



Los Angeles Unified School District

333 South Beaudry Ave,
Los Angeles, CA 90017

ADOPTED
BOARD REPORT

JAN 14 2014

FINAL

Text File

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APPROVED

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 Contracts; Low Value - Decentralized Purchase Orders; Goods and General Services Contracts: Purchase Orders, Low Value - Decentralized Purchase Orders; District Credit Card Transactions; Rental of Facilities; Travel/Conference Attendance; 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 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 #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;
Low Value - Decentralized Purchase Orders; and
- Goods and General Services Contracts not exceeding \$250,000: Procurement Transactions - Purchase Orders; Low Value - Decentralized Purchase Orders; Rental of Facilities; Travel/Conference Attendance; District 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:

- Professional Service Contracts (exceeding \$250,000) and Amendment
- Goods and General Services Contract (exceeding \$250,000)

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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

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

NEW CONTRACTS NOT EXCEEDING \$250,000

\$395,893

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
MONDO Publishing	4400002095	Named in grant and mandated provided contract to assist instructional coaches in improving their instructional knowledge with focus on early literacy grades K-3, based around the small group instructional strategies of Oral Language and Guided Reading, as well as build coaching capacity at six (6) school sites (68 th Street ES, 74 th Street ES, Loreto Street ES, Leo Politi ES, Valerio Street ES, and Western Ave ES).	Target Grant (61%) Coordinating Early Intervention Services (CEIS) General (39%)	\$131,063
Contract Term: 10/30/13 through 05/16/14				
Contract Value: \$131,063				
Requester: <i>Susan Tandberg, Director Office of Curriculum Instruction School Support</i>				
Shane's Inspiration	4400002356	Single-source contract to facilitate training and activities for site staff, parents and students to integrate students with moderate/severe disabilities into general education campuses.	General (100%)	\$37,600
Contract Term: 11/04/13 through 06/30/14				
Contract Value: \$37,600				
Requester: <i>Sharyn Howell, Executive Director Division of Special Education</i>				
Children's Institute Inc.	4400002367	Informally competed contract to provide gang intervention and prevention services. Services include a Care Coordinator to support Berendo MS at-risk students and their families in achieving their academic goals.	General (100%)	\$40,000
Contract Term: 11/14/13 through 06/14/14				
Contract Value: \$40,000				
Requester: <i>Rosa Trujillo, Principal Berendo Middle School</i>				

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ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

NEW CONTRACTS NOT EXCEEDING \$250,000 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFICATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Paula M. Evans	4400002401	Informally competed contract to provide customized support and training to establish or enhance Professional Learning Communities at four (4) School Improvement Grant schools (Gardena HS, Crenshaw HS, Jefferson HS, and Drew MS).	SIG (100%)	\$68,000

Contract Term: 10/29/13 through 06/30/14

Contract Value: \$68,000

Requester: *Nader Delnavaz, Director
School Improvement Grant Unit*

United Cerebral Palsy/Spastic Children's Foundation of Los Angeles and Ventura Counties	4400002415	Single-source contract to provide training to staff and parents of students at Grandview ES, Banneker Special Education Center and Avalon Gardens ES. The contractor will provide training in educational support, parent and community engagement, and student participation to ensure that students of all abilities have an inclusive education that benefits the quality of education and social development.	General (100%)	\$40,800
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Contract Term: 12/01/13 through 06/30/14

Contract Value: \$40,800

Requester: *Sharyn Howell, Executive Director
Division of Special Education*

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ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

NEW CONTRACTS NOT EXCEEDING \$250,000 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Absolute Software, Inc.	4400002460	Informally competed contract to provide Security Consulting Services to five (5) schools (Franklin HS, Lizarraga ES, Sotomayor HS, Westchester HS, and Harte Prep MS). Services will include conducting interviews, conducting internal/external/ security/safety assessments, assessment of school/campus climate; and assessment of District buildings and school grounds resulting in a security assessment report. Services are part of the Common Core Technology Project (CCTP).	Bond (100%)	\$78,430

Contract Term: 11/20/13 through 03/14/14

Contact Value: \$78,430

Requester: *Steven Zipperman, Chief of Police
Los Angeles School Police*

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AMENDMENTS NOT EXCEEDING \$250,000

\$0

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

ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

B. AFTER THE FACT NEW CONTRACTS NOT EXCEEDING \$250,000 ALREADY AWARDED **\$33,810**

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>
California Science Center Foundation	4400002487	Single-source contract to provide pre-school teachers with instruction and guidance on the use of pre-school science kit equipment specific to habitats, plants and insects.	Universal Pre-school Fund (LAUP-LA) Grant	\$33,810

Contract Term: 09/20/13 through 04/25/14

Contract Value: \$33,810

Requester: *Maureen S. Diekmann*
Executive Director
Early Childhood Education

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ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

C. PROFESSIONAL SERVICES CONTRACT ALREADY AWARDED

\$0

The contract action(s) represented below is (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.

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

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

\$0

The contract action(s) represented below is (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>
None				

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ATTACHMENT A

APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

D. PROFESSIONAL SERVICES NOT EXCEEDING \$250,000

\$820,775

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 November 2013 (<i>Avg. Trans. \$4,663</i>)	176	\$820,775

PROCUREMENT AGREEMENTS NOT EXCEEDING \$250,000

\$9,156,973

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/ TRANSACTIONS</u>	
Purchase Orders – November 2013 (<i>Avg. Trans. - \$42,525</i>)	50	\$2,126,254
Low Value – Decentralized Purchase Orders (<i>Avg. Trans. - \$1,681</i>)	1,894	\$3,184,272
DISTRICT CREDIT CARD TRANSACTIONS- (<i>Avg. Trans. \$343</i>)	5,171	\$1,771,945
Rental Facilities	12	\$20,466
Travel/Conference Attendance	343	\$173,813
GENERAL STORES DISTRIBUTION CENTER - (<i>Avg. Trans. \$4,176</i>) Informative memo included	276	\$1,152,461
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) - (<i>Avg. Trans. \$2,281</i>)	319	\$727,762

Detailed information is provided on the Procurement Services website.

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

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

AFTER THE FACT NEW CONTRACTS EXCEEDING \$250,000 **\$600,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Los Angeles Education Partnership	4400002535	Provide professional development to restart model school, Washington Prep High School, in support of the school's instructional program. Topics will include data informed instruction and intervention, teacher effectiveness, teaching and learning framework, parent education, and A-G requirements. Provide two full-time coordinators, hold monthly meetings with staff and stakeholders. The School Improvement Grant (SIG) funding application was approved by the Board on November 15, 2011 (Brd Rpt #100-11/12), for Cohort 2 to provide adequate resources to raise the effectiveness of Program Improvement schools.	SIG (100%)	\$600,000

Contract Term: 07/01/13 through 06/30/15
includes a one-year renewal option

Aggregate Two Year Contract Value: \$600,000

Requester: *Donna Muncey, Ph.D.*
Chief of Intensive Support and Intervention

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

A. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS

AMENDMENTS EXCEEDING \$250,000 **\$775,282**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Apprenticeship & Journeyman Training Trust Fund of the Southern California Plumbing and Piping Industry	4400002455-3	Amendment to increase contract capacity to provide apprenticeship training in plumbing and piping, which includes classroom instruction and on-the-job training. The District serves as the Local Education Agency for pass-through funding of this state-approved apprenticeship program. Current Contract Term including all prior amendments: 07/01/10 through 06/30/14	General Restricted (100%)	\$775,282*
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Initial Contract Value:	\$3,891,808
Amendment No.1:	<\$15,395>
Amendment No. 2:	\$290,170
*Amendment No.3:	\$775,282
Aggregate Contract Value:	\$4,491,865

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

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

B. APPROVAL OF GOODS AND GENERAL SERVICES CONTRACTS

\$128,360,068

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>
Frontier Ford	4500037194 (IFB 2000000070)	A one-time purchase of ten (10) vehicles (vans) for the Division of Special Education to replace vehicles which have been identified as Beyond Economical Repair (BER), or unserviceable for District use.	General (100%)	\$372,868
<p>One-time Purchase Value: \$372,868</p> <p>Requester: <i>Sharyn Howell</i> <i>Executive Director</i> <i>Division of Special Education</i></p>				
Heat Technology Products	4400002494 (C-960)	Capacity contract to provide hot water heating boilers for schools and offices to replace units that are identified as Beyond Economical Repair (BER) and to comply with current South Coast Air Quality Management District (SCAQMD) requirements.	Bond (70%) General (30%)	\$1,862,200
<p>Contract Term: 02/01/14 through 01/31/19 includes two (2) one-year renewal options.</p> <p>Aggregate Five Year Contract Value: \$1,862,200</p> <p>Requester: <i>Roger Finstad, Director</i> <i>Maintenance and Operations</i></p>				
Total Environmental Management, Inc.	4400002495 (SC-839)	Capacity contract to provide air conditioners and chiller rental units for schools and offices on an as needed/emergency basis.	Bond (50%) General (50%)	\$1,125,000
<p>Contract Term: 02/01/14 through 01/31/19 Includes two (2) one-year renewal options.</p> <p>Aggregate Five Year Contract Value: \$1,125,000</p> <p>Requester: <i>Roger Finstad, Director</i> <i>Maintenance and Operations</i></p>				

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REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER
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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 CONTRACTS EXCEEDING \$250,000 (CONT.)

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Apple, Inc.	4400002363	<p>Sole-source negotiated capacity contract to provide various Apple branded computer systems, peripheral devices, accessories and related services to meet administrative and instructional needs for schools and offices.</p> <p>Contract Term: 01/15/14 through 01/14/19 includes two (2) one-year option renewals</p> <p>Aggregate Five (5) Year Contract Value: \$125,000,000</p> <p>Requester: <i>Ronald Chandler</i> <i>Chief Information Officer</i> <i>Information Technology Division</i></p> <p><i>George Silva</i> <i>Chief Procurement Officer</i> <i>Procurement Services Division</i></p>	<p>Various General Funds - Restricted/ Unrestricted Bond Funds and Grant Funds per Requesting School/Office</p>	\$125,000,000

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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>
None				\$0

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

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

INCOME CONTRACTS

\$0

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

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