



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## Board of Education Report

**FINAL**

**APPROVED**

<b>Report Number:</b>	023-13/14
<b>Date:</b>	September 10, 2013
<b>Subject:</b>	<u><b>APPROVAL OF PROCUREMENT ACTIONS</b></u>
<b>Responsible Staff:</b>	
Name:	George Silva, Chief Procurement Officer
Office/Division:	Procurement Services Division
Telephone No.:	(213) 241-1751

**ADOPTED  
BOARD REPORT**

**SEP 10 2013**

### EXECUTIVE SUMMARY

- 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 Contracts; Low Value – Decentralized Purchase Orders; Goods and General Services Contracts; Purchase Orders, Low Value – Decentralized Purchase Orders; District Credit Card Transactions; General Stores Distribution Center; and Book/Instructional Material Purchase Orders; and **approve** the Professional Service Contracts (exceeding \$250,000): New Contracts and Amendments; Goods and General Services Contracts (exceeding \$250,000): New Contracts and Amendments; and Piggyback Contracts 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 services provided by these contracts for furnishing equipment, supplies, or services to the Los Angeles Unified School District that supports 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 will 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 #200-12/13), which the Board exercised on April 16, 2013.

**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; Amendments; and  
Low Value – Decentralized Purchase Orders

Goods and General Services Contracts not exceeding \$250,000: Procurement Transactions: Purchase Orders, Low Value – Decentralized Purchase Orders; District Credit 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:

Goods and General Services Contracts (exceeding \$250,000).

**Issues & 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:**

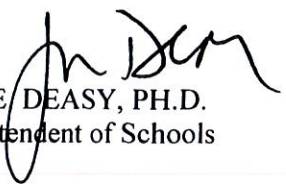
☒ **Informative**

☐ **Desegregation Impact Statement**

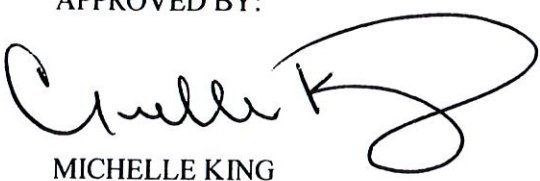
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BOARD REPORT

SEP 10 2013

Respectfully submitted,

  
JOHN E. DEASY, PH.D.  
Superintendent of Schools

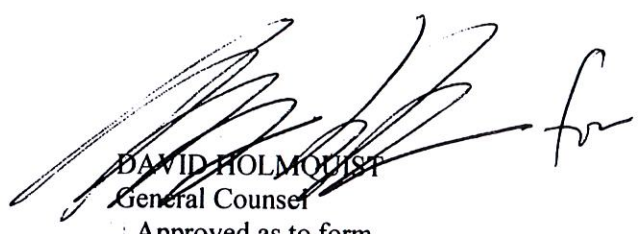
APPROVED BY:

  
MICHELLE KING  
Senior Deputy Superintendent,  
School Operations

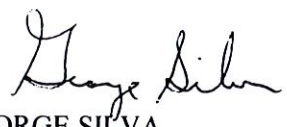
APPROVED BY:


  
ENRIQUE BOULL'T  
Chief Operating Officer

REVIEWED BY:

  
DAVID HOLMQUIST  
General Counsel  
Approved as to form.

PRESENTED BY:

  
GEORGE SILVA  
Chief Procurement Officer

  
TONY ATIENZA  
Director of Budget Services and Financial  
Planning  
Approved as to budget impact statement.

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BOARD REPORT

SEP 10 2013



# ATTACHMENT A

## APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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

**\$351,029**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Advancement Via Individual Determination (AVID)	1400032	Single-source contract with Advancement Via Individual Determination (AVID) to enable the District's AVID secondary schools (75) to implement AVID's research-based college readiness system. Contract ensures the quality implementation of the AVID college Readiness System by enabling select District secondary schools to access AVID's curriculum and instructional support, including professional development, data collection and reporting certification.	General Funds (College Readiness Transition) (100%)	\$149,479
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**Contract Term:** 07/01/13 through 06/30/14

**Total Contract Value:** \$149,479

Requester: *Arzie Galvez*  
Administrative Coordinator  
Office of Curriculum Instruction and School Support

ADOPTED  
BOARD REPORT  
SEP 10 2013

State Controller's Office	1400057	Single-source contract to provide data compiled by the Department of Health Services and match to the District's retiree list. Data provided by the State Controller's Office will give the District the ability to terminate health benefits for deceased retirees and dependents.	Health and Welfare Benefit Fund (100%)	\$19,800
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**Contract Term:** 07/01/13 through 06/30/18

**Total Contract Value:** \$19,800

Requester: *Janice Sawyer, Director*  
Benefits Administration

Los Angeles Educational Partnership	1400059	Single-source contract to provide Community School Coordinator responsible for broadening student educational experience through extracurricular excursions, on campus workshops, and developing resources to supplement the classroom experience.	CE-EIA State Compensatory Education (100%)	\$28,500
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**Contract Term:** 07/01/13 through 06/30/14

**Total Contract Value:** \$28,500

Requester: *Pedro Garcia, Principal*  
Thomas A. Edison Middle 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>
Institute For Standards, Curricula and Assessments - UTLA	1400060	<p>Informally competed contract to provide training to 60 teachers at 19 grant-funded schools in the lesson design study process. All schools are School Improvement Grant (SIG) schools and all teachers participating are teachers from these schools.</p> <p><b>Contract Term:</b> 07/13/13 through 12/20/13</p> <p><b>Total Contract Value:</b> \$81,500</p> <p>Requester: <i>Nader Delnavaz, Director School Improvement Grant Unit</i></p>	<p>NCLB Cohort 1 – Area T1 – SIG Yr3 (21%)</p> <p>NCLB T1 School Improvement Grant (79%)</p>	\$81,500
University of California, Los Angeles – Center X	1400061	<p>Informally competed contract to provide professional development to support teachers in the implementation of the Common Core State Standards, strategies for supporting English Language Learners and differentiation, and strategies for supporting student discourse and questioning techniques. Through collaborative processes and structures, teachers will address the focus areas identified in the LAUSD Teaching and Learning Framework.</p> <p><b>Contract Term:</b> 07/16/13 through 09/30/13</p> <p><b>Total Contract Value:</b> \$71,750</p> <p>Requester: <i>Leo I. Gonzalez, Principal Stevenson Middle School</i></p>	<p>School Improvement Grant (100%)</p>	\$71,750

ADOPTED  
BOARD REPORT  
SEP 10 2013

## ATTACHMENT A

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

#### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

##### AMENDMENTS NOT EXCEEDING \$250,000

**\$169,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION &amp; AMEND- MENT NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Thomas A. Rubin	1200010-2	Increase contract capacity and extend time to review District proposals, reports and other documents as necessary, and provide analysis, comments and recommendations to the Bond Oversight Committee for review and oversight of the Bond Program.	General Funds (100%)	\$169,000*

**Current Contract Term including all prior  
amendments:** 07/01/11 through 06/30/13  
New end date by this amendment: 06/30/14

Initial Contract Value:	\$169,000
Amendment No.1:	\$151,527
*Amendment No. 2	\$169,000
<b>Aggregate Contract Value:</b>	<b>\$489,527</b>

Requester: *Megan Reilly, Chief Financial Officer  
Office of the Chief Financial Officer*

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BOND REPORT  
SEP 10 2013



## ATTACHMENT A

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

#### B. AFTER THE FACT NEW CONTRACTS NOT EXCEEDING \$250,000 ALREADY AWARDED \$0

The contract actions represented below are unauthorized commitments initiated by the sponsoring school or division without a formal contract in place. This action requires the Board to ratify the contract after the fact to allow the vendor to be paid. The District did request and has received the benefit of the services. **Informative memorandum included.**

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

#### C. PROFESSIONAL SERVICES CONTRACT ALREADY AWARDED NEW CONTRACTS EXCEEDING \$250,000 \$0

The contract action represented below is part of the Common Core Technology Project Plan and ITD-SEP previously adopted by the Board on February 12, 2013, under Board Report No. 157-12/13.

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

#### GOODS AND GENERAL SERVICES CONTRACTS ALREADY AWARDED NEW CONTRACTS EXCEEDING \$250,000 \$0

The contract actions represented below are part of the Common Core Technology Project Plan and ITD-SEP previously adopted by the Board on February 12, 2013, under Board Report No. 157-12/13. 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

ADOPTED  
BOARD REPORT

SEP 10 2013

## ATTACHMENT A

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

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

**\$720,811**

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>QTY. OF POs</u>	
Low Value – Decentralized Purchase Orders July 2013 ( <i>Avg. Trans. \$7,587</i> )	95	\$720,811

#### PROCUREMENT AGREEMENTS NOT EXCEEDING \$250,000

**\$4,772,006**

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 services.

	<u>QTY. OF POs</u>	
Purchase Orders – ( <i>Avg. Trans. - \$43,456</i> )	21	\$912,572
Low Value – Decentralized ( <i>Avg. Trans. - \$825</i> )	1,742	\$1,436,637
DISTRICT CREDIT CARD TRANSACTIONS- ( <i>Avg. Trans. \$546</i> )	2.445	\$1,343,195
GENERAL STORES DISTRIBUTION CENTER - ( <i>Avg. Trans. \$12,944</i> ) Informative memo included	71	\$918,998
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) - ( <i>Avg. Trans. \$4,867</i> )	33	\$160,604

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

ADOPTED  
BOARD REPORT  
SEP 10 2013



**ATTACHMENT B**

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

**A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS**

**NEW 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

**AMENDMENTS EXCEEDING \$250,000**

**\$0**

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

ADOPTED  
BOARD REPORT

SEP 10 2013

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

**B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS**

**\$31,377,750**

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**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Nelson Adams Naco	4400001842 C-1070	Capacity contract to provide wall fold tables & benches to be used by Maintenance and Operations at various locations District-wide.  <b>Contract Term:</b> 10/01/13 through 09/30/18 Includes two (2) one-year options.  <b>Aggregate Five (5) Years Not-to-Exceed Contract Value: \$31,377,750</b>  <i>Requester: Robert Laughton, Deputy Director Maintenance and Operations</i>	Bond (95%)  General (5%)	\$6,275,550 Per Year

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BOARD REPORT**

**SEP 10 2013**

**ATTACHMENT B**

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

**B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS**

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

<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

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

**\$0**

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.

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

**INCOME CONTRACTS**

**\$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

SEP 10 2013