



Board of Education Report

APPROVED

ADOPTED
BOARD REPORT

FINAL

File #: Rep-263-15/16, Version: 1

MAR 08 2016

ADOPTED AS AMENDED BY CONSENT VOTE
(Amend to Withdraw Contract #4400004590
American Institutes for Research)

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 Amendment, 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): New Contracts as listed in Attachment "B."

Background:

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

Expected Outcomes:

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

Board Options and Consequences:

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

Policy Implications:

This action does not change District policy and conforms to *California Education Code section 17604* that permits the Board of Education to delegate authority for Procurement Services (Board Report #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 Amendment; 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; and
- 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:

Attachment "A" Ratification of Contracts Awarded Under Delegated Authority

Attachment "B" Request for Approval of Contracts Not Under Delegated Authority

Informatives:

Informative - Tevora Business Solutions, Inc. 4400004561

Informative - Long Beach Unified School District of Los Angeles County 4400004399

Informative - General Stores Distribution Center Spend for Replenishment of Stock Inventory of Supplies, Equipment and Furniture - January 2016

Informative - American Institutes for Research 4400004590

Informative - Various Vendors - E-Rate Contracts 4400004593, 4400004594 & 4400004613

Informative - Various Vendors - MiSiS Management Services 4400004601 - 4400004604

Informative - Carahsoft Technology Corporation 4400004597

Informative - Gold Star Foods, Inc. 4400004482

Informative - Various Vendors - Musical Instruments 4500198518, 4500198519 & 4500198540

Informative - Santa Barbara Transportation Corporation, dba Student Transportation of America 440004608 and 4400004609

Informative - E. K. Technologies, dba E.K. Associates 4400004600

APPROVED

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY**A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS NOT EXCEEDING \$250,000****\$474,575**

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

Tevora Business Solutions, Inc.	4400004561	Informally competed contract to provide IT security consulting services which includes gap analysis, IT security strategy and designing a road map to build an information security program.	General Funds (100%)	\$64,575
---------------------------------	------------	--	----------------------	----------

Contract Term: 01/11/16 through 03/31/16**Contract Value:** \$64,575

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

Institute for Applied Behavior Analysis	4400004517	Informally competed contract to provide positive behavior support certification training for up to 300 teachers and ongoing teacher professional development.	General Funds (100%)	\$240,000
---	------------	---	----------------------	-----------

Contract Term: 01/15/16 through 06/30/18**Contract Value:** \$240,000

Requester: *Theresa Martin, Director*
Early Childhood Special Education

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>
Continental Interpreting Services, Inc.	4400004310 (1690029)	Informally competed contract to provide translation and interpretation services. Contract Term: 10/09/15 through 09/30/16 Four (4) one-year options remaining Contract Value: \$50,000 Requester: <i>Lorena Padilla-Melendez, Director</i> <i>Community Relations</i> <i>Facilities Services Division</i>	Bond Funds (100%)	\$50,000
Dolphin Rents, Inc.	4400004311 (1690030)	Informally competed contract to provide special event rental services, such as generators, tents, stages and chairs. Contract Term: 10/09/15 through 09/30/16 Four (4) one-year options remaining Contract Value: \$60,000 Requester: <i>Lorena Padilla-Melendez, Director</i> <i>Community Relations</i> <i>Facilities Services Division</i>	Bond Funds (100%)	\$60,000

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>
Great Western Advertising Distributors	4400004312 (1690031)	Informally competed contract to provide flyer distribution services. Contract Term: 10/09/15 through 09/30/16 Four (4) one-year options remaining Contract Value: \$60,000 Requester: <i>Lorena Padilla-Melendez, Director</i> <i>Community Relations</i> <i>Facilities Services Division</i>	Bond Funds (100%)	\$60,000

ATTACHMENT A

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

<\$25,000>

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Los Angeles Community College District	4400003911-2	Amendment to extend revenue contract term and increase contract capacity to support Banning's Pilot Academy of Technology and Health Sciences pathway. Students will experience an academically rigorous and diverse educational plan that includes computer technology and engineering.	Revenue	<\$25,000>*

Current Contract Term: 09/09/14 through 12/31/15

New End Date by this Amendment: 06/30/16

Initial Contract Value: <\$25,000>

Amendment No. 1: -0-

*Amendment No. 2: <\$25,000>

(Executed Date 1/8/16)

Aggregate Contract Value: <\$50,000>

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

“*” *Current Ratification*

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

B. AFTER THE FACT CONTRACT NOT EXCEEDING \$250,000 ALREADY AWARDED \$35,000

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>
Long Beach Unified School District of Los Angeles County	4400004399	Sole-source contract to provide technical assistance to CORE Waiver schools participating in the School Pairing and Community of Practice Programs implementing various aspects of the CORE Waiver.	Title I Grant (100%)	\$35,000

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

Contract Value: \$35,000

Requester: *Karen Ryback*
Executive Director
Federal & State Education Branch

APPROVED

MAR 08 2016

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>
-------------------	-------------------------------------	--------------------	----------------------------	---------------

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>
-------------------	-------------------------------------	--------------------	----------------------------	---------------

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>
-------------------	-------------------------------------	--------------------	----------------------------	--------------------------------------

None

ATTACHMENT A

APPROVED

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

F. PROFESSIONAL SERVICES NOT EXCEEDING \$250,000

**January 2016 – \$961,194
YTD – \$7,838,191**

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

	<u>January</u> <u>Qty. of POs</u>	<u>YTD</u> <u>Qty of POs</u>	<u>January</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders - <i>January 2016</i>	177	1,312	\$961,194 (Avg. Trans. \$5,430)	\$7,838,191

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

**January 2016 - \$13,046,212
YTD – \$99,430,008**

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

	<u>January</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>YTD</u> <u>Qty of POs/</u> <u>Transactions</u>	<u>January</u> <u>Total</u>	<u>YTD</u> <u>Total</u>
Low Value – Decentralized Purchase Orders – <i>January 2016</i>	2,173	16,190	\$3,287,036 (Avg. Trans. \$1,513)	\$25,943,777
Purchase Orders - <i>January 2016</i>	36	266	\$2,484,088 (Avg. Trans. \$69,002)	\$17,879,798
DISTRICT CARD TRANSACTIONS (i.e.: P-Card, Fuel Card, Toshiba Card, etc.) <i>January 2016</i>	7,699	51,732	\$2,675,263 (Avg. Trans. \$347)	\$17,847,565
Rental Facilities – <i>January 2016</i>	7	28	\$43,755 (Avg. Trans. \$6,251)	\$234,445
Travel/Conference Attendance – <i>January 2016</i>	637	7,981	\$406,128 (Avg. Trans. \$638)	\$4,162,885
GENERAL STORES DISTRIBUTION CENTER – <i>January 2016</i>	316	2,029	\$2,840,617 (Avg. Trans. \$8,989)	\$12,895,617
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) – <i>January 2016</i>	309	3,071	\$1,309,325 (Avg. Trans. \$4,237)	\$20,465,921

Detailed information is provided on the Procurement Services website.

MAR 08 2016

APPROVED

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

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

NEW CONTRACTS EXCEEDING \$250,000

\$46,013,150

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

American
Institutes for
Research

4400004590
(RFP 2000000909)

Formally competed capacity contract to provide formative and summative evaluation of the Instructional Technology Initiative (ITI) using a mixed method approach including quantitative and qualitative analyses.

General
Funds
(100%)

\$1,050,000

Contract Term: 03/09/16 through 02/28/19

Contract Value: \$1,050,000

Requester: *Cynthia Lim*
Executive Director
Office of Data and Accountability

Cellco Partnership
dba Verizon
Wireless

4400004593
(RFP 2000000933)

Formally competed E-rate eligible capacity contract to provide mobile communication (cellular) and wireless broadband (data) services for operational and instructional needs.

Various
Per
Requesting
School
or Office

\$4,900,000

Contract Term: 03/09/16 through 06/30/20
includes two (2) one-year renewal options

Contract Value: \$4,900,000

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

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

ADOPTED
BOARD REPORT

MAR 08 2016

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS**NEW CONTRACTS EXCEEDING \$250,000 (CONT.)**

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

Vector Resources, Inc.	4400004594 (RFP 2000000924)	Formally competed E-rate eligible capacity contract to provide basic IT (Local Area Network) maintenance support at schools for equipment such as routers, switches, and wireless access points ("WAP"), uninterruptible power supplies ("UPS"), and others.	General Funds (100%)	\$15,000,000
------------------------	--------------------------------	--	-------------------------	--------------

Contract Term: 03/09/16 through 06/30/20
includes two (2) one-year renewal options

Contract Value: \$15,000,000

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

Cognizant	4400004601	Formally competed bench contracts to provide managed services including software development services, rapid response services, and applications development services for the MiSiS Project.	Bond Funds (100%)	\$2,000,000
Technology	4400004602			
Solutions U.S.	4400004603			
Corporation;	4400004604			
Dell;	(RFP 2000000913)			
Infosys Limited;				
Microsoft Corporation				

Contract Term: 03/09/16 through 03/08/21
includes two (2) one-year renewal options

Aggregate Five-Year Contract Value for Four (4) Contracts: \$2,000,000

Requester: *Diane H. Pappas*
Chief Executive Officer of Strategic Planning and Digital Innovation

Shahryar Khazei
Chief Information Officer
Information Technology Division

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

APPROVED

ADOPTED
BOARD REPORT

MAR 08 2016

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Sunesys, LLC	4400004613 (RFP 2000000918)	Formally competed E-rate capacity contract to provide lease of optical fiber that allows data transfer and connectivity to the District's four network backbone nodes located at Los Angeles, Van Nuys, Gardena and West Los Angeles. Contract Term: 03/09/16 through 06/30/20 includes two (2) one-year renewal options Contract Value: \$2,500,000 Requester: <i>Shahryar Khazei</i> <i>Chief Information Officer</i> <i>Information Technology Division</i>	General Funds (100%)	\$2,500,000
Carahsoft Technology Corporation	4400004597 (RFP 2000000910)	Formally competed capacity contract to provide an automated, secure, and electronic billing, invoicing, and workflow management platform for the Office of the General Counsel and its contracted law firms and vendors. Contract Term: 03/09/16 through 03/08/21 includes two (2) one-year renewal options Aggregate Five-Year Contract Value: \$563,150 Requestor: <i>David Holmquist</i> <i>General Counsel</i> <i>Office of General Counsel</i>	General Funds (100%)	\$563,150

APPROVED

ATTACHMENT B

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

ADOPTED
BOARD REPORT

MAR 08 2016

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Gold Star Foods, Inc.	4400004482 (RFP 2000000931)	Formally competed, strategically-sourced contract for the delivery of processed commercial chicken products for the District's student meal program.	Food Services Funds (100%)	\$20,000,000

Contract Term: 03/09/16 through 03/08/21

**Aggregate Five-Year Contract Value:
\$20,000,000**

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

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER
DELEGATED AUTHORITY

APPROVED

ADOPTED
BOARD REPORT

MAR 08 2016

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>
-------------------	-------------------------------------	--------------------	--------------------------------	---------------

None

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>
-------------------	-------------------------------------	--------------------	--------------------------------	---------------

None

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

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

NEW CONTRACTS EXCEEDING \$250,000

\$34,685,320

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Charles Music Store; Washington Music Center; Cascio Interstate Music, Inc.	4500198518 4500198519 4500198540 (IFB 2000000973)	Formally competed bid for the purchase of musical instruments to supplement the current 183 elementary instrumental programs allowing greater music access at these schools.	General Funds (100%)	\$355,729

Contract Term: One-time procurement

**Aggregate Contract Value for Three (3)
Purchase Orders: \$355,729**

Requester: *Rory Pullens*
Executive Director
Arts Education Department

Santa Barbara Transportation Corporation, dba Student Transportation of America	4400004608 4400004609 (IFB 200000930)	Formally competed capacity contracts to provide pupil transportation services on a regular and as-requested basis. Sixty-two (62) new propane, twenty-five (25) passenger size buses with wheel chair lift with drivers, including 180 days of service.	General Funds (100%)	\$33,579,591
--	---	---	-------------------------	--------------

Contract Term: 07/01/16 through 06/30/21

Authorization to exercise renewal options to extend contract term for up to five (5) additional one-year contract periods (June 30, 2026).

Contract Value: \$33,579,591

Requester: *Donald Wilkes, Director*
Transportation Services Division

APPROVED

ADOPTED
BOARD REPORT

MAR 08 2016

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER
DELEGATED AUTHORITY

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

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

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

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
E.K. Technologies, dba E.K. Associates	4400004600 (IFB 2000000925)	Formally competed capacity contract to provide technical support and maintenance services for telecommunication systems including public address, telephone, intrusion alarm, two-way radio, and surveillance (CCTV/CATV) systems located at various schools and offices.	General Fund (100%)	\$750,000

Contract Term: 03/09/16 through 03/08/21
includes two (2) one-year renewal options

Aggregate Five-Year Contract Value:
\$750,000

Requester: Shahryar Khazei
Chief Information Officer
Information Technology Division

APPROVED

ADOPTED
BOARD REPORT

MAR 08 2016

ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

Authorize the utilization of piggyback contracts in effect. The proposed action complies with the Public Contract Code Sections 10299 and 20118, which allows school districts to utilize other governmental agencies' established contracts and does not change District policy.

UTILIZATION OF PIGGYBACK CONTRACT IN EFFECT EXCEEDING \$250,000

\$0

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
-------------------	-------------------------------------	--------------------	--------------------------------	-------------------------------------

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>
-------------------	-------------------------------------	--------------------	--------------------------------	-------------------------------------

None

MAR 08 2016

Board of Education Report
No. 263-15/16
For 3/8/16 Board Meeting

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Information Technology Division

INFORMATIVE

DATE: March 8, 2016

TO: Members, Board of Education
Michelle King, Superintendent

FROM: Shahryar Khazei, Chief Information Officer

**SUBJECT: RATIFICATION OF AGREEMENT WITH TEVORA BUSINESS SOLUTIONS, INC TO
PROVIDE INFORMATION TECHNOLOGY SECURITY CONSULTING SERVICES
CONTRACT NO. #4400004561**

The Information Technology Division (ITD) requests Board ratification of an agreement with Tevora Business Solutions, Inc to provide information technology security consulting services. The goal of the services is to perform a gap analysis, review the District's information technology security strategy, and design a road map for building an information security program.

Why is this necessary?

Information Technology (IT) security is responsible for developing and implementing corresponding policies to protect the District's information systems and data based on identified IT security risks, completing periodic assessments of the District's information systems, developing practices to minimize risk, and ensuring that ITD is in compliance with District security policies, industry best practices, and existing laws and regulations.

Why do we need to do this now?

The consulting services offered by Tevora Business Solutions, Inc will assist the IT Security Office in evaluating the District's existing information security processes according to industry best practices.

What would happen if this were not approved?

Without these services, the District will not be able to identify the current state of its information security program and the desired state, determine areas of security vulnerabilities and design a viable multi-year roadmap to build an effective information security program.

What are the terms of the proposed agreement?

The period of performance shall be from January 11, 2016 through March 31, 2016 with a total aggregate value not to exceed \$64,575. Source of funding will be 100% General Fund.

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

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
DIVISION OF INSTRUCTION

INFORMATIVE

TO: Members, Board of Education
Michelle King, Superintendent of Schools

DATE: February 9, 2016

FROM: Karen Ryback, Federal and State Education Branch

**SUBJECT: TO APPROVE AFTER-THE-FACT CONTRACT FOR SOLE SOURCE
SELECTION OF CONTRACTOR**

CONTRACTOR: Long Beach Unified School District (LBUSD)

CONTRACT NO.: 4400004399

AMOUNT: \$35,000

BACKGROUND

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

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

Why is this necessary?

Long Beach Unified School District, a district participant in the CORE Waiver along with LAUSD, engaged in the Priority School Partnership during the 2014-2015 school year. Four LBUSD reward/collaborative partner school teams were paired with four priority schools from LAUSD. The participation fee of \$35,000 covers all costs (e.g., travel, overnight stay, incidentals, and substitute coverage) incurred by the LBUSD school teams to engage in the paired partnership activities with LAUSD.

Why is this firm selected?

LBUSD is a nonprofit organization and is a partnering district with LAUSD for effective implementation of CORE Waiver activities.

Why is this an after the fact?

The invoice was sent by the vendor via email to the Federal and State Education Programs Branch on July 28, 2015. This is a clean-up from an office that previously handled the contracts related to the CORE Waiver and is now closed.

How was a fair price established?

The cost was established by CORE staff based on the reasonable estimated costs as described in the attached Exhibit A.

What would happen if this were not approved?

If this contract is not approved, then LBUSD would not be reimbursed for expenses already incurred by their reward/collaborative partner schools as a result of the pairing activities they engaged in last year with LAUSD's priority schools.

What are the terms of the proposed agreement?

The terms of this agreement are from September 15, 2014 through June 30, 2015.

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

Karen Ryback, Executive Director

MAR 08 2016

EXHIBIT A

Partnering District/Organization - Statement of Work in Support of Priority Schools

Partnering District/Organization (Contractor)	Long Beach Unified
DISTRICT	Los Angeles Unified
Number of Priority Schools Supported by Contractor	4
PERIOD OF AGREEMENT	September 15, 2014 – June 30, 2015
Total Amount of Agreement	\$35,000

Type	Item/Deliverable	Pricing Approach	Total Cost (Lump Sum)	Billing Timeline
Priority School Partnership Support from Long Beach Unified	Partner Institute Participation Fee: A team of five reward or other partner school/organization staff per Priority School will attend and participate in a two day Partner Institute (CORE Waiver, p. 127). This Partner Institute Participation Fee will cover all costs incurred by the partner school/organization to send staff members (e.g., travel, overnight stay, incidentals, coverage), other than the costs of the CORE Partner Institute Fee which will be paid by the Priority School district directly to CORE.	\$3,500 per Priority school ¹ X 4 Priority schools supported by the partnering district/org.	\$14,000	\$14,000 due in full 30 days after the last day of the convening.
Priority School Partnership Support from Long Beach Unified	Partner School Coaching & Support: Partner schools/organizations will engage with Priority schools on at least a monthly basis, including such activities as participating in needs assessments, and supporting the development and implementation of school implementation plans, (CORE Waiver, p. 105, p. 114-115, p. 120, p. 124). This fee will cover all expenses by the partner school/organization to engaging in coaching and support activities (e.g., travel, staff coverage)	\$5,250 per Priority School ² X 4 Priority schools supported by the partnering district/org.	\$21,000	\$10,500 due November 1, 2014 \$10,500 due April 1, 2015

¹ A cost of \$700 per reward or other partner organization school staff member has been estimated to generate the \$3,500 figure for up to five attendees from the reward or other partner organization school. The \$700 figure is based upon estimated expenses that include \$300 for classroom substitute coverage for two days, \$150 for one night at a hotel, \$100 for two days of per diem, \$100 for transit to and from the convening, and \$50 for other incidentals.

² The cost of \$5,250 is estimated based upon 25 days of substitute coverage at an approximate rate of \$150 per day (~\$3.8k) to attend in person meetings with the Priority school or to participate in virtual meetings, and the costs of in person sessions at the Priority school for twelve total travelers (e.g., four individuals making three trips, six individuals making two trips, three individuals making four trips) at an approximate cost of \$125 per traveler per session to cover travel expenses, per diem and incidentals (~\$1.5k).

MAR 08 2016

Board of Education Report
No. 263-15/16
For 03/08/16 Board Meeting

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Procurement Services Division

INFORMATIVE

TO: Members, Board of Education
Michelle King, Superintendent

DATE: February 3, 2016

FROM: George Silva, Chief Procurement Officer
Procurement Services Division

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

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

GENERAL STORES DISTRIBUTION

MAJOR COMMODITY CATEGORIES	PURCHASE ORDER ISSUANCE JANUARY 1 TO JANUARY 31, 2016	ACCUMULATIVE FISCAL YEAR TOTAL
Athletic Equipment	\$31,678.90	\$193,005.61
Audio Visual	\$43,971.31	\$191,077.19
Custodial/Maint. & Operations	\$542,820.35	\$3,532,299.83
Educational Supplies/Tools	\$241,899.41	\$555,848.28
Forms & Publications	\$1,973.70	\$179,629.27
Furniture	\$329,465.47	\$1,616,198.18
Music	\$15,735.03	\$46,933.44

MAR 08 2016

Members, Board of Education
Michelle King, Superintendent

-2-

February 3, 2016

MAJOR COMMODITY CATEGORIES	PURCHASE ORDER ISSUANCE JANUARY 1 TO JANUARY 31, 2016	ACCUMULATIVE FISCAL YEAR TOTAL
Office Essentials	\$590,105.65	\$2,878,436.40
Paper	\$631,444.50	\$1,659,089.42
Science/Home Economics/First Aid	\$45,156.71	\$933,464.16
Visual Arts	\$366,365.96	\$1,109,625.06
TOTALS	\$2,840,616.98	\$12,895,606.84

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

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

MAR 08 2016

Board of Education Report
No. 263-15/16
For 03/08/16 Board Meeting

WITHDRAWN

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Facilities Services Division

INFORMATIVE

DATE: February 2, 2016

TO: Members, Board of Education
Michelle King, Superintendent of Schools

FROM: Cynthia Lim
Executive Director Office of Data and Accountability

**SUBJECT: REQUEST TO AWARD ONE PROCUREMENT SERVICES DIVISION
EVALUATION OF THE INSTRUCTIONAL TECHNOLOGY INITIATIVE
(ITI) CONTRACT SELECTED VIA RFP #R-2000000909
CONTRACTOR: AMERICAN INSTITUTES FOR RESEARCH
CONTRACT NO.: 4400004590**

The Office of Data and Accountability recommends the award of a contract to American Institutes for Research (AIR) for the revised evaluation of the Instructional Technology Initiative (ITI), formerly known as the Common Core Technology Project (CCTP). The ITI is a major capital investment in technology-enabled classrooms preparing the Los Angeles Unified School District (LAUSD) for implementation of the new California Standards. The goal of the ITI project is to enable all schools to use technology as a tool to differentiate and personalize instruction, increase academic rigor, and build student ownership of learning using a portfolio of student-centered school models. The mission of the ITI project is to prepare all students to be digital learners who use technology as a tool to graduate ready for success in College and Careers.

Why is this necessary?

A previous RFP and contract was awarded to AIR in March 2014 for a five year evaluation, at the request of the Superintendent and the Board of Education. However, in March 2015, additional option years were not exercised due to organizational changes at the district level and within the project. After a series of mid-course corrections and changes in the implementation of the Instructional Technology Initiative, Superintendent Cortines requested a revised evaluation plan to reflect the new priorities of the project. Since the original contract has lapsed, LAUSD initiated a new RFP process with a revised and narrowed scope of work tailored to the current vision and mission of ITI.

Why do we need to do this now?

Originally envisioned as a process that placed a tablet device into the hands of every student and every teacher, the project has undergone several changes in focus and implementation. The project supports the 103 schools with one-to-one devices in Phases 1, 1L and 2. The project is also supporting all district schools in integrating technology in the classroom.

WITHDRAWN

ADOPTED
BOARD REPORT

MAR 08 2016

Members, Board of Education
Michelle King, Superintendent

-2-

February 2, 2016

The project has had several organizational changes at the district level by shifting services from a centralized model to a more decentralized model. Schools with one-to-one devices are required to develop Instructional Technology Plans and complete an Instructional Readiness Checklist prior to dissemination of devices.

The contractor will develop a 3-year evaluation plan of the Instructional Technology Initiative (ITI) focused on the revised evaluation questions: (1) To what extent has ITI demonstrated progress on meeting its intended goals? (2) To what extent have the District's structural changes and the Initiative's mid-course corrections facilitated or inhibited the implementation of the Initiative's goals? (3) Assuming that the schools Instructional Technology Plans (ITP) and Instructional Readiness Checklists (IRC) are the embodiment of the ITI at the school level, to what extent are schools implementing their Instructional Technology Plans and how useful are they?

What would happen if this were not approved?

The district has made a substantive investment in providing technology to students. An independent evaluation will provide formative and summative information on the impact of technology in the classroom and provide timely recommendations for improvement.

What are the terms of the proposed agreement?

This is a new Contract and the Agreement will have a term of three (3) years on a Firm Fixed Price basis of \$350,000 per year. Funding will come from General Funds. We are requesting a total amount of \$1,050,000 for the duration of the Contract. Please see Attachment B below for details of the Contract.

If you have any questions or require additional information, please contact me at cynthia.lim@lausd.net or at (213) 241-2460.

cc: David Holmquist
Thelma Melendez
Frances Gipson
Jefferson Crain
Nicole Elam-Ellis
George Silva
Mark Hovatter
Yvette Merriman-Garrett
Christos Chrysiliou

MAR 08 2016

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Information Technology Division

INFORMATIVE

DATE: March 8, 2016

TO: Members, Board of Education
Michelle King, Superintendent

FROM: Shahryar Khazei, Chief Information Officer

SUBJECT: **APPROVAL TO ESTABLISH E-RATE AGREEMENTS FOR DISTRICT WIDE IMPLEMENTATION
CELLCO PARTNERSHIP, DBA VERIZON WIRELESS – 4400004593
VECTOR RESOURCES, INC. – 4400004594
SUNESYS, LLC - 4400004613**

The E-Rate program provides billions of dollars to schools and libraries for technology upgrades and to offset telecommunications and internet access costs. The District applies annually for E-Rate discounts and reimbursement on eligible goods and services related to telecommunications and internet access for schools.

The Information Technology Division (ITD) is seeking Board approval to enter into separate E-Rate program eligible contracts for 1) optical fiber, 2) basic IT maintenance for school local area networks (LAN), 3) mobile communications and broadband, 4) school network equipment replacement for 88 early education centers (EEC), and 5) school network equipment replacement for 150 K-12 schools. See attached table for details of each contract.

Why is this necessary?

E-rate funding is essential to providing the scope of technology services needed by District students and employees to achieve their goals. These new contracts will ensure the District does not encounter service disruption and will allow the District to procure services at negotiated, high-volume, discounted rates to leverage all available discounts and reimbursements under each applicable E-Rate program.

Why do we need to do this now?

New contracts will allow the District to commence school network equipment upgrades as well as receive uninterrupted service for schools and offices. Approval will allow the District to meet the 2016-17 E-Rate filing deadline of April 29, 2016.

What would happen if this were not approved?

Without Board-approved contracts, school network equipment upgrades cannot commence and project schedules may be impacted. Provisioning of services for optical fiber, basic IT maintenance, mobile communication and broadband services may result in higher, month to month pricing plans. Additionally, the District will forgo any opportunity to apply for E-rate funding to help offset 2016-2017 costs.

What are the terms of the proposed agreement?

The new agreements will be effective upon Board approval. Each of the individual terms including period of performance, contract amounts and funding source is detailed on the attached table.

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

C: David Holmquist, Thelma Meléndez, Frances Gipson, Nicole Elam-Ellis, Jefferson Crain, George Silva

E-Rate Contracts

Type of Service	Description	Term	Vendor Name & Contract No.	Amount	Funding Source
Optical Fiber	<p>Optical fiber (or "fiber optic") refers to the type of technology that is associated with the transmission of data as light pulses along a glass or plastic strand which are also known as "fiber". Optical fiber carries higher bandwidth of information and provides less data interference than other conventional technology such as copper wiring.</p> <p>To reduce cost, The District will lease fibers to connect the District's four network backbone equipment located in Los Angeles, Van Nuys, Gardena, West Los Angeles, and other designated locations. This will provided needed internet bandwidth for all schools and offices.</p>	3/9/16 – 6/30/20	Sunesys (4400004613)	\$2.5m	General Fund
Basic IT Maintenance for Local Area Networks (LANs)	<p>District schools and offices have been equipped with wired and wireless technology that provide students, teachers and staff with the ability to exchange information and share resources over the internet and the District's internal network.</p> <p>Contractor will provide basic technical support such as repair eligible network equipment, wire and cable maintenance, configuration changes, and software upgrades and patches including bug fixes and security patches.</p>	3/9/16 – 6/30/20	Vector Resources (4400004594)	\$15m	General Fund
Mobile Communication (Cellular) & Broadband (Data)	<p>Mobile Communication ("cellular") and Broadband ("data") Services include mobile communication services, voice services to smart phones that allow for voice and Internet access, and broadband data services to laptops, tablet/netbook PCs, etc.</p> <p>Contractor will provide services (cellular and broadband) to District employees for operational and instructional purposes. Cellular service may be used as a means to communicate and coordinate in times of emergency, disaster, or crisis. Additionally, cellular service allows staff who are regularly off-site and/or who are assigned to multiple locations to connect and manage job progress and re-assignments more effectively. Broadband ("data") Services are used in locations where wireless broadband is the most cost effective option for connecting to the District's network.</p>	3/9/16 – 6/30/20	Verizon (4400004593)	\$4.9m	Various

MAR 08 2016

Board of Education Report
No. 263-15/16
For 3/8/16 Board MeetingINTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Information Technology Division**INFORMATIVE**

DATE: March 8, 2016

TO: Members, Board of Education
Michelle King, Superintendent**FROM:** Diane H. Pappas, Chief Executive Officer of Strategic Planning and Digital Innovation
Shahryar Khazei, Chief Information Officer**SUBJECT: APPROVAL FOR THE ESTABLISHMENT OF MASTER SERVICES AGREEMENTS TO SUPPORT THE MISIS PROJECT**

The Information Technology Division (ITD) is requesting approval to establish master service agreements (MSAs) to support the My Integrated Student Information System (MiSiS) project. The contract will provide a longer term sustainability plan for MiSiS by providing the skillsets and volume of resources needed for current and future deployments. The selected MSA providers are listed below:

Contract Number	Contractor Name
4400004601	Cognizant Technology Solutions U.S. Corporation
4400004602	Dell
4400004603	Infosys Limited
4400004604	Microsoft Corporation

Why is this necessary?

The Master Work Order (MWO) with Microsoft Corporation as the primary development and implementation partner for MiSiS will end in June 2016. This partnership has enabled the stabilization of the system for use during the 2015-2016 school year. However, a significant amount of work will still remain at the conclusion of the MWO.

The District must establish an alternate stream of resources with the requisite skills in Microsoft technologies and other technologies such as Oracle, to: 1) enable completion of MiSiS after the conclusion of the MWO; 2) alleviate the risk of a single source possessing all requisite knowledge to develop and maintain a District system; 3) provide leverage in negotiating with Microsoft Corporation, if an additional contract is to be sought; and 4) provide resources for other high priority initiatives, such as student identification, disaster recovery and business continuity, and the learning management system.

Why do we need to do this now?

The MWO with Microsoft Corporation is scheduled to expire June 2016. The new MSAs will increase the District's flexibility in hiring critical resources and decrease reliance from a single provider. This multi-provider model offers a better sustainability plan for the District and incentivizes MSA providers to compete and offer the highest level of resources for the District's project needs.

Approval of the new MSAs will provide ITD with sufficient time to commence transitional services and transfer knowledge between MSA providers.

MAR 08 2016

What would happen if this were not approved?

The District will be left with two options: engage Microsoft Corporation in an additional contract with minimal leverage in negotiating favorable pricing and future terms or utilize existing staff to perform work on the aforementioned initiatives. If the latter, there are risks that the District's initiatives will miss upcoming milestones and/or fail to deliver high quality outcomes.

What are the terms of the proposed agreement?

The proposed agreements are for a period of up to five (5) years. The total initial cost is \$2,000,000. The funding source is 100% Bond funds. Approval of these agreements will allow the District to issue work orders to initiate transitional services.

For future needs, staff will return to the Bond Oversight Committee and the Board of Education to present a comprehensive plan including additional scope, schedule, contract capacity and budget.

Should you have any questions, please contact me at 213-241-1807.

C: David Holmquist
Thelma Meléndez
Frances Gipson
Nicole Elam-Ellis
Jefferson Crain
George Silva

PINTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of General Counsel

ADOPTED
BOARD REPORT
MAR 08 2016

TO: Members, Board of Education
Michelle King, Superintendent of Schools

DATE: February 4, 2016

FROM: David Holmquist, General Counsel

**SUBJECT: LEGAL BILLING/INVOICING PLATFORM
RECOMMENDATION TO AWARD PROFESSIONAL SERVICES
AGREEMENT FOR LEGAL BILLING/INVOICING PLATFORM
CONTRACTOR: CARAHSOFT TECHNOLOGY CORPORATION
CONTRACT NO.: 4400004597**

Board Report No. 263-15/16 contains, for the Board's approval, a recommendation to award a professional services agreement to Carahsoft Technology Corp. (Carahsoft), a government information technology solutions company that will provide LexisNexis CounselLink (CounselLink) to serve as the Office of the General Counsel's (OGC) legal billing/invoicing platform. CounselLink is an automated, secure, and electronic spend management, billing, invoicing, and workflow management solution that will enhance OGC's oversight of legal matters, budget, expenditure, outside counsel firms, and other vendors.

Background

Since 2004, the OGC has utilized DataCert Advanced Invoice Management System (DataCert/AIMS) as its electronic legal invoicing and billing system. As improvements in technology have increased over the past twelve years, DataCert functionalities have remained extremely limited. Newer systems in the legal technology market have replaced DataCert and have rendered it outdated. The limitations of DataCert present a critical challenge to OGC, as the system's minimal features make it a manual and time-consuming process for Counsel and OGC administration to successfully oversee legal matter budget and outside counsel expenditure. For example, DataCert does not allow OGC to:

- configure the system,
- conduct manual invoice entry (for non-electronic invoices), resulting in decreased recovery amounts since paper invoices are not electronically allocated to a matter
- integrate OGC's billing guidelines to automatically reject violations against the guidelines
- track or record over \$100 million¹ worth of accounting and funding information; funding/payment of invoices varies at the matter and invoice level and is expended against the budget of 135+ District cost centers,²

¹ Projected outside counsel expenditure for 2016-2020, excluding liability and workers' compensation matters.

² Over 135 District cost centers funded the payment of invoices for the previous legal bench contract period, 2011-15.

ADOPTED
BOARD REPORT
MAR 08 2016

- track payment information,
- collaborate with outside counsel on budget, accruals and timekeepers,
- configure system and matter security levels,
- attach expense documentation required by Accounts Payable, and
- Export data, conduct analyses, and generate customized reports.

The inability to perform both basic and more advanced functions via DataCert, has necessitated business practices that have resulted in staff inefficiencies such as conducting manual processes, performing duplicative work, and spending additional time on processes that could easily be integrated into an upgraded legal billing/invoicing and spend management platform. In May 2015, the OGC formed an advisory committee comprised of three attorneys, three paralegals, and five administrative staff members to review the limitations of the current system and identify required specifications and desired functionalities of a new system (and testing and aiding in the configuration of the new platform once a firm is secured).

Since 2002, the OGC has decreased outside counsel expenditure from \$22.6 million to \$6.4 million in 2014-15, a 72% reduction (OGC general fund). District-wide, over the past 5 years, outside counsel expenditure has totaled \$84.5 million, or about \$17 million annually. By securing an upgraded billing and invoicing platform, the OGC will be able to further reduce outside counsel expenditure and contain not only outside counsel costs, but costs incurred from numerous other vendors such as court reporters and legal service providers (as they would also be able to submit invoices via the platform). Specifications and functionalities listed in the Statement of Work, would facilitate solutions capable of absolving manual and duplicative processes, increasing staff efficiency, improving budget and accounting administration, enabling the integration of streamlined administrative policies and procedures, containing costs and reducing expenditure, increasing recovery amounts, and generating real-time legal spend and firm performance data and reports. The following are examples of CounselLink features and functionalities that would facilitate the aforementioned improvements:

- Customizable fields and templates,
- Integration of OGC's billing guidelines,
- Manual invoice entry and OCR conversion of paper invoices to line by line electronic invoices, that enables other vendors to submit invoices that can be adjusted, routed and approved within the platform; these invoices would be billed and captured against a matter for quick and accurate identification of possible recovery amounts
- Capacity to attach documents to invoices,
- Setting and modifying budget, conducting accruals and obtaining projections through collaboration with outside counsel conducted within the platform,
- Alternative fee arrangement tracking,
- Capture and analysis of settlements and judgments
- Configurable security settings and restriction of matter to administrator-defined authorized staff,
- Remote review and approval of invoices, budgets, timekeepers, etc. by OGC counsel
- Benchmarking and analytics database to compare OGC costs to those of other entities by type of matter, length of matter, firm used, etc.,
- Data exportation and customizable reports (including firm performance reports), and

MAR 08 2016

- Integration with SAP for possible future configuration.

For additional information on the limitations of the current system and improvements and outcomes that can be expected with the new platform, please see attachment A.

The RFP Process

The RFP for a legal billing/invoicing platform was managed by the Procurement Services Division (“PSD”). The goal of the process was to select the proposer capable of providing a solution to the shortfalls of the current system. A total of five firms submitted proposals in response to the RFP. The Source Selection Committee (“SSC”) made up of OGC legal and administrative staff evaluated and scored the proposals. The written proposals and interviews were evaluated based on the following criteria:

A. Qualifications and Experience of Firm.....	15 points
B. Qualifications and Experience of Personnel.....	15 points
C. Work Plan/Project Approach (Statement of Work Requirements).....	40 points
D. Work Based Learning Plan (WBLP).....	5 points
E. Small Business Enterprise Utilization.....	5 points
F. Price/Cost Proposal.....	20 points
Interview/Demonstration Points.....	25 points
Grand Total Possible Points.....	125 points

After a thorough RFP process, Carahsoft/LexisNexis CounselLink is selected and recommended for contract award as the OGC’s legal billing/invoicing platform solution. The current contract with DataCert AIMS will expire on June 30, 2016. Therefore, a contract start date of March 9, 2016 is recommended with a go live date of July 1, 2016.

Cost

The current cost for DataCert AIMS is \$43,677 annually. The annual cost for Carahsoft/CounselLink is \$89,600, with a total five year cost of \$563,150, including one-time implementation fees. The table below provides a detailed breakdown:

Phase/Contract Year	Cost
Initial One-Time Fees	
Onboarding	\$38,350
Historical Matter & Invoice Conversion	\$38,400
Invoice & Time Tracking Integration	\$38,400
Subtotal	\$115,150
Annual Contract Cost	
Year 1	\$89,600
Year 2	\$89,600
Year 3	\$89,600
Option Year 1 (4th Year)	\$89,600
Option Year 2 (5th Year)	\$89,600
Subtotal	\$448,000
Total	\$563,150

MAR 08 2016

Board of Education Report
No. 263-15/16
For 3/8/16 Board Meeting

Although costlier in terms of contract price than DataCert, CounselLink provides the tools necessary to increase efficiencies, cost savings, and recovery amounts. It is estimated that outside counsel expenditure (excluding liability and workers' compensation matters) will total over \$100 million over the next five years. At a total five-year contract price of \$563,150, CounselLink's cost equates to approximately 0.56% of total legal spend over the same time period. LexisNexis anticipates that CounselLink will result in a 5-10% reduction in legal spend, the industry average reduction amount, bringing District estimated savings to an estimated \$400,000-\$800,000 annually.

Conclusion

If approved, Carahsoft Technology Corp./LexisNexis CounselLink 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 on March 9, 2016, and will continue through March 8, 2019. If the decision is later made to exercise the two option years, then the contract will be extended through March 8, 2021. The final step in the RFP process is Board approval of the agreement.

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

c: Thelma Melendez
Frances Gipson
Nicole Elam-Ellis
Jefferson Crain
George Silva

MAR 08 2016

Board of Education Report
No. 263-15/16
For 3/08/16 Board MeetingINTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Food Services DivisionINFORMATIVE**TO:** Members, Board of Education
Michelle King, Superintendent of Schools**DATE:** February 12, 2016**FROM:** Laura Benavidez, Interim Co-Director
Timikel Sharpe, Interim Co-Director
Food Services Division**SUBJECT: CONTRACTORS Gold Star Foods, Inc.**
CONTRACT NO.: 4400004482
SUBJECT: REQUEST FOR PROPOSAL (RFP #2000000931)
STRATEGICALLY-SOURCED COMMERCIAL AND COMMODITY
CHICKEN***Introduction***

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

The FSD is requesting that the District enter into contract with Gold Star Foods, Inc. to provide antibiotic and hormone-free diced and grilled breast filets to our students:

Why is this necessary?

Contracts must be in place to purchase foods that meet the federal and state requirements for reimbursable meals.

As you may know, Procurement Services re-issued a bid for chicken and chicken products. The chicken was re-bid in order to increase competition and provide the district more options in meeting the needs and expectations of the District's Good Food Procurement Policy. The re-launch of the solicitation allowed for increased competition by changing the minimum requirements to include emphasis on the Good Food Procurement policy. This includes the pledge to meet the "5 Star" plan regarding local economies, environmental sustainability, valued workforce, animal welfare and nutrition. In addition, the relaunch provided opportunities to collaborate with distribution centers and allow suppliers to bid on one or all six of the Local Districts. Proposers could also bid on commercial or government supplied commodity chicken. Broad-line Distributors, Local Farmers and other Small Business Enterprises were also welcomed to submit proposals.

MAR 08 2016

Members, Board of Education
Michelle King, Superintendent

-2-

February 12, 2016

The recommendations of the Source Selection Committee resulted in awarding seven of the eight most commonly served chicken items on the District's current menu. For three of the most popular items with students, there was only one proposal received. During the negotiation of the terms and conditions, only Gold Star Foods, Inc. has moved forward in providing a signed contract.

Why do we need to do this now?

The current contract to provide chicken products to the district expired on January 14, 2016. The Food Services Division must have updated contracts to purchase chicken for the school meal program for the 2016-17 school year and beyond.

What would happen if this were not approved?

If this contract is not approved, the Food Services Division will not be able to purchase diced chicken and grilled breast filets and will not be able to serve chicken on our menus.

What are the terms of the proposed agreement?

The Food Services Division is requesting the Board to authorize the execution of one contract for a five (5) year term, with an aggregate not-to-exceed amount of \$20,000,000. Gold Star Foods, Inc. will supply the District's need for chicken products as required for the school meal programs.

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

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

MAR 08 2016

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Arts Education Branch

INFORMATIVE

DATE: February 3, 2016

TO: Members, Board of Education
Michelle King, Superintendent

FROM: Rory Pullens, Executive Director
Arts Education Branch

**SUBJECT: APPROVAL REQUEST TO ESTABLISH A CONTRACT FOR
ORCHESTRAL INSTRUMENT PURCHASE
CHARLES MUSIC STORE – 4500198518
WASHINGTON MUSIC CENTER – 4500198519
CASCIO INTERSTATE MUSIC, INC. – 4500198540**

For the last several years the subject of Arts Education in general and orchestral instrumental music in particular, has been an area of intense interest at the local level. The Arts Education Branch is working on several fronts to increase the scope, sequence and depth of instruction in this area. In terms of servicing school choice, instrumental music is often cited as a preference among the instructional services provided to schools by the AEB.

The RFP process included a survey of various stakeholders (Instructional Coaches, Itinerant Music Teachers, Instrument Repair Shop personnel, AEB staff, Elementary Orchestra Office personnel) to strike the best balance between instruments suitable for children, instruments best suited for the unique demands of an elementary program, and purchases which optimize the use of funds over the long-term—that is, affordability, durability, repairable nature, and quality. Multiple drafts of the potential purchases were circulated and vetted by the stakeholders, and then submitted to Procurement, who posted the proposed purchases for bid. The bids were vetted by Procurement, and the AEB endorsed the recommendation of accepting the lowest bids of District-approved brands.

Why is this necessary?

This action will strengthen the current Elementary Orchestral Music programs for LAUSD students Grades 3-5/6 by increasing enrollment District-wide while maintaining the current equity and access across Board Districts and Local Districts.

Why do we need to do this now?

The need for these instructional instruments is immediate in order to process, catalog, prepare and distribute instruments by the first day of instruction in the 2016/17 school year.

What would happen if this were not approved?

The growth of the instrumental program would be negatively affected in two critical ways:

1. Improvement of the instructional program in the current model of equity and access to students across the District would be diminished at a time when the arts in general and instrumental music in particular are in greater demand.
2. The lack of additional instruments makes program expansion to even more schools in the District impossible; the limited number of instruments at a school site would render program expansion obsolete

What are the terms of the proposed agreement?

The terms of the contract are in accordance with the rules and regulations of LAUSD Procurement.

Should you have any questions, please contact me at rory.pullens@lausd.net or at 213-241-7502.

c: David Holmquist
Thelma Melendez
Frances Gipson
Jefferson Crain
Nicole Elam-Ellis
George Silva

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Transportation Services Division

ADOPTED
BOARD REPORT
MAR 08 2016

INFORMATIVE

DATE: February 24, 2016

TO: Members, Board of Education
Michelle King, Superintendent

FROM: Donald Wilkes, Director
Transportation Services Division

**SUBJECT: RECOMMENDATION FOR CONTRACT AWARD TO SANTA BARBARA
TRANSPORTATION CORPORATION, DBA STUDENT TRANSPORTATION OF
AMERICA FOR SCHOOL BUS SERVICES
CONTRACT NO: 4400004608 & 4400004609**

At the March 8, 2016, LAUSD Board of Education meeting, Transportation Services Division (TSD) will request Board approval of two (2) awards for pupil transportation services with Student Transportation of America in support of the District's student transportation programs.

Why is this necessary?

The District currently transports approximately 13,000 students with special needs daily. Transportation is a required support service per these students' Individualized Education Plan (I.E.P.). Students with special needs, requiring specially configured buses, currently exceeds the District's resources and capacity. To meet the transportation needs of this student population, two (2) contracts, consisting of 62 school buses with drivers, are needed to provide daily transportation services.

Why do we need this now?

This contract will ensure consistent school bus resources to meet student needs for next school year.

This award will not result in the loss or displacement of any District employees. TSD will continue to assess the District's fleet size and vehicle type requirements to provide more 'in-house' school bus service where possible.

What would happen if this were not approved?

Should these contract bus awards not be approved, the District will not have sufficient resources to provide mandated transportation services for students in our special education programs for the 2016-2017 schools year and beyond.

What are the terms of the proposed agreement?

The contract is for a period of sixty (60) months with an estimated cost of 33.6 million.

Should you have any questions or require additional information, please contact Donald Wilkes at (213) 580-2920.

c: David Holmquist
Thelma Melendez
Frances Gipson

Nicole Elam- Ellis
Jefferson Crain
George Silva

Alma Peña-Sanchez

MAR 08 2016

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Information Technology Division

INFORMATIVE

TO: Members, Board of Education
Michelle King, Superintendent

DATE: March 8, 2016

FROM: Shahryar Khazei, Chief Information Officer

**SUBJECT: REQUEST FOR APPROVAL TO ESTABLISH A CONTRACT FOR TECHNOLOGY
SUPPORT SERVICES
CONTRACTOR: E.K. TECHNOLOGIES, DBA E.K. ASSOCIATES
CONTRACT NO.: 4400004600**

The Information Technology Division (ITD) is requesting approval to establish a contract for technical support and maintenance services of telecommunication systems including public address (PA), private branch exchange (PBX), intrusion alarms, Closed Circuit Television (CCTV), and Community Access Television (CATV).

Why is this necessary?

Demand for ITD technicians to provide technical support and maintenance services have increased substantially throughout the years. As a result, the backlog of incident repair and service requests continues to grow and ITD's current staff is unable to respond to requests in a timely manner. This contract is a cost-effective way to temporarily increase ITD technician capacity to address customer issues expeditiously and minimize system down times that prevent internal and external communication at school sites and put students' and employees' safety at risk.

After clearing the current backlog, the District can maximize this resource by utilizing and ramping up/down to meet fluctuations in future support needs.

Why do we need to do this now?

The technical support and maintenance services provided by the contract will be implemented quickly to clear the current backlog. Currently there are only 20 technicians tasked with maintaining and repairing low voltage telecommunication systems for all 1,200 District sites.

What would happen if this were not approved?

Without these services, the repair backlog will continue to increase and more and more schools will need to wait an extended period of time for the repair of crucial telecommunication systems. Additionally, delays in the repair or maintenance of these systems may cause further damage, resulting in expensive replacement costs to the District.

What are the terms of the proposed agreement?

The proposed agreement is for a period of up to five (5) years. The total cost is not to exceed \$750,000. The funding source is 100% General Funds.

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