



**LAUSD**  
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## **Doing Business with LAUSD**

Presented by:

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# DOING BUSINESS **\*\*\*** with **LAUSD**

## Schedule

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

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

# Session 5

## Submitting Bids and Proposals





# *Understanding Bid/Proposal Requirements*

## *Key Documents to Review*

1. Solicitation Overview / Introduction
2. Instructions to Bidders/Proposers
3. Scope of Work (SOW) / Specifications
4. Evaluation Criteria or Basis of Award
5. Pricing / Cost Proposal Forms
6. Required forms and certifications

# *Understanding Bid/Proposal Requirements*

## *Important Steps*

- ✓ Read the entire solicitation before beginning your response.
- ✓ Create a checklist of required documents.
- ✓ Note submission deadlines and format requirements.
- ✓ Attend pre-bid or pre-proposal meetings if available.
- ✓ Submit questions before the deadline for clarifications.

# *Preparing a Compliant Response*

A compliant proposal meets all administrative, technical, and pricing requirements outlined in the solicitation.

## ✓ *Administrative Compliance*

Ensure that all required forms and documentation are included.

- Signed cover sheet or proposal form
- Certifications and disclosures
- Vendor information forms
- Insurance documentation

# *Preparing a Compliant Response*

## ✓ *Technical Compliance*

The proposal must address the scope of work and technical specifications.

### *Tips:*

- Respond to each requirement clearly.
- Provide evidence of experience and qualifications.
- Include timelines, staffing plans, and methodology.
- Follow the exact order requested in the solicitation.

# *Preparing a Compliant Response*

## ✓ *Format Compliance*

Agencies often require specific formatting.

*Examples:*

- Page limits
- Font size
- File type (PDF, Excel, etc.)
- Electronic submission portals
- Number of copies (if physical)

*\*Failure to follow format instructions may result in disqualification.*

# ***Common Mistakes to Avoid***

Even strong proposals can be rejected due to simple errors.

## **❑ *Late Submissions***

Public agencies strictly enforce deadlines.

### *Tips:*

- Submit early
- Allow time for technical issues
- Confirm receipt when possible

# ***Common Mistakes to Avoid***

## **❑ Missing Documents**

Incomplete submissions are one of the most common reasons proposals are rejected.

*Examples:*

- Missing signatures
- Missing certifications
- Missing pricing sheets

*\*Solution: Use a submission checklist.*

# ***Common Mistakes to Avoid***

## **❑ *Incorrect Formats***

*Examples:*

- Uploading the wrong file type
- Exceeding page limits
- Combining documents incorrectly

## **❑ *Not Following Instructions***

*Examples:*

- Responding out of order
- Ignoring evaluation criteria
- Providing excessive or irrelevant information

# ***Common Mistakes to Avoid***

## **❑ Mathematical Errors**

Pricing errors can impact evaluation and credibility.

### *Tips:*

- Double-check calculations
- Ensure totals match line items
- Review formulas in spreadsheets

# ***Pricing Strategies in Public Procurement***

Pricing is a critical factor in many public contract awards.

## *Understand the Evaluation Method*

Solicitations may use different pricing evaluation methods:

- Lowest Responsive and Responsible Bid (common in IFBs)
- Best Value Evaluation (common in RFPs)

# ***Pricing Strategies in Public Procurement***

## ***Effective Pricing Strategies***

1. Be Competitive but Realistic. Underpricing may lead to:
  - Unsustainable contracts
  - Poor performance
  - Financial loss
2. Understand Your Costs. Consider all factors:
  - Labor
  - Materials
  - Overhead
  - Administrative costs
  - Risk contingencies

# ***Pricing Strategies in Public Procurement***

## 3. Follow the Pricing Template Exactly

Agencies require specific pricing formats to allow fair comparisons.

*Examples:*

- Unit pricing
- Fixed pricing
- Hourly rates
- Not-to-exceed amounts

# ***Pricing Strategies in Public Procurement***

## 4. Avoid Unbalanced Pricing

Significantly underpricing some items and overpricing others can raise concerns during evaluation.

## 5. Provide Clear Cost Justification (when requested)

Explain pricing assumptions if the solicitation requires it.

# *Key Takeaways*

- Compliance with solicitation requirements is essential.
- Many proposals are rejected due to simple administrative mistakes.
- Careful preparation and review improve the chances of success.
- Effective pricing balances competitiveness with sustainability.

# ***Best Practices for Successful Submissions***

- ✓ Start preparing early.
- ✓ Carefully review solicitation instructions.
- ✓ Use a compliance checklist.
- ✓ Verify all forms and signatures.
- ✓ Double-check pricing calculations.
- ✓ Submit before the deadline.

**Thank you!**