



LAUSD
UNIFIED

Doing Business with LAUSD

Presented by: Ericka King, Senior Contract Administration Manager
Procurement Services Division

Training Objectives

- Understand how LAUSD purchases goods and services
- Learn about vendor registration, SBE certification, and bidding requirements
- Identify key compliance obligations (ethics, transparency, reporting)
- Submit competitive proposals and invoices correctly

DOING BUSINESS ******* *with* **LAUSD**

Schedule

Sessions are hosted via Zoom from 10:00AM - 12:00 PM

02/18/26 SESSION 1 INTRODUCTION TO PUBLIC PROCUREMENT	02/25/26 SESSION 2 VENDOR REGISTRATION AND ELIGIBILITY	03/04/26 SESSION 3 FINDING OPPORTUNITIES	03/11/26 SESSION 4 UNDERSTANDING SOLICITATIONS	03/18/26 SESSION 5 SUBMITTING BIDS AND PROPOSALS
03/25/26 SESSION 6 ETHICS AND COMPLIANCE	04/01/26 SESSION 7 CONTRACT AWARD AND MANAGEMENT	04/08/26 SESSION 8 INVOICING AND PAYMENT	04/15/26 SESSION 9 BUILDING LONG- TERM RELATIONSHIPS	04/22/26 SESSION 10 RESOURCES AND SUPPORT

Session 1

Introduction to Public Procurement



What is Public Procurement?

While both public and private procurement involve the acquisition of goods and services, they operate under fundamentally different motivations, rules, and levels of scrutiny. The primary distinction is that public procurement manages "the public purse" (taxpayer money).



What is Public Procurement?

The key differences between public and private procurement can be categorized into five main areas:

Primary Objectives

- Focus on social value, fairness, and transparency

Regulatory Environment

- Highly regulated by various local, state, and federal laws

What is Public Procurement?

Sourcing and Selection Process

- Competitive bidding ensures an even playing field

Transparency and Scrutiny

- Contract awards, pricing, and evaluation criteria are public record

Budgeting and Funding

- Budgets are rigid and tied to fiscal years or specific legislation

What does Procurement Services do?

The PSD mission is to provide schools and offices with goods and services they need – when they need them. In doing this, we must ensure procurement laws are followed and the District achieves the most cost-effective prices for goods and services.



Procurement Laws, Policies & Practices

CDE bid threshold for competitively bid contracts is adjusted annually. Currently > \$119,100

What Does the \$119,100 Apply To?

Public Contract Code (PCC) Section 20111(a):

- Equipment, Materials, and Supplies
- Services, except construction (e.g. software, janitorial)
- Repairs and Maintenance: Work that does not qualify as a "public project" under PCC Section 22002(c).

Procurement Laws, Policies & Practices

Bidding Exception – Professional Services

Requires a high degree of expertise and training:

- For “special services or advice in financial, economic, accounting, ... legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required,” no bidding is required. (Government Code §53060; *Cobb v. Pasadena City Board of Ed.* (1955) 134 Cal.App.2d 93.)
- For a school district or community college district hiring “professional services or advice, [or] insurance services,” no bidding is required. (Public Contract Code, §20111(d) & 20651(c).)

**While not mandated by law, Board policy holds that professional services requires a competitive process.*

Procurement Laws, Policies & Practices

Key Procurement Terms

Low Bid:

- Award is based on lowest price, but minimum qualifications are also required e.g., years in business or license requirements.

Best Value:

- Award is based on multiple factors including but not limited to price, qualifications, experience, and project approach.

Basis of Award:

- The Basis of awarding a contract is stated in the IFB or RFP, e.g., lowest price or highest score (best value).

Procurement Laws, Policies & Practices

Key Procurement Terms

Bench Contracts:

- Bench contracts are procured in support of programs that will benefit from using multiple vendors, e.g., afterschool enrichment or tutoring programs. Multiple contracts are awarded for a service, creating a “bench” of providers.

Cone of Silence:

- “Cone of Silence” restrictions help to ensure that a procurement is executed in a fair and ethical manner. So that vendors/contractors do not have an advantage over others in the procurement process, all communications are directed through Procurement Services. Questions are to be received in writing and answers are shared with all potential proposers/bidders. Evaluators are District employees and are required to sign an ethics and conflict of interest statement.

Purchasing Thresholds

Goods and General Services (e.g., office supplies, printing services, janitorial)

Informal Process:

- Below \$119,100
- Three (3) written bids/quotes
- Lowest responsive, responsible bidder

Formal Process:

- Above \$119,100
- Invitation for Bids (IFB) process
- Lowest responsive, responsible bidder

Professional Services

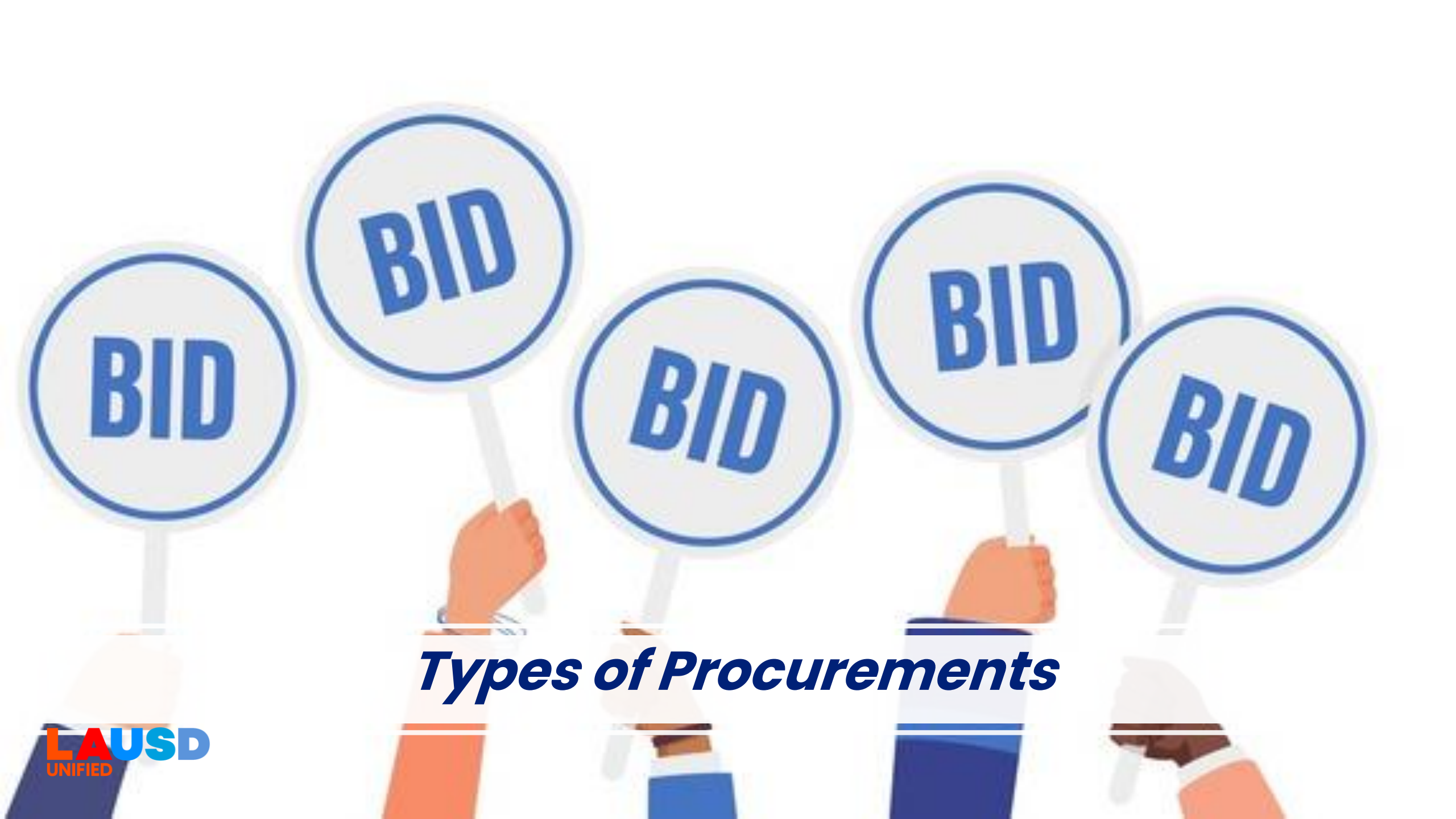
(e.g., professional development, after-school programs)

Informal Process:

- Below \$25,000,
- Three (3) written proposals
- Evaluation of experience, qualifications, and price

Formal Process:

- Above \$25,000,
- Request for Proposals (RFP) process
- Evaluation of experience, qualifications, and price



Types of Procurements

Types of Procurements

Invitation for Bid (IFB)

- ✓ Goods and General Services
- ✓ Sealed bid
- ✓ Specifications for product/service provided
- ✓ Details of how the work will be completed are known
- ✓ Award to lowest responsive, responsible bidder(s)
- ✓ Single or multiple awards

Request for Proposal (RFP)

- ✓ Professional Services
- ✓ Customized proposals - details of how the work will be completed are unknown
- ✓ Evaluation of experience, qualifications, and approach to work, in addition to price
- ✓ Selection Committee
- ✓ Negotiated price, terms and conditions
- ✓ Single or multiple awards

Request for Qualifications (RFQ)

- ✓ Professional Services
- ✓ Evaluation of experience, qualifications, and approach to work, not price
- ✓ Selection Committee makes recommendation of firms *qualified* to do the work
- ✓ Negotiated price, terms and conditions
- ✓ Single or multiple awards

Procurement Laws, Policies & Practices

Piggyback Contracts – §PCC 20118

Intergovernmental cooperative purchasing that allows one public agency to go through the rigorous process of bidding and awarding a contract and then allows other agencies to "piggyback" off those same terms, conditions, and pricing without having to start the bidding process from scratch.

Why Use Them?

- ✓ Administrative Savings: Piggybacking saves hundreds of hours in drafting specs, advertising, and evaluating bids.
- ✓ Lower Pricing: Because the lead agency often represents a large volume of business, smaller agencies can tap into "bulk" pricing they wouldn't qualify for on their own.
- ✓ Speed: Instead of a months long bidding cycle, you can often sign onto an existing contract in weeks.
- ✓ Vendor Benefits: Vendors can acquire new customers without the cost of submitting multiple bids.

Procurement Laws, Policies & Practices

No-cost Memorandum of Understanding

A No-cost MOU) is a *contract* for goods and/or services where there is no exchange of money.

If there is any exchange of funds, it **NOT** a No-cost MOU. This includes:

- Grants
- Revenue
- Stipends
- Gift Cards

Quiz

1. What is the 2026 annual bid threshold established by the CDE?

- A. \$114,500
- B. \$116,800
- C. \$119,100

Answer: \$119,100

2. In a “low bid” procurement, which vendor will be awarded the contract?

Bidder A:

Bid Price: \$265,000

5 years experience

Professional Certification

Bidder B:

Bid Price: \$220,000

5 years experience

Bidder C:

Bid Price: \$270,000

10 years experience

Professional Certification

Answer: B

Quiz

3. True or False: No-Cost MOUs" (Memorandums of Understanding) do not require a contract because no money is being exchanged.

Answer: False. No-cost MOU's are still formal contracts that outline collaboration efforts and can last for a maximum of five (5) years.

4. What is the primary distinction between public procurement and private procurement?

- A. Public procurement is faster
- B. Public procurement uses taxpayer money
- C. Public procurement does not require contracts
- D. Public procurement is less regulated

Answer: B

Quiz

5. Which of the following purchases falls under Public Contract Code (PCC) §20111(a)?

- A. Construction of a new school
- B. Legal services
- C. Equipment, materials, and supplies
- D. Emergency purchases only

Answer: C

6. Professional services are generally exempt from bidding requirements because they:

- A. Are always low-cost
- B. Require a high degree of expertise and specialized training
- C. Are funded through grants
- D. Do not require contracts

Answer: B

Thank you!