



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Board of Education Report

34  
**FINAL**

**APPROVED**

**Report Number:** 039-13/14  
**Date:** October 1, 2013  
**Subject:** APPROVAL OF PROCUREMENT ACTIONS  
**Responsible Staff:**  
Name: George Silva, Chief Procurement Officer  
Office/Division: Procurement Services Division  
Telephone No.: (213) 241-1751

ADOPTED  
BOARD REPORT

OCT 1 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 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 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; Rental Facilities; 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), Goods and General Services Contract (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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Respectfully submitted,

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

APPROVED BY:

ENRIQUE BOULL'T  
Chief Operating Officer

APPROVED BY:

MICHELLE KING  
Senior Deputy Superintendent,  
School Operations

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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## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****A. PROFESSIONAL SERVICE CONTRACTS ALREADY AWARDED****NEW CONTRACTS NOT EXCEEDING \$250,000****\$757,445**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Kaleidoscope Associates, LLC	4400001894	Informally competed contract to provide 17 days of training of Cognitive Coaching SM professional development for Title III Coaches, Multilingual and Multicultural Education Department (MMED) staff and Special Education Division staff for certification in the practices of Cognitive Coaching. Training provides a common understanding of practices in terminology among all involved staff.  <b>Contract Term:</b> 08/28/13 through 04/01/14  <b>Contract Value:</b> \$64,600  Requester: <i>Hilda Maldonado, Director Multilingual &amp; Multicultural Education Department</i>	General (100%)	\$64,600
Study Smart Tutors Inc.	4400001936	Informally competed contract to provide professional development for teachers, covering Grades 8 through 12, SAT/ACT Test Prep in Grades 11 and 12 and yearly parent workshops.  <b>Contract Term:</b> 09/01/13 through 08/31/18  <b>Contract Value:</b> \$176,500  Requester: <i>Tommy Chang Instructional Area Superintendent Intensive Support and Innovation Center</i>	GEAR UP 4 LA Grant (100%)	\$176,500
Aztec Internet Solutions	4400001960	Single-source contract to develop web-based solutions in communication, teaching and learning, and all other aspects of the educational program.  <b>Contract Term:</b> 08/12/13 through 06/30/14  <b>Contract Value:</b> \$68,750  Requester: <i>Vince Carbino, Principal City of Angels School</i>	General (100%)	\$68,750

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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>
Cathers Consulting	4400020005	Single-source contract to provide a rigorous, interdisciplinary academic study program entitled "High Intellectual Preparedness Program" (HIPP) for all District high schools. Focus will be on the curriculum for the 2013-2014 Academic Decathlon.	General (100%)	\$81,000
<b>Contract Term:</b> 08/20/13 through 06/30/14				
<b>Contract Value:</b> \$81,000				
Requester: <i>Alvaro Cortes, Executive Director Beyond the Bell Branch</i>				
Capitol Advisors Group, LLC	4400002018	Single-source contract to conduct political and strategic advisory work for the District on certain time-sensitive financial matters.	General (67%)	\$75,000
<b>Contract Term:</b> 08/01/13 through 06/30/14			Redevelopment Fund (33%)	
<b>Contract Value:</b> \$75,000				
Requester: <i>Megan Reilly Chief Financial Officer</i>				
Danny Becerra	4400001892	Pass-through contract to provide supplemental English/Language Arts services to Title I students attending private schools within the attendance area of Title I schools pursuant to the Elementary Secondary Education Act (ESEA), formerly known as No Child Left Behind (NCLB). This contract is a required pass-through for the Title I Private Schools Program with LAUSD as the Local Education Agency (LEA).	Title I, Part A Grant (100%)	\$60,700
<b>Contract Term:</b> 08/12/13 through 06/30/14				
<b>Contract Value:</b> \$60,700				
Requester: <i>Deborah Ernst, Director Title I Private Schools Program</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>IDENTIFI- CATION NO</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Nina Quock	4400002080	Pass-through contract to provide supplemental English/Language Arts services to Title I students attending private schools within the attendance area of Title I schools pursuant to the Elementary Secondary Education Act (ESEA), formerly known as No Child Left Behind (NCLB). This contract is a required pass-through for the Title I Private Schools Program with LAUSD as the Local Education Agency (LEA).	Title I, Part A Grant (100%)	\$56,700

**Contract Term:** 09/03/13 through 06/30/14**Contract Value:** \$56,700Requester: *Deborah Ernst, Director  
Title I Private Schools Program*

Paggie Johnson	4400002084	Pass-through contract to provide supplemental English/Language Arts services to Title I students attending private schools within the attendance area of Title I schools pursuant to the Elementary Secondary Education Act (ESEA), formerly known as No Child Left Behind (NCLB). This contract is a required pass-through for the Title I Private Schools Program with LAUSD as the Local Education Agency (LEA).	Title I, Part A Grant (100%)	\$56,700
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**Contract Term:** 09/03/13 through 06/30/14**Contract Value:** \$56,700Requester: *Deborah Ernst, Director  
Title I Private Schools Program*ADOPTED  
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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>
Hannah Brown	4400002085	Pass-through contract to provide supplemental English/Language Arts services to Title I students attending private schools within the attendance area of Title I schools pursuant to the Elementary Secondary Education Act (ESEA), formerly known as No Child Left Behind (NCLB). This contract is a required pass-through for the Title I Private Schools Program with LAUSD as the Local Education Agency (LEA).	Title I, Part A Grant (100%)	\$56,700

**Contract Term:** 09/03/13 through 06/30/14**Contract Value:** \$56,700Requester: *Deborah Ernst, Director  
Title I Private Schools Program*

Kenneth A. Meyer	4400002093	Pass-through contract to provide supplemental English/Language Arts services to Title I students attending private schools within the attendance area of Title I schools pursuant to the Elementary Secondary Education Act (ESEA), formerly known as No Child Left Behind (NCLB). This contract is a required pass-through for the Title I Private Schools Program with LAUSD as the Local Education Agency (LEA).	Title I, Part A Grant (100%)	\$60,795
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**Contract Term:** 07/29/13 through 06/30/14**Contract Value:** \$60,795Requester: *Deborah Ernst, Director  
Title I Private Schools Program*ADOPTED  
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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****\$124,814**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION &amp; AMEND- MENT NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Value Added Research Center (VARC)	1100297-3 & 1100297-4	Provide data analysis, school and teacher level reports and training regarding the use and implementation of value-add/student growth models, referred to as "Academic Growth Over Time" using data from 2012-2013 school year. These amendments extend the term by nine months.	General (100%)	\$124,814*

**Current Contract Term including all prior amendments:** 11/15/10 through 06/30/13

New contract end date by these amendments:  
03/31/14

Initial Contract Value:	\$1,525,000
Amendment No.1:	\$246,000
Amendment No. 2:	\$0.00
*Amendment No. 3:	\$244,551
*Amendment No. 4:	-\$120,737
<b>Aggregate Contract Value:</b>	<b>\$1,894,814</b>

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

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## 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>
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>
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>
None				

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## ATTACHMENT A

**APPROVAL OF PROCUREMENT CONTRACTS: RATIFICATION OF DELEGATED AUTHORITY****D. PROFESSIONAL SERVICES NOT EXCEEDING \$250,000****\$3,313,075**

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 August 2013 ( <i>Avg. Trans. \$6,101</i> )	543	\$3,313,075

**PROCUREMENT AGREEMENTS NOT EXCEEDING \$250,000****\$34,384,618**

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.- \$60,439</i> )	301	\$18,192,228
Low Value – Decentralized ( <i>Avg. Trans. - \$2,274</i> )	4,086	\$9,293,014
DISTRICT CREDIT CARD TRANSACTIONS- ( <i>Avg. Trans. \$6102</i> )	5,914	\$3,616,433
Rental Facilities ( <i>Avg. Trans. \$7,679 and 1,075 participants</i> )	3	\$23,036
Conference Attendance – ( <i>Avg. Trans. \$0 and 0 Participants</i> )	0	\$0
GENERAL STORES DISTRIBUTION CENTER - ( <i>Avg. Trans. \$10,717</i> ) Informative memo included	185	\$1,982,683
BOOK/INSTRUCTIONAL MATERIAL PURCHASE ORDERS (BPO) - ( <i>Avg. Trans. \$4,016</i> )	318	\$1,277,224

*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****NEW CONTRACTS EXCEEDING \$250,000****\$395,404,000**

<u>CONTRACTOR</u>	<u>IDENTIFI- CATION NO.</u>	<u>DESCRIPTION</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Kaiser Foundation Health Plan, Inc.	4400002124	Sole-source contract negotiated by Health Benefits Committee. One-year contract with Kaiser Foundation Health Plan, Inc., for a closed panel HMO to provide medical services to eligible employees and retirees representing approximately 42% of the District's population plus their dependents.  <b>Contract Term:</b> 01/01/14 through 12/31/14 Including four (4) one-year option periods subject to rate renegotiation.  <b>Total One-Year Value for this Contract:</b> <b>\$394,300,000</b>  Division of Risk Management and Insurance Services, on behalf of the Health Benefits Committee, will provide the Board of Education with an Informative outlining the contract amount for all Option Years.  Requester: <i>Enrique Boull't</i> <i>Chief Operating Officer</i>	Health and Welfare Fund (100%)	\$394,300,000 First Year
Corporation for Education Network Initiatives in California	4400002144	Single-source capacity contract to provide four (4) 10- gigabyte telecommunication circuits to increase District-wide internet access for schools and offices.  Based on expected E-Rate and California Teleconnect Fund discounts, the total net cost to the District is estimated to be less than \$300,000 using E-rate rebate for the entire project.  <b>Contract Term:</b> 10/02/13 through 10/01/18  <b>Aggregate Five-Year Not-To-Exceed Value:</b> <b>\$1,104,000</b>  Requester: <i>Ronald S. Chandler</i> <i>Chief Information Officer</i> <i>Information Technology Division</i>	General (E-rate Rebate) (100%)	\$374,219 First Year

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## ATTACHMENT B

REQUEST FOR APPROVAL OF PROCUREMENT CONTRACTS NOT UNDER DELEGATED AUTHORITY

## 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>
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Union Bank, N.A.	4400002159	Authority to negotiate and execute, as pilot, agreement by which Union Bank, in consultation with the District, will establish work-based learning banking and finance workplace simulations (branches) in existing improvements on the campuses of Lincoln Senior High (Board District 2, ESC-East) and Crenshaw [high school] (Board District 1, ESC-ISIC). Union Bank will bear the cost of building out the branches and will offer paid, curriculum-related internships to students of the hosting high schools. The branches will not be open to the general public and maximum cash on hand at any time will be strictly limited. The District will reserve the right to competitively select banks to participate after the initial pilot and on additional campuses.	No Funds Required	\$0.00
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**Contract Term:** Three years plus two one-year renewal options

**Aggregate Not-to-Exceed Value:** No cash outlay for the District

**Requesters:** *Roberto Martinez*  
*Instructional Area Superintendent*  
*Educational Service Center – East*

*Tommy Chang*  
*Instructional Area Superintendent*  
*Intensive Support and Innovation Center*

Link Learning Component - YES

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****\$472,842**

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>
A-G Sod Farms Inc.	4400002033 C-131	Capacity contract to provide sod to be used by Maintenance and Operations at various locations District-wide.  <b>Contract Term:</b> 11/01/13 through 10/31/16  <b>Total Three-Year Contract Value:</b> <b>\$472,842</b>  <i>Requester: Robert Laughton, Deputy Director Maintenance &amp; Operations</i>	Bond (95%)  General (5%)	\$157,614 Per Year

**AMENDMENT TO CONTRACT EXCEEDING \$250,000****\$0**

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

**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

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