



LAUSD
UNIFIED

Doing Business with LAUSD

Presented by:

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Session 7

Contract Award & Management



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

Contract



Jimmy

Contract Award

Selection Notice or Notice of Intent to Award (NOIA)

If selected for a contract award following an IFB/RFP process, you will receive either a Selection Notification *or* Notice of Intent to Award (NOIA).

The Selection Notification or NOIA will provide certain details including:

- List of firms/suppliers selected
- Scope of Work
- Further instructions for compliance, e.g. vendor registration or insurance

Contract Award

Debriefing for Unsuccessful Bidders

Unsuccessful firms can benefit from debriefings by enhancing their understanding of the procurement process and gaining insights to improve the competitiveness of their responses to future solicitations.

- Written requests must be submitted within 10 days of NOIA
- Only conducted after contracts are executed
- Promotes fairness and transparency
- Review strengths and weaknesses of bid/proposal
- Does NOT disclose competing bidder's information

Contract Award

Board Approval

The LAUSD Board of Education reviews and votes on contract actions in regularly scheduled, public meetings.

Procurement has been delegated by the BOE to execute contracts up to \$250,000. This allows work to begin prior to Board approval.

- Contracts *up to* \$250,000 = Ratification
- Contracts *over* \$250,000 = Approval

Contract Award

Authorization to begin work

Once the Board approves the contract award and all the compliance items have been received, the District and vendor will execute the contract.

Then, the District will issue authorization to begin services in the form of a **Notice to Proceed (NTP)** *or* **Purchase Order (PO)**.

Performance Monitoring

Performance monitoring is the ongoing, proactive process of measuring, evaluating, and tracking a vendor/supplier's compliance with contract terms, conditions, and milestones.

Key components:

- Deliverables tracking – *were the goods/services provided as specified in the contract?*
- Timeline compliance – *were the goods/services provided on time?*
- Budget adherence – *were the goods/services provided at the price set forth in the contract?*

Performance Monitoring

Contractor Performance Evaluations systematically assess vendor performance against contractual requirements, ensuring accountability, mitigating risks, and driving quality improvements.

Key Benefits:

- Improved Quality & Performance
- Enhanced Communication
- Cost & Time Savings
- Informed Future Procurement

Change Orders and Amendments

Change Orders and Amendments

Formal, written instruments used to modify an existing contract's scope, cost, or schedule.

- *Change orders* typically address specific, often unforeseen, tactical adjustments to work (e.g., in construction).
- *Amendments* deal with broader, strategic changes to the overall contract terms and conditions.

Contract Award & Performance Management

Key Takeaways

- Transparency is critical throughout the process
- Proper documentation protects the District
- Active contract management ensures success
- Compliance with policies is mandatory
- Communication is key at every stage

Thank you!