



## Text File

File Number: Rep-224-13/14

# APPROVED

Agenda Date: 2/11/2014

Version: 1

Status: Agenda Ready

In Control: Procurement Services

File Type: BOE Report

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## 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:

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- Award of Professional Service Contracts not exceeding \$250,000:  
New Contracts; Amendments;  
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 Services Contract (exceeding \$250,000); and
- Goods and General Services Contract (exceeding \$250,000) and  
No-Cost Amendment

**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-B  
Informatives

## ATTACHMENT A

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

#### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

**NEW CONTRACTS NOT EXCEEDING \$250,000** **\$277,100**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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LA Trust for Children's Health c/o Community Partnerships & Medi-Cal	4400002453	Single-source contract to support anti-tobacco programming by providing health fairs, outreach to parents and pregnant teens at twenty schools (Burbank MS, Canoga Park HS, Downtown Business Magnet, East Valley HS, Fremont HS, Gardena HS, Garfield HS, Holmes MS, Jordan HS, Maclay MS, Manual Arts HS, Maywood Academy, Olive Vista MS, Polytechnic HS, Roybal Learning Center, South Gate HS, Sun Valley HS, Sutter MS, Sylmar HS, and West Adams HS), as required by the Tobacco Use Prevention Education (TUPE) grant.	Tobacco Use Prevention Education (TUPE) Grant (100%)	\$180,000
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**Contract Term:** 12/01/13 through 06/30/16

**Contract Value:** \$180,000

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

Ki ThoughtBridge	4400002474	Single-source contract to provide an in-depth organizational diagnostic assessment to design and facilitate a 3-day negotiation workshop and follow-up support for the Division of Talent Management, Office of Labor Relations, and members of the negotiation team for the Associated Administrators of Los Angeles (AALA). The contract will allow all parties who sit at the collective bargaining table a common vocabulary and a common process for conducting collaborative, interest based negotiations, as well as enhance the efficiency and effectiveness of negotiations and improve the working relationship between LAUSD and AALA.	General (100%)	\$63,100
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**Contract Term:** 11/21/13 through 05/30/14

**Contract Value:** \$63,100

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



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**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>
Extended Learning Inc., dba Educational Resource Consultants	4400002491	Informally competed contract to assist with statistical tabulation, needs statement requirements, and submittal of grant application for 21 <sup>st</sup> Century Community Learning Centers (21 <sup>st</sup> CCLC) grant.	21 <sup>st</sup> CCLC Grant (100%)	\$34,000

**Contract Term:** 11/18/13 through 12/12/2013

**Contract Value:** \$34,000

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

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# ATTACHMENT A

## APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY

### A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED

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

**\$450,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION &amp; AMEND- MENT NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
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Simpson & Simpson, LLP	4400002515-1	Amendment to increase capacity of contract to provide independent audits of the District's financial statements in compliance with all federal and state guidelines, grant/award programs, and bond expenditures.	General (100%)	\$210,000*
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**Contract Term:** 01/16/13 through 01/15/16

Initial Contract Value: \$2,639,400

\*Amendment No. 1: \$210,000

**Aggregate Contract Value: \$2,849,400**

Requester: *Luis Buendia, Controller*  
*Accounting and Disbursements Division*

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Sy Tech Solutions, Inc.	4400000592-2	Amendment to increase contract capacity to provide scanning, archiving, document control and other related services.	Facilities Non-bond Funds (100%)	\$240,000*
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**Contract Term:** 04/18/12 through 04/30/14

Initial Contract Value: \$250,000

Amendment No. 1: \$250,000

\*Amendment No. 2: \$240,000

**Aggregate Contract Value: \$740,000**

Requester: *Raju Kaval, Director*  
*Program Support*  
*Facilities Services Division*

## 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

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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>
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None

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#### 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>
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None



## ATTACHMENT A

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

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

**\$702,949**

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 December 2013 ( <i>Avg. Trans. \$4,594</i> )	153	\$702,949

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

**\$9,690,038**

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 –December 2013 ( <i>Avg. Trans. - \$48,183</i> )	41	\$1,975,493
Low Value – Decentralized Purchase Orders ( <i>Avg. Trans. - \$1,798</i> )	1,732	\$3,113,515
DISTRICT CREDIT CARD TRANSACTIONS- ( <i>Avg. Trans. \$403</i> )	6,832	\$2,752,141
Rental Facilities	12	\$9,259
Travel/Conference Attendance	349	\$126,015
GENERAL STORES DISTRIBUTION CENTER - ( <i>Avg. Trans. \$4,629</i> ) Informative memo included	203	\$939,729
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) - ( <i>Avg. Trans. \$2,814</i> )	275	\$773,886

*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** **\$873,052**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Glendale Adventist Occupational Medicine Center	4400002579	Provide occupational medical evaluations and examination services required by regulations and medical necessity for all covered employees who are subject to Medical Surveillance program mandated by federal and state law through the California Occupational Safety and Health Administration (Cal-OSHA).	General (100%)	\$873,052

**Contract Term:** 09/01/13 through 08/31/15,  
includes a one-year renewal option

**Contract Value:** \$873,052

Requester: *John Sterritt, Director*  
*Office of Environmental Health and Safety*

**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

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

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

**\$1,435,700**

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>
Los Angeles Freightliner	45000042302 (IFB 2000000120)	Lease purchase of seven (7) Truck Tractors powered by Liquid Natural Gas fuel to provide delivery of bulk food and prepared meals to school cafeterias, as well as school and office supplies, equipment and furniture.  <b>Contract Term:</b> One-time lease purchase Lease Term: 02/12/14 through 02/11/21  <b>Contract Value: \$1,435,700</b>  Requester: <i>George Silva</i> Chief Procurement Officer Procurement Services Division	General (100%)	\$1,435,700

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**AMENDMENT TO CONTRACT TERM**

Authority to amend and extend one contract authority for 12 months.

**\$0**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>NOT TO EXCEED AMOUNT</u>
Avaya, Inc.	0750094/ 4400000365-3 (NC-1003)	No-cost time extension of contract to provide Avaya voice communication systems, equipment, peripheral devices, and accessories for various schools and offices.  <b>Current Contract Term including all prior amendments:</b> 03/01/07 through 02/28/14 New end date by this amendment: 02/28/15  Initial Contract Value: \$17,500,000 Amendment No. 1: No-Cost Amendment No. 2: No-Cost *Amendment No. 3: No-Cost <b>Aggregate Contract Value: \$17,500,000</b>  Requester: <i>Ronald S. Chandler</i> Chief Information Officer Information Technology Division	General (100%)	\$0*

**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

**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>NOT TO EXCEED AMOUNT</u>
None				

**INCOME CONTRACTS**

**\$0**

<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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