

**BOARD OF EDUCATION OF THE CITY OF LOS ANGELES**  
**Governing Board of the Los Angeles Unified School District**

**FACILITIES AND PROCUREMENT COMMITTEE**

**3:00 p.m., Tuesday, October 1, 2024**

333 South Beaudry Avenue, Board Room  
Los Angeles, CA 90017

**Committee Members**

Mr. Nick Melvoin, Chairperson  
Mr. Scott Schmerelson, Board Member  
Ms. Tanya Ortiz Franklin, Board Member

**District Members**

Ms. Krisztina Tokes, Chief Facilities Executive  
Mr. Christopher Mount, Chief Financial Officer

**Board Secretariat Contact**

Ms. Miriam Gonzalez  
Tel: (213) 241-7002  
Email: [m.gonzalezledesm@lausd.net](mailto:m.gonzalezledesm@lausd.net)

**External Representative**

Mr. Matthew Wickersham, Principal, AMJ  
Construction Management  
Ms. Karen Reynolds, Retired Principal  
Mr. Rueben Smith, Chief Growth Officer and  
Construction Management for Education Lead,  
Harris & Associates  
Mr. Steve Newton, Government Contracts  
Consultant  
Ms. Nicolle Fefferman, Educator and Parent

**Method for Accessing the Meeting and Providing Public Comment**

There are three ways members of the public may access this Committee Meeting: (1) online ([Granicus stream](#) or [join the zoom webinar](#)), (2) by telephone by calling 1-888-475-4499 (Toll Free) and entering the Meeting ID: **847 5091 8745**, or (3) in person.

The Board of Education encourages public comment on the items on this agenda and all other items related to the District. Any individual wishing to address the Board must register to speak using the Speaker Sign Up website: <https://boardmeeting.lausd.net/speakers>, and indicate whether comments will be provided over the phone or in person. Registration will open 24 hours before the meeting. Registration will open 24 hours before the meeting. **15** speakers may sign up for general Public Comment, and each speaker will have **two** minutes to present. Each speaker will be allowed a single opportunity to provide comments to the Committee.

Speakers who do not register online to provide comments may use the following alternative methods to provide comments to Board Members:

- Email all Board Members at [boardmembers@lausd.net](mailto:boardmembers@lausd.net);
- Mail comments via US Mail to 333 S. Beaudry Ave., Los Angeles, CA 90017; and
- Leave a voicemail message at (213) 443-4472, or fax (213) 241-8953. Communications received by 5 p.m. the day before the meeting will be distributed to all Board Members.

Speakers registered to provide public comments over the phone need to follow these instructions:

1. Call 1-888-475-4499 and enter Meeting ID: **847 5091 8745** at the beginning of the meeting.
2. Press #, and then # again when prompted for the Participant ID.

3. Remain on hold until it is your turn to speak.
4. Call in from the same phone number entered on the Speaker Sign Up website. If you call in from a private or blocked phone number, we will be unable to identify you.
5. When you receive the signal that your phone has been removed from hold and/or unmuted, please press \*6 (Star 6) to be brought into the meeting.

Please contact the Board Secretariat at (213) 241-7002 if you have any questions.

## **AGENDA**

**I. Welcome and Introductions.....**Board Member Nick Melvoin  
Chairperson

**II. Committee Presentations:**

1. Procurement Update Fiscal Year 2024-25.....Mr. Matthew Friedman  
Chief Procurement Officer

Ms. Dana Greer  
Director of Contract Administration, Facilities  
Procurement Services Division

Mr. Jorge Ballardo  
Deputy Chief Procurement Officer, Facilities

Ms. Ericka King  
Senior Contract Administration Manager  
Procurement Services Division

2. Update on District Housing Initiative.....Ms. Krisztina Tokes  
Chief Facilities Executive

**III. Public Comment**

**IV. Adjournment**

Requests for disability related modifications or accommodations shall be made 24 hours  
prior to the meeting to the Board Secretariat by calling (213) 241-7002.

Materials related to an item on this Order of Business distributed to the Board of Education are available for public inspection  
at the Security Desk on the first floor of the Administrative Headquarters and at:

<https://www.lausd.org/boe#calendar73805/20241003/event/71847>

# **Welcome and Introductions**



# LA Unified Board of Education Facilities & Procurement Committee

## October 1, 2024



# Committee Purpose

The Facilities & Procurement Committee will examine District facilities and procurement processes and projects to promote public transparency and awareness. The committee will identify barriers and make recommendations to streamline and improve current policies and practice.



# Introductions



# 2024-2025 Anticipated Schedule

- October 1, 2024
- November 12, 2024
- January 28, 2025
- March 18, 2025
- April 22, 2025



## Recommendations from 2023-2024

1. Facilities Construction Cost & Time Comparison
2. Quantify Cost & Time Savings from Identified Improvements
3. Additional Review of Modular Structures
4. Specification Review Update
5. Explore Revenue Opportunities
6. Explore and Leverage Buying Contracts
7. Expanding the Scope of Qualified Bidders to at Least Three
8. Increase Maintenance & Operations Capacity
9. Continue to Explore Alternative Project Delivery Approaches





# Agenda

- Introductions
- Procurement Update
- Housing Update
- Public Comment



# LA Unified Board of Education Facilities & Procurement Committee

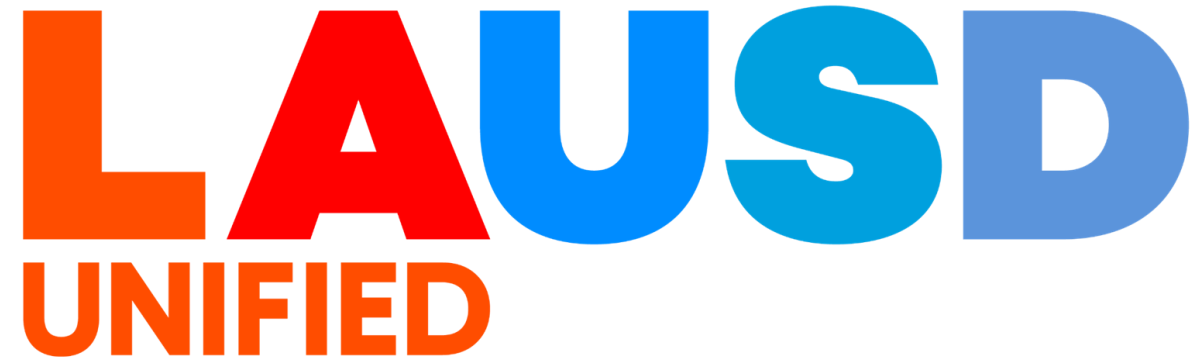
NEXT MEETING

November 12, 2024



# **Committee Presentations:**

Procurement Update Fiscal Year 2024-25



Procurement Update Fiscal Year 2024-25  
Facilities & Procurement Committee Meeting

**October 1, 2024**

# Procurement Highlights

- Centralization of Procurement
- \$189M in Procurement cost avoidance using Council of Greater City Schools (CGCS) formula (Jul'23-Jun'24)
- Decline of \$15M (-2.6%) in Low Value Purchase Order spend FY23 to FY24



# Procurement Highlights

- Implementation of Ariba to Central Office users
- Successful release of Concur travel module for LAUSD travelers
- Addition of fifteen (15) new contracts via cooperatives and piggybacking
- Roughly twenty (20) processes updated for efficiencies
  - Reduction of signatories for amendments



# Performance Benchmarking

Procurement Metrics	LAUSD	Comparison - Council of Greater City Schools
<b>Procurement Savings Ratio</b> Measures Procurement savings by total District spend less purchasing card and facilities spend	19.84%	5.9% - Upper Quartile 2.2% - Median 1.2% - Lower Quartile
<b>Strategic Sourcing Ratio</b> Measures contract spend in relation to total contract and non-contract spend	67.83%	42.8% - Upper Quartile 9.9% - Median 0.3% - Lower Quartile
<b>Cycle Time – Invitation for Bids (IFBs)</b> Measures the average days spent on a procurement from receipt of the request to the date the contract was issued	140 Days	58 Days - Lower Quartile 78 Days – Median 105 Days – Upper Quartile
Facilities Procurement Metrics	LAUSD	Comparison - Previous Year
<b>JOB Order Contracting Cycle Time</b> Measures the average days spent on a procurement from receipt of the request to the date the contract was issued	33 Days	58 Days
<b>Architectural &amp; Engineering (A&amp;E) Task Orders</b> Measures the average days spent on a procurement from receipt of the request to the date the contract was issued	2 Days	6 Days
<b>Cycle Time - Formal Invitation for Bids (IFBs)</b> Measures the average days spent on a procurement from receipt of the request to the date the contract was issued	102 Days	129 Days



# Ariba Updates

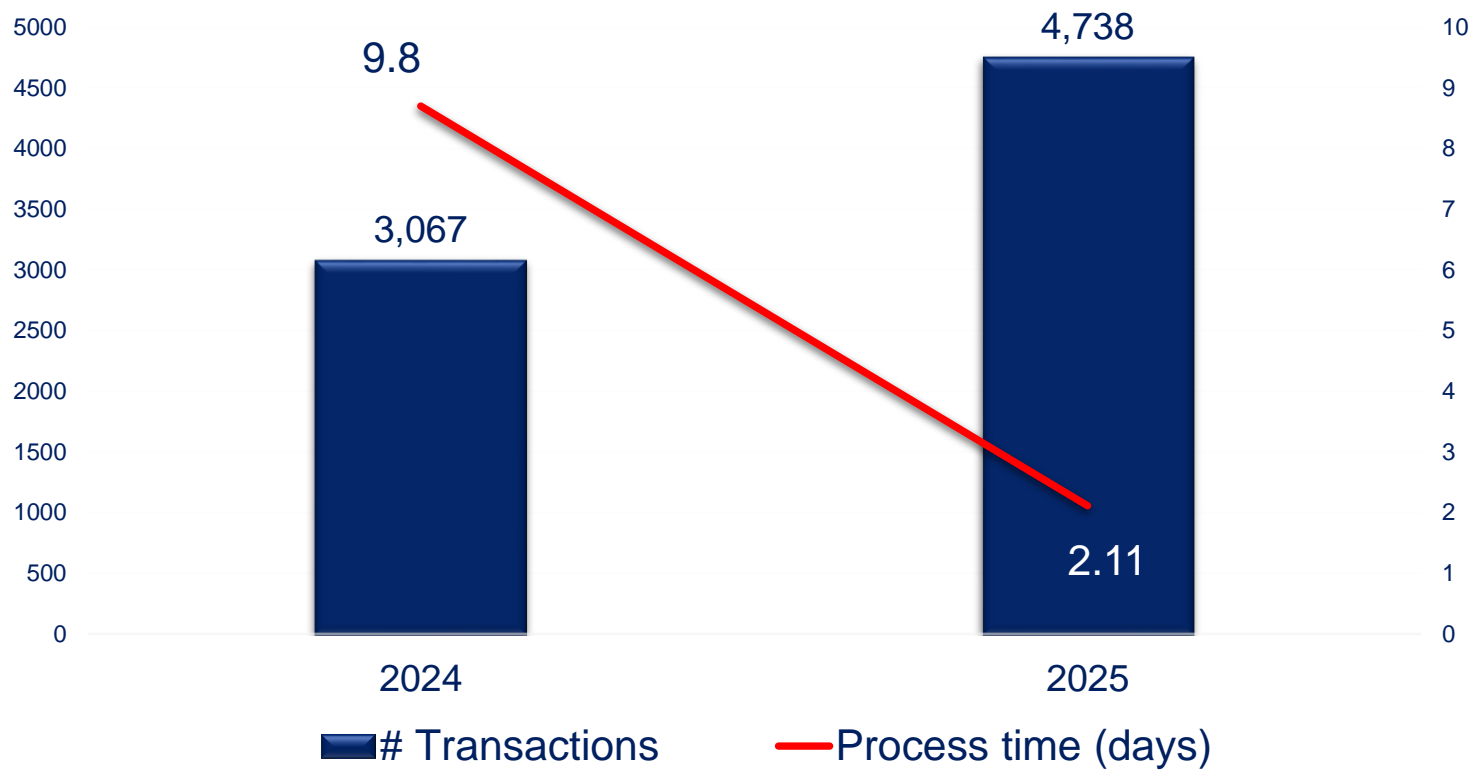
- Central Office purchasing through Ariba starting July 1<sup>st</sup>, 2024
- Planned rollout to school regions:
  - Regions North and East– October 14<sup>th</sup>
  - Regions South and West– November 8<sup>th</sup>
- Multi-Method communication approach
- Participation from twelve (12) schools in Ariba pilot
- Positive feedback in parallel to data





# Ariba Data

## PO Processing (YTD comparison)



Transaction Counts	
FY23	9,356
FY24	24,728
FY25 (Est)	39,166
Processing Times	
FY23	N/A
FY24	9.8 Days
FY25 (YTD)	2.11 Days



# Procurement Initiatives

- Purchasing Card (P-card) consolidation
- New Grants Administration Unit
- Sexual Abuse and Molestation (SAM) insurance program for small businesses (<5 employees)
- Ariba optimization
- Continued leverage of cooperatives and piggyback contracts
- Update to Procurement Policy Manual
- Centralization of the Procurement team



# Questions and Answers

