz	4400004272
Hawkins Delafield & Wood LLP	4400004238	Pillsbury Winthrop Shaw Pittman LLP	4400004273
Hayford & Felchlin, LLP	4400004239	Richard N. Fisher	4400004274
Huang Ybarra Singer & May LLP	4400004215	Sanders Roberts & Jewett, LLP	4400004275
Hurrell Cantrall LLP	4400004216	Sedgwick, LLP	4400004276
Jacobs & Associates	4400004218	Strumwasser & Woocher LLP	4400004277
Jones Day	4400004219	Stutz Artiano Shinoff & Holtz, APC	4400004278
Kegel, Tobin & Truce, APC	4400004250	Theodora Oringher PC	4400004279
Kessel & Associates	4400004251	Tobin Lucks, LLP	4400004280
Koeller, Nebeker, Carlson & Hanuck, LLP	4400004252	Vanderford and Ruiz, LLP	4400004281
		Zaccaro Morgan LLP	4400004282

### Legacy Firms

California Eminent Domain Law Group  
Gonzalez Saggio & Harlan  
Kennerly Lamishaw & Rossi  
Paul Hastings

NOV 10 2015

## INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District  
Office of the General Counsel

### ATTORNEY-CLIENT COMMUNICATION CONFIDENTIAL AND PRIVILEGED

#### INFORMATIVE

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

**DATE:** November 2, 2015

**FROM:** David Holmquist, General Counsel

**SUBJECT:** Office of General Counsel "Legacy Firms" Supplement To Procurement Report

The Office of General Counsel's legal bench contracts expire on December 31, 2015. Earlier this year, the majority of the firms on the legal bench submitted proposals under the recent Request for Proposal "RFP" process coordinated by the Procurement Services Division "PSD". At the November 10, 2015 board meeting, the PSD will present Board Report No.101-15/16 for Board of Education ("Board") approval which will include fifty-nine law firms that will comprise the OGC's new legal bench.

However, there are four firms on the current legal bench that are still handling active cases for the District but did not submit proposals in the recent legal services RFP. For efficiency and to avoid disruption in ongoing matters, these firms will continue to handle the five cases already assigned to them and will remain on the bench as "legacy firms" until those cases are closed. Through this board action, we are seeking approval to allow them to finish handling only those cases that are currently pending; they will not be assigned any new cases.

#### Legacy Firms

California Eminent Domain Law Group  
Gonzalez Saggio & Harlan  
Kennerly Lamishaw & Rossi  
Paul Hastings

cc: Michelle King  
Jeff Crain

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Board of Education Report  
No. 101-15/16  
For 11/10/15 Board MeetingINTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Division of InstructionINFORMATIVE**TO:** Members, Board of Education  
Ramon C. Cortines, Superintendent of Schools**DATE:** November 10, 2015**FROM:** Esther Soliman, Administrator  
Linked Learning, CTE, ROP, Work Experience**SUBJECT: The Center for Powerful Public Schools**  
**CONTRACT NO.: 4400004214**  
**CONTRACT AMOUNT: \$ 544,983**  
**REQUEST FOR CONTRACT AUTHORIZATION**

On May 9, 2014, LAUSD received notification that its Youth Career Connect application to the US Department of Labor had been approved. LAUSD was subsequently notified that its application to the California Department of Education for California Career Pathways Trust grant funding had also been approved. Both grant applications discussed the work of The Center for Powerful Public Schools (The Center) in developing and delivering summer bridge curriculum and training, as well as leveraging The Center's technical expertise and support as the only Linked Learning Center in Southern California to provide pathway coaching and support.

***Why is this necessary?***

The original contract authorized by the Board lapsed. We have determined that all of the communications being generated by SAP regarding the contract term, and the need to exercise the option to extend the contract, were sent to Dr. Muncney who reported directly to Dr. Deasy as she was the contact for the contract. She resigned on April 1, 2015. The contract expired on August 31, 2015 and the Linked Learning office was notified that the contract expired on September 17, 2015. The Linked Learning office has since made certain that all contract expiration information concerning Linked Learning is sent directly to our office. The services provided via the contract scope are necessary and critical in realizing the grant performance targets LAUSD is obligated to meet via the federal and state grant programs funding Linked Learning within the District.

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

We have been under contract with The Center for delivery of the services identified above. The contract inadvertently lapsed, but our grant performance targets and our schools' need for coaching and support did not. We cannot stop services to our campuses mid-year and we need to act to ensure the proper legal obligations and protections are in place between LAUSD and The Center to continue our work.

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

A "no" vote would mean that The Center for Powerful Public Schools would be severely impacted in its ability to continue delivering support and services to LAUSD's Linked Learning



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Members, Board of Education  
Ramon C. Cortines, Superintendent

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November 10, 2015

pathways. Staffing currently supporting schools would be withdrawn and subsequent delivery of services for other Linked Learning grant-funded programs would likely be delayed or eliminated as a result, negatively impacting LAUSD's ability to meet grant performance requirements.

A "yes" vote would preserve services to schools and would allow LAUSD to continue progress in meeting grant deliverables and performance targets.

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

The vendor was already providing services to our sites under a contract with three option year extensions, which were approved by the Board of Education at its 11/18/14 meeting. When the original raft of contracts was sponsored, it was done so by an employee who subsequently left the District. The contact information in our internal SAP system was not updated and all communications regarding the expiring term and option year extensions went to an e-mail address that was closed. Services continued at our sites because we were not aware there was an issue with our contract. As soon as we found out there was an issue, we immediately began the process to offer the option year, but were informed that once the contract term lapsed, Board of Education authorization ended with the contract, requiring a new authorization from the Board. In the meantime, we cannot stop services to our sites as a result of our internal communications problems. The services being provided are authorized under both the grant applications that were approved by our state and federal funders, and are tied directly to grant performance targets which the District is held responsible for delivering on.

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

This contract supports LAUSD high schools with the transition to Linked Learning and progress toward Linked Learning Pathway certification. These services are provided for a total of four years, inclusive of FY 14-15. This contract is a three-year contract with a total value of \$544,983. The contract will run through June 30, 2018, the last date of available grant funding, and will not be renewable.

If you have any questions or require additional information, please contact at William.Bass@lausd.net or at (213) 241-2149.

c: Michelle King  
David Holmquist  
Thelma Melendez  
Ruth Perez  
Nicole Elam-Ellis  
Jefferson Crain  
George Silva  
Local District Superintendent/Division Chief