



LAUSD
UNIFIED

Doing Business with LAUSD

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

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 2

Vendor Registration and Eligibility



What does the Vendor Services team do?

Vendor Services is responsible for managing data to ensure it is up-to-date and accurate so that purchase orders and payments are issued properly. All of which are essential for LAUSD to acquire goods and services from suppliers effectively.

What does the Vendor Services team do?

Vendor Registration & Data Management

- Helps businesses register with LAUSD and obtain a vendor/supplier number, which is required before the District can issue contracts, purchase orders, or payments.
- Manages and updates vendor data in LAUSD's systems so orders and payments are processed correctly.

Support for Bids & Contracts

- Guides new vendors through the process of doing business with LAUSD, including how to submit bids and proposals.
- Provides information and assistance about the district's procurement processes and requirements.

Supports Compliance & Outreach

- Answers questions about documentation, requirements, and how to remain compliant.
- Sends mass communications and notices to registered vendors regarding upcoming opportunities.

How to self-register as a vendor

Existing Vendors

1

Check email for an Invitation from “**Ariba Administrator**<noreply@amsmp.riba.com>”

2

Link your existing Ariba Network account to your **existing LAUSD vendor number** or create a new Ariba Account and link to LAUSD

3

Look for an email from the Ariba Administrator, contact LAUSD Vendor Services at PSG-VSU@lausd.net or (562) 654-9404

DO NOT use the new vendor registration link, it will create a duplicate vendor number and cause delays with issuing POs payments.

New Vendors

1

Complete New Supplier Registration Form at <https://lausd.sourcing3.ariba.com/ad/>

2

Act on Ariba’s email to complete the required questionnaire, upload W-9 and submit responses

3

Receive email confirmation with Ariba Network ID (ANID)

4

Contact LAUSD Vendor Services at PSG-VSU@lausd.net or (562) 654-9404 for your new LAUSD vendor number

Vendor Registration Requirements

- ✓ Firm name, address, and contact information
- ✓ Firm's Taxpayer Identification Number (TIN), commonly known as Employer Identification Number (EIN) / Federal Tax ID
- ✓ Social Security Number (SSN) for those vendors who are conducting business as individuals
- ✓ A copy of the firm's recent W9
- ✓ Number of employees and average annual sales data
- ✓ North American Industry Classification System (NAICS) Code(s)

Visit procurement.lausd.org and click on the "Vendor Services" icon to get more information and to self-register!

Small Business Enterprise Certification

In February 2003, the Board of Education established a 25% Small Business Enterprise (SBE) participation goal on all District contracts. In October 2013, the Board reaffirmed its commitment to the District's 25% participation goal, increased the Disabled Veteran Business Enterprise (DVBE) participation goal to five percent (5%), and established a (10%) bid preference on contracts pursuant to Public Contract Code section 20111. These far-reaching SBE/VBE participation goals are the guiding principles for the Small Business Program.


What is considered a Small Business?

A small business meets the U.S. Small Business Administration guidelines for gross sales receipts (averaged over the past three years) or for the number of employees, based on industry. Visit sba.gov to find your small-business size standard or the applicable NAICS code.

Small Business Enterprise Certification

What are the benefits?

- ✓ Bidding preference on contracts
- ✓ Increased visibility
- ✓ Competitive edge in bidding
- ✓ Access to training and business development resources:
- ✓ Prompt Payment: get paid faster!

 LOS ANGELES UNIFIED SCHOOL DISTRICT Small Business Enterprise (SBE) Programs		
Micro-SBE Program 10% Participation Goal for Informal Contracts (Based on DGS Micro Size Standards)	SBE Program 25% Participation Goal (Based on SBA Size Standards)	What Certification Can Mean for Your Small Business 8% Bid Preference on Informal Contracts (Maintenance and Repair or Non-Facilities Goods and Services ¹) <small>¹For bids only amounts under the annually adjusted threshold amount set for contracts pursuant to Public Contract Code section 20111 (Currently at \$114,500)</small>
		Up to 3% Bid Preference on Formal Construction Contracts Subject to Public Contract Code section 2002, Valued up to \$1M
		Up to 13% of the Qualifications Evaluation Scoring Points Facilities Professional Services • Best Value Construction Design-Build Construction
		LAUSD Bond Assistance Program and "We Pay" Program (In Development)
		Payment Assistance and Accelerated Dispute Resolution Process
		E-mail Notification of Upcoming Projects
		Boot Camp Training
		Supplemental Customized Training Workshops
		LAUSD will Solicit One Micro Proposal for Informal Contracts
		Additional 2% Bid Preference on Informal Contracts (for Total of 10%)
	Additional 2% Bid Preference on Formal Construction Contracts (Up to 5%)	
	Additional 2% Qualifications Evaluation Scoring Points When Providing an Outreach Plan for Micro SBEs (up to 15%) Facilities Professional Services • Best Value Construction • Design-Build Construction	
Veteran Business Enterprise Program (VBE) 5% Participation Goal		What This Program Can Mean for Your VBE 10% Bid Preference on Informal Contracts (Maintenance and Repair or Non-Facilities Goods and Services)
		Up to 15% of the Qualifications Evaluation Scoring Points Facilities Professional Services • Best Value Construction • Design-Build Construction
		LAUSD Bond Assistance Program (In Development)
		E-mail Notification for Upcoming Projects
		Customized Training Workshops
		Placed on Exclusive List of Certified DVBE and VBE Contractors that is Distributed to all LAUSD Project Units
Note: Only One Program Can Be Utilized Per Bid		

Small Business Enterprise Certification

Does LAUSD accept certifications from other agencies?

LAUSD recognizes and accepts SBE and (D)VBE certifications from other major public agencies:

- State of California, Department of General Services (DGS)
- City of Los Angeles
- Metropolitan Transportation Authority
- County of Los Angeles Department of Business and Consumer Affairs

Do other agencies recognize LAUSD's SBE certification?

The LAUSD SBE Certification is recognized and accepted by the Metropolitan Water District of Southern California.

Insurance Requirements

Proof of insurance is required before a contract or purchase order for goods or services may be issued to a vendor/supplier. Depending on the event, location, or scope of work, the insurance requirements may be subject to change.

A compliant Certificate of Insurance must be received and include an additional insured endorsement for the Commercial General Liability Policy, Abuse coverage, and the Commercial Automobile Policy.



Insurance Requirements and Limits Matrix

Insurance Categories

		General Liability	Automobile	Workers' Compensation	Sexual Abuse and Molestation (Students or Minors)	Professional Liability	Cyber	Garage Keeper Liability	Umbrella	
Contract Categories	Service Type	Vendors/ Suppliers/ General (School Sponsored/ License Agreement/ Non-Athletic Civic Center)	\$1M/ Occurrence \$2M Aggregate \$1M Combined Single Limit (Coverage required for all autos. If no owned autos, provide waiver and maintain hired/non-owned coverage) \$5M Combined Single Limit if transporting students	Statutory (\$1M Employer's Liability)	\$1M/ Occurrence \$1M Aggregate (Only if students are present on-site or virtually)	\$1M/ Occurrence \$1M Aggregate (Required for consulting/ professional services, e.g. Professional Development)	\$1M/ Occurrence \$1M Aggregate (Required when there is the collection and sensitive data, software development, District network access, etc., or if Data Use Agreement has been established)	\$500K for physical damage if valet services are provided	Only if needed to meet required limits. 'Follow Form' statement required	
	Athletics	\$5M/ Occurrence \$5M Aggregate	\$1M Combined Single Limit (Coverage required for all autos. If no owned autos, provide waiver and maintain hired/non-owned coverage) \$5M Combined Single Limit if transporting students	Statutory (\$1M Employer's Liability)	\$1M/ Occurrence \$1M Aggregate (ONLY if students are present)	N/A	N/A	N/A	Only if needed to meet required limits. 'Follow Form' statement required	
	Monetary/Duration	Contracts \$250K and Above and/or 12 Months or More	\$1M/ Occurrence \$3M Aggregate	\$1M Combined Single Limit (For business-owned, scheduled, hired or non-owned automobiles) \$5M Combined Single Limit if transporting students	Statutory (\$1M Employer's Liability)	\$1M/ Occurrence \$2M Aggregate (Only if students are present on-site or virtually) Consult w/Risk Management for events that are District/Region wide	\$1M/ Occurrence \$2M Aggregate Consult w/Risk Management for events that are District/Region wide	\$1M/ Occurrence \$2M Aggregate Consult w/Risk Management for events that are District/Region wide	N/A	Only if needed to meet required limits. 'Follow Form' statement required
	No-Cost Agreements and Contracts/Purchase Orders Below \$250K and/or 12 Months or Less	\$1M/ Occurrence \$2M Aggregate	\$1M Combined Single Limit (For business-owned, scheduled, hired or non-owned automobiles) \$5M Combined Single Limit if transporting students	Statutory (\$1M Employer's Liability)	\$1M/ Occurrence \$1M Aggregate (Only if students are present on-site or virtually) Consult w/Risk Management for events that are District/Region wide	\$1M/ Occurrence \$1M Aggregate Consult w/Risk Management for events that are District/Region wide	\$1M/ Occurrence \$1M Aggregate Consult w/Risk Management for events that are District/Region wide	N/A	Only if needed to meet required limits. 'Follow Form' statement required	

Resources

LAUSD Vendor Services

<https://procurement.lausd.org/apps/pages/Vendor-Services>

Telephone: (562) 654-9404

Email: psg-vs@lausd.net

LAUSD Small Business Enterprise Program

<https://facilities.lausd.org/apps/pages/small-business>

Email: sbe@lausd.net

U.S. Census Bureau (for NAICS code(s))

<https://www.census.gov/naics/>

Thank you!