



Los Angeles Unified School District

333 South Beaudry Ave,
Los Angeles, CA 90017

Board of Education Report

APPROVED

File #: Rep-224-15/16, Version: 1

Adopted
Board Report
02/09/16

APPROVAL OF PROCUREMENT ACTIONS

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 Contract; 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; Goods and General Services Contracts (exceeding \$250,000) as listed in Attachment "B."

Background:

Procurement Services staff prepares monthly reports for contract actions necessary for the execution of the projects approved by the Board for the educational and operational requirements of the District in accordance with Board delegated authority to the Superintendent.

Expected Outcomes:

Approval of these items will allow the goods and services provided by these contracts furnishing the equipment, supplies, or services to the Los Angeles Unified School District that support Board policies and goals.

Board Options and Consequences:

The Board can approve all actions presented, or postpone selected actions pending receipt of additional information. Non-ratification of actions awarded under delegated authority in Attachment "A" will result in immediate unavailability of products or discontinuance of services, or both. While non-ratification may be legally defensible, it would likely result in costly litigation over discontinued payments or if the District attempts to reclaim payments made to a vendor. District costs will likely increase as fewer vendors compete for future procurements. Postponement of actions presented for approval in Attachment "B" will delay contract award or delivery dates.

Policy Implications:

This action does not change District policy and conforms to *California Education Code section 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.

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 and Amendments; After the Fact Contract; Low Value - Decentralized Purchase Orders; and
- Goods and General Services Contracts not exceeding \$250,000: New Contracts; Procurement Transactions - Purchase Orders; Low Value - Decentralized Purchase Orders; Rental of Facilities; Travel/Conference Attendance; District Card Transactions; General Stores Distribution Center; and Book/Instructional Material Purchase Orders

Request for Approval of Procurement Contracts not under delegated authority listed in Attachment "B" includes:

- Professional Services Contracts (exceeding \$250,000): New Contracts.
- Goods and General Services Contracts (exceeding \$250,000): New Contracts.

Issues and Analysis:

There are no policy implications on these agreements. The Business and Government Services Team, Office of the General Counsel, has reviewed and approved the agreements as to form.

Attachments:**Informatives:**

Board Informative - Leadership Evolution Dynamics
Board Informative - General Stores Distribution Center Spend for Replenishment of Stock Inventory of Supplies, Equipment and Furniture
Board Informative - Various - Apprenticeship Program
Board Informative - Various - Athletic Uniforms
Board Informative - Various - Food Services
Board Informative - TeacherMatch, LLC
Board Informative - Reynolds Buick/GMC Trucks/Isuzu, Inc.
Board Informative - Certica Solutions, Inc.

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

NEW CONTRACTS NOT EXCEEDING \$250,000

\$240,000

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Digital Archiving Systems, LLC dba ARC Designs	4400004316	Informally competed contract to provide onsite (on campus) computer technical support to students, faculty and staff; support the Smarter Balanced Assessment Consortium (SBAC) and Interim Assessment Blocks (IABs); maintain equipment inventory, repair non-warranted equipment, handle warranty issues with equipment, and handle special projects as needed.	General Funds (100%)	\$60,000
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Contract Term: 11/01/15 through 06/30/16

Contract Value: \$60,000

Requester: *Carmina Nacorda, Principal
Fairfax High School*

The California Conference for Equality and Justice	4400004510	Informally competed contract to support the school in the development and implementation of the Restorative Justice Program by: a. Designing and conducting trainings for staff, faculty, and parents; b. Providing coaching support and technical assistance to teachers, counselors and administrators; and c. Providing infrastructure support.	General Funds (100%)	\$60,000
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Contract Term: 12/11/15 through 06/30/16

Contract Value: \$60,000

Requester: *Deborah Lowe, Principal
Humanitas Academy of Art and Technology*

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>
SLR Technologies	4400004481	Informally competed contract to provide onsite and remote technology support to all staff and students in K-5 school-wide, as well as Common Core-based technology training.	General Funds (100%)	\$40,000

Contract Term: 12/11/15 through 06/16/16

Contract Value: \$40,000

Requester: *Antoinette Cass, Principal
Open Charter Magnet*

Patricia Reynosa; Wes Hall Enterprise	4400004413 4400004414	Informally competed contracts to develop and maintain educational communities that create opportunities for student, parent and teacher networking and learning. As well as assist the Student Unit to engage student voice, seek student input, and develop student leadership pathways from elementary through high school in support of English Learners, foster youth, young men and women of color, disengaged students, and formal and informal student school leaders of low performing schools.	General Funds (100%)	\$80,000
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Contract Term: 11/21/15 through 06/30/16

**Aggregate Contract Value for Two (2)
Contracts: \$80,000**

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

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****CONTRACT AMENDMENTS NOT EXCEEDING \$250,000****\$198,500**

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

4400002603-4

Amendment to extend contract term
and increase capacity to provide
comprehensive evaluation and reporting
of high school after-school program as
mandated by the 21st Century Community
Learning Centers (CCLC) grant.Tobacco
Use and
Prevention
Education
(TUPE)
Grant
(100%)

\$186,500*

Current Contract Term: 01/02/13 through
12/31/15

New end date by this Amendment 12/31/17

Initial Contract Value: \$1,232,390

Amendment #1: -0-

Amendment #2: -0-

Amendment #3: \$237,000

*Amendment #4: \$186,500

(Executed Date 12/21/15)

Aggregate Contract Value: \$1,655,890Requester: *Alvaro Cortes, Executive Director
Beyond the Bell*

Kopavi Kinnaird

4400003419-2

Amendment to increase contract capacity
to provide pathway promotion and
communications, site collateral and website
augmentation.James Irvine
Foundation
Grant
(100%)

\$12,000*

Contract Term: 12/15/14 through
12/31/15

Initial Contract Value: \$48,000

Amendment #1: -0-

*Amendment #2: \$12,000

(Executed Date 12/11/15)

Aggregate Contract Value: \$60,000Requester: *Hilda Maldonado, Executive Director
Linked Learning Office*“*” *Current Ratification*

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**B. AFTER THE FACT CONTRACT NOT EXCEEDING \$250,000 ALREADY AWARDED \$35,400**

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>
Leadership Evolution Dynamics	4400004329	Informally competed contract to provide organizational change management consulting services for the Instructional Technology Initiative (ITI), formerly the Common Core Technology Program.	Bond Funds (100%)	\$35,400

Contract Term: 11/01/14 through 02/28/15

Contract Value: \$35,400

Requester: *Sophia Mendoza, Interim Director
Instructional Technology Initiative
Division of Instruction*

APPROVED

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

C. PROFESSIONAL SERVICE CONTRACT ASSIGNMENT

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

D. PROFESSIONAL SERVICES CONTRACTS ALREADY AWARDED

\$0

The contract action(s) represented below is (are) part of the Instructional Technology Initiative (ITI) and ITD-SEP previously adopted by the Board on _____, under Board Report No. _____.

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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None

E. GOODS AND GENERAL SERVICES CONTRACTS ALREADY AWARDED

\$0

The contract action(s) represented below is (are) part of the Instructional Technology Initiative (ITI) Plan and ITD-SEP previously adopted by the Board on _____, under Board Report No. _____. The total amount is only an estimate since the expenditures made against contracts are based upon purchases and/or approved invoices.

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO- EXCEED AMOUNT</u>
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None

APPROVED

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

F. PROFESSIONAL SERVICES NOT EXCEEDING \$250,000

December 2015 – \$666,964

YTD - \$6,876,997

The contract actions represented below are those actions put in place within each sponsoring school's or division's approved budget. These delegated procurement methods represent streamline ordering tools that assist schools and offices in meeting immediate mission-essential needs for professional services.

	<u>December</u> <u>Qty. of POs</u>	<u>YTD</u> <u>Qty of POs</u>	<u>December</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders - <i>December 2015</i>	112	1,135	\$666,964 (Avg. Trans. \$5,955)	\$6,876,997

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

December 2015 - \$15,369,194

YTD – \$86,383,797

The contract actions represented below are those actions put in place within each sponsoring school's or division's approved budget. These delegated procurement methods represent streamline ordering tools that assist schools and offices in meeting immediate mission-essential needs for goods or general services.

	<u>December</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>December</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders – <i>December 2015</i>	2,187	14,017	\$4,284,413 (Avg. Trans. \$1,959)	\$22,656,740
Purchase Orders - <i>December 2015</i>	36	230	\$2,602,326 (Avg. Trans. \$72,287)	\$15,395,711
DISTRICT CARD TRANSACTIONS (i.e.: P-Card, Fuel Card, Toshiba Card, etc.) <i>December 2015</i>	7,092	44,033	\$2,204,115 (Avg. Trans. \$311)	\$15,172,302
Rental Facilities – <i>December 2015</i>	3	21	\$40,264 (Avg. Trans. \$13,421)	\$190,691
Travel/Conference Attendance – <i>December 2015</i>	414	7,344	\$252,028 (Avg. Trans. \$609)	\$3,756,756
GENERAL STORES DISTRIBUTION CENTER – <i>December 2015</i>	298	1,713	\$2,274,969 (Avg. Trans. \$7,634)	\$10,055,000
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – <i>December 2015</i>	359	2,762	\$3,711,078 (Avg. Trans. \$10,337)	\$19,156,597

Detailed information is provided on the Procurement Services website.

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

Adopted
Board Report
02/09/16

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

NEW CONTRACT EXCEEDING \$250,000

\$10,607,200

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
*Various Vendors	4400004497 4400004498 4400004499 4400004550 4400004551 4400004552 4400004553 4400004554 4400004555 4400004556 4400004557	Pass-through contracts to provide 11 State pre-qualified apprenticeship programs consisting of classroom and shop instruction and on-the-job training. The authority to increase or decrease individual amounts for these contracts will be limited to the aggregate amount of \$1,747,200. Contract Term: 02/10/16 through 02/09/21 Aggregate Five-Year Contract Value for Eleven (11) Contracts: \$1,747,200	State of California Related and Supplemental Instruction (RSI) (100%)	\$1,747,200

Requester: *Donna Brashear*
Executive Director
Division of Adult and Career Education

*Swarthys; ILWU Shop Sealers & Painters Local; La Moda Apprenticeship Academy; Graciela Torres; Inland Boatmen's Union; Margaretha Louisa Wells Dream International Beauty Academy; Joint Journeymen and Apprentice Training Trust; KC Beauty Academy, Inc.; Victoria Investment Enterprises L.A. Barber College; Stephen D. Ellis; American Aerospace Technical Academy

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REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

Adopted
Board Report
02/09/16

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
BSN Sports; Ken's Sporting Goods; GTM Sportswear	4400004487 4400004488 4400004489 (RFP 2000000600)	Formally competed capacity contracts to provide athletic uniforms for all boys' and girls' athletic teams, including cheerleading, that are funded by the Associated Student Body (ASB). The authority to increase or decrease individual amounts will be limited to the aggregate amount of \$8,860,000.	Associated Student Body Funds (100%)	\$8,860,000

Contract Term: 03/01/16 to 02/28/21
includes two (2) one-year options renewals

**Aggregate Five-Year Contract Value for
Three (3) Contracts: \$8,860,000**

Requester: *Earl R. Perkins*
Assistant Superintendent
Office of School Operations

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ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER
DELEGATED AUTHORITY

Adopted
Board Report
02/09/16

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

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

Adopted
Board Report
02/09/16

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B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

Authority to award contracts for furnishing equipment, supplies and general services. The total amount is only an estimate since the expenditures made against contracts are based upon purchases and/or approved invoices.

NEW CONTRACT EXCEEDING \$250,000

\$5,440,700

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
TeacherMatch, LLC.	4400004548 (IFB 2000000903)	Formally competed contract to provide the District's Human Resources Division with an integrated substitute management solution to maintain substitute teacher records and assignments.	General Funds (100%)	\$1,100,000

Contract Term: 02/10/16 to 02/09/21
Includes two (2) one-year option renewals

Contract Value: \$1,100,000

Requester: *Sergio Franco, Director*
Human Resources Division

Reynolds Buick/GMC Trucks/Isuzu, Inc.	4500193273 (IFB 2000000880)	Formally competed bid to purchase twenty (20) super ultra-low emission eight seat passenger vans to meet the transportation needs of Special Education.	General Funds (100%)	\$585,700
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Contract Term: One-time purchase

Contract Value: \$585,700

Requester: *Sharyn Howell*
Associate Superintendent
Division of Special Education

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

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Board Report
02/09/16

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.

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

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

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