

Los Angeles Unified School District

Master Services Agreement



To: Master Services Agreement (MSA) Contractors

Subject: MSA Work Order Solicitation No. 190012
Title: Project Management Services

This **MSA Work Order Solicitation** is issued to interested proposers under the assumptions that (1) Any resulting contract will not exceed the hourly rates set forth under the Master Services Agreement; and (2) The final contractual terms and conditions will have no additions, changes, or deletions from the Master Services Agreement. Proposals are due, via email to ITD-Bids@lausd.net, no later than 5:00 PM (PST), **12/19/2018**. NO TIME EXTENSIONS WILL BE GIVEN.

Period of Performance: Twelve Months
(One (1) year extension, two years total; upon full execution of work order. The District will follow up with a formal work order and purchase order indicating the firm project start date.)

Location (on-site): 333 S. Beaudry Avenue, 10th Floor
Los Angeles, California 90017

Evaluation Criteria:	Experience & Qualification:	70 points
	Pricing:	30 points
	Total:	100 points

Minimum Qualifications:

- Minimum of 3 years of experience in that includes a combination of any of the following: software system design and development, business/data analysis, communications, project management support, and/or strategic planning

Submittal Requirement:

- **Minimum Qualification:** Provide cover letter addressing how the firm's proposed resource meets the Minimum Qualifications
- **Experience & Qualification:** Provide resume with detailed summary of relevant work and desired experience in providing Project Management services as listed in the statement of work.
- **Experience & Qualification:** Provide a minimum of three (3) Project references closely related to services as listed in the statement of work

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- **Experience & Qualification:** The desired resource and Project references must show:
 - Demonstrated, effective oral/written communication, organization, and interpersonal skills
 - Ability to work effectively with all levels of District employees and the public
 - Knowledge and experience with research techniques, business statistical analysis and graphic presentation of data
 - Strong knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Visio, Project), UI Tools (.Net, Java, or PHP), RDBMS (Oracle, SQL Server, or PostgreSQL), Data visualization and Business Intelligence tools, BS, BA or BBA degree in business management, information technology or another related field
 - Experience working in a multi-project/program environment in education or public sector
- **Experience & Qualification:** The desired resource and Project references may show:
 - Experience working with organization change management (OCM)
- The District reserves the right to request additional resumes should those submitted be deemed unacceptable for this project.
- The proposed work order will require one (1) resource on-site.

Rate Schedule (Pricing):

- The proposer shall submit a fully burdened rate to perform all services as specified in the statement of work. Refer to Appendix B.

Statement of Work:

- Refer to Appendix A for the Statement of Work and performance requirements.

Proposals omitting any of the required submittal items may be deemed non-responsive and may be removed from any further consideration.

Subject to the provisions herein, contract award will be made to the “highest scored” proposal, with the appropriate consideration given to the evaluation factors stated herein. However, the District reserves the right to make an award to other than the low-cost Proposer.

The District reserves the right to reject a firm, as non-responsive, regardless of the stage of the procurement process, if there is a failure to successfully negotiate

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price/fees, statement of work, or a failure of the firm to satisfy any of the final requirements necessary to do business with the District.

All communications regarding this solicitation between potential Proposers and DISTRICT staff and consultants engaged by the DISTRICT shall be addressed only to the undersigned. All proposer questions shall be in writing and submitted via email at ITD-Bids@lausd.net with the subject heading of "**MSA Work Order Solicitation No. 190012**". The deadline to submit questions is by close of business on **12/14/2018**.

At no time "PRIOR" to the DISTRICT'S Notice of Award shall Proposer(s) contact other DISTRICT officials or personnel regarding this MSA Work Order Solicitation or any contract(s) to be awarded in response hereto. To do so may subject the Proposer to disqualification.

All requests for information related to this MSA Work Order Solicitation shall be directed to:

Department: IT Support Services (Finance and
Administration) Address: 333 S. Beaudry Avenue 10th
Floor

Los Angeles, CA 90017
E-mail: [**ITD-Bids@lausd.net**](mailto:ITD-Bids@lausd.net)

Appendices A – Statement of Work
B – Pricing Form

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APPENDIX A – MSA WORK ORDER STATEMENT OF WORK

A. GENERAL

The Los Angeles Unified School District seeks qualified proposers to provide Project Management Services for the Information Technology Division. LAUSD intends to use the results of this solicitation process to award a work order to the responsive/responsible proposer.

B. PROJECT MANAGEMENT

- 1) Plans, develops, implements, and coordinates projects in a variety of areas supporting the program from conception to completion
- 2) Provides issue resolution and assists in risk management process
- 3) Works with vendors to identify gaps between product and business requirements and provides resolutions
- 4) Coordinates the software analysis and design effort by working with business process owners to gather requirements and develop technical/functional specifications documents
- 5) Coordinates data validation and cleansing effort by working with vendors and school users
- 6) Drives user acceptance testing by creating test cases with process owners and ensures timely execution and signoff
- 7) Coordinates the development of a common project vision
- 8) Assists in the development of project plans, implementation plans, and schedules.
- 9) Designs and develops solutions to complex business problems throughout the software development life cycle
- 10) Other related duties as mutually agreed upon and assigned.

B. DELIVERABLES

- 1) The proposed resource shall provide the District with daily, monthly, quarterly, and annual reports as requested by the District including but not limited to:
 - Assistance in drafting and finalizing Bond Oversight Committee resolutions, Board reports, and Board briefings language as needed
 - Prepare various reports such as Project plans, risk plans, risk mitigation plans, communication plans, Project performance metrics, detail issue logs, etc.
 - Provide weekly and monthly status reports to IT Leadership such as the Chief Information Officer, Senior Administrators, Senior Directors, IT PMO, etc.
 - Provide on-going quality assurance on various Project deliverables

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C. WORK SCHEDULE

The resource(s) shall be available to begin work upon full execution of the agreement. Standard work hours will be Monday thru Friday between 7:30 am to 4:30 pm, unless other arrangements are mutually agreed upon. The actual schedule may be adjusted based on Project needs by the sponsor.

D. OTHERS

A performance review will be conducted by the District to ensure services are performed satisfactorily by the Contractor and its resource. Contractor will be notified by the District of their performance. If the review is unsatisfactory, the contractor will be required to submit a corrective action plan to address the deficiencies. If the performance is not improved, the contract will not be renewed, the option years will not be exercised and may be terminated.

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APPENDIX B - MSA WORK ORDER PRICING FORM

The purpose of this form is to provide a standard format by which the Proposer submits its price proposal. The fully burdened hourly rate should be inclusive of direct labor cost, overhead, general and administrative (G&A), travel expenses, profit, shipping, packaging, and insurance cost. No travel or parking expenses will be provided to the Contractor. Submit one rate schedule sheet for each proposed resource.

Resource Name	Labor Classification*	Role	Fully Burdened Rate
_____	_____	_____	\$ _____

**Please provide the labor classification that apparently matches the required role.*