



**LAUSD**  
**UNIFIED**

## **Doing Business with LAUSD**

Presented by:

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Procurement Services Department

# 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 3

## Finding Bid Opportunities





LAUSD purchases millions of dollars of commodities and services each year ranging from pens, pencils, and computers; to legal, architectural, and consulting services.

# ***LAUSD Purchasing & Contract Opportunities***

LAUSD divides its purchasing projects into the following teams:

- ***Professional Services:*** Manages contracts for consulting and other professional services
- ***Stock and Non-Stock:*** Handles procurement of commodities for regularly stocked and special order goods as well general services
- ***Facilities Professional & Technical Services:*** Manages contracts and professional services related to Facilities

# *Pre-bid/proposal Meetings*

Pre-bid or Pre-proposal meetings are held to ensure all potential bidders clearly understand the project and the bidding requirements.

## *Mandatory vs. Non-Mandatory*

- Mandatory pre-bid meetings: Attendance is required for a bid to be considered responsive.
- Non-mandatory pre-bid meetings: Attendance is optional but strongly recommended.

# *Pre-bid/proposal Meetings*

## *What is the purpose of pre-bid/pre-proposal meetings?*

1. Clarify the Scope of Work: allows the agency to explain the project requirements, specifications, timelines, and expectations so bidders know exactly what they are pricing.
2. Answer Questions: Vendors can ask questions about the solicitation, contract terms, technical requirements, or site conditions. This helps prevent misunderstandings later.

# *Pre-bid/proposal Meetings*

3. Ensure Fair Competition: All bidders receive the same information at the same time, reducing the risk of unequal access to details and ensuring a level playing field.
4. Identify Potential Issues Early: Agencies can uncover ambiguities, errors, or conflicts in the bid documents before bids are submitted, often issuing addenda to clarify.

# *Pre-bid/proposal Meetings*

5. Explain Administrative Requirements: The agency may review:
  - How to submit bids
  - Required forms and certifications
  - Deadlines
  - Evaluation criteria
  - Compliance requirements (insurance, bonding, licensing, etc.)
  
6. Reduce Risk of Non-Responsive Bids: By clarifying expectations, bidders are less likely to submit incomplete or non-compliant bids that must be rejected.

# *How to find bidding opportunities*

**You may access open solicitations a few ways:**

- [Procurement.lausd.org](https://procurement.lausd.org) and click on “Solicitations”
- City of Los Angeles RAMP: <https://www.rampla.org/s/>
- Instagram: *@lausdpsd*
- LinkedIn: *LAUSD Procurement*

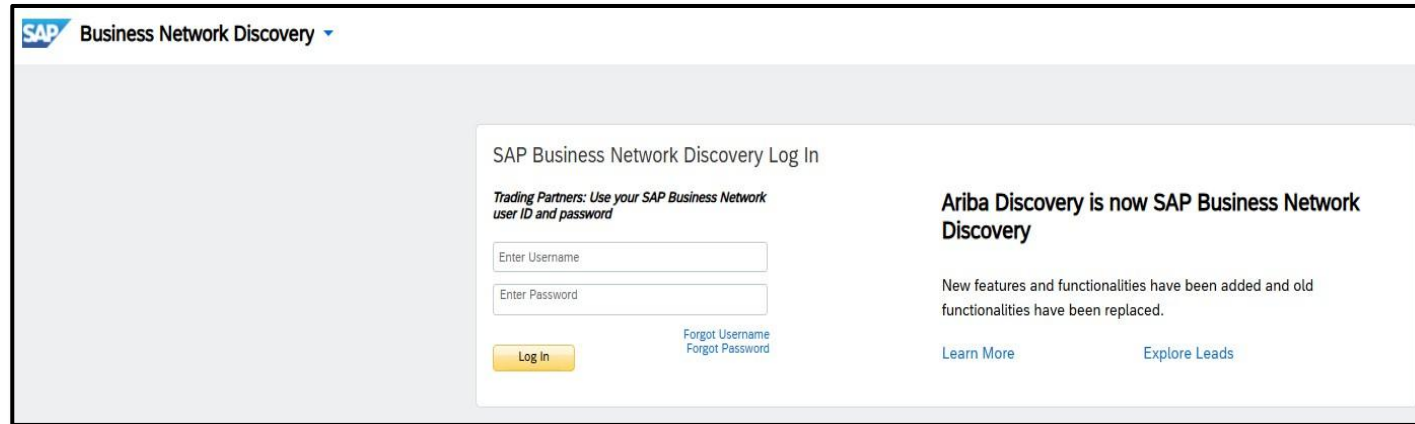
# *How to find bidding opportunities*

➤ Ariba Discovery:

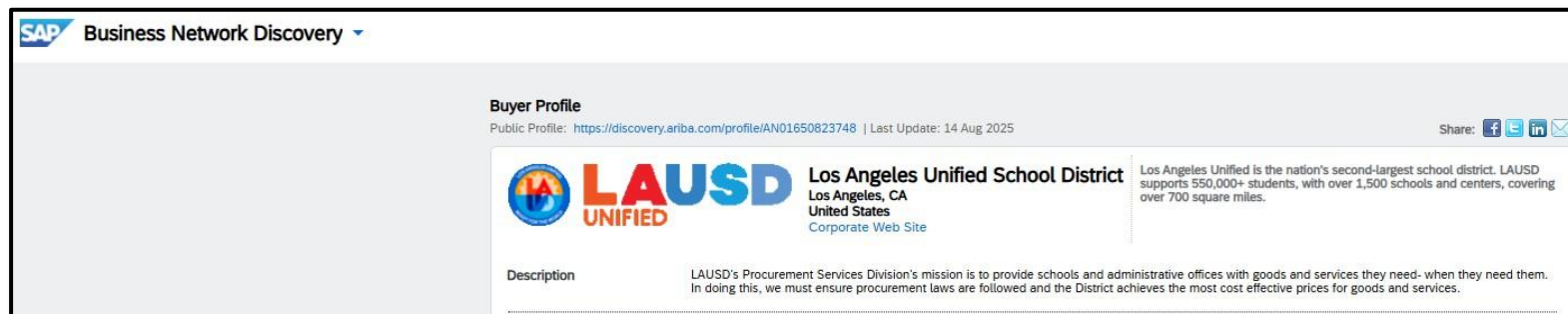
<https://discovery.ariba.com/profile/AN01650823748>



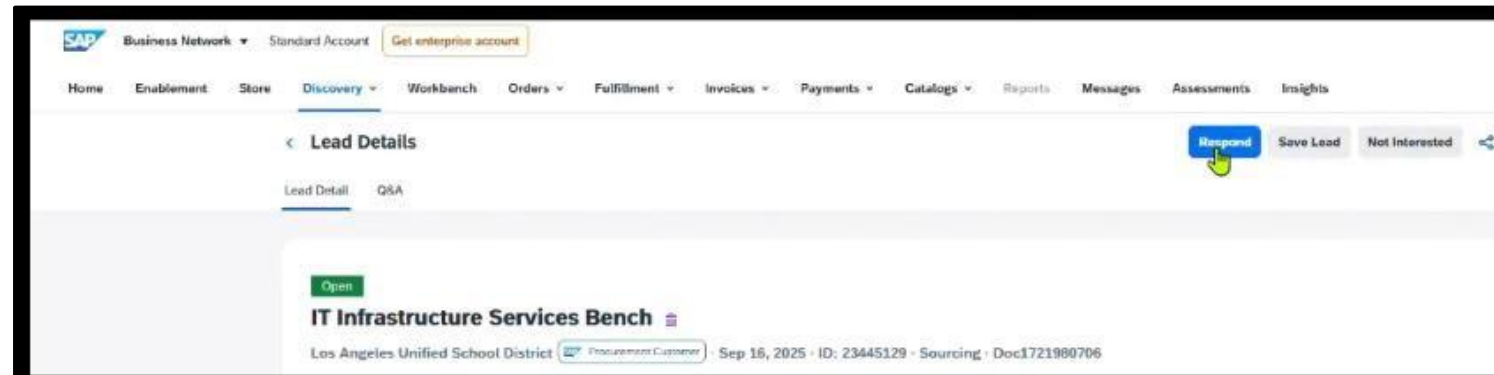
Firms intending to respond to a solicitation must register at the Ariba Business Network Discovery website (<https://discovery.ariba.com>) and create a profile.



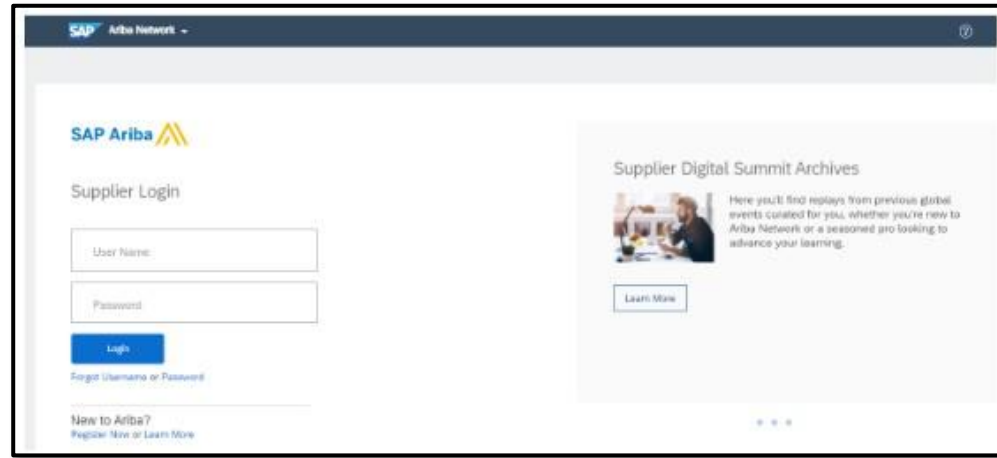
Once registered, go to Los Angeles Unified School District Public Discovery Profile (<https://service.ariba.com/Discovery.aw/ad/profile?key=AN01650823748>) home page and search for the solicitation by title.



After clicking on the solicitation, the simplest way to access documents is by clicking on blue "Respond" button located in the upper right-hand corner:



NOTE: There is a separate login used to access the LAUSD Supplier Portal to maintain and access vendor profiles (this is a ten-digit number starting with a "1") required to do business with the district.



For assistance with registration in Ariba and/or LAUSD Supplier Portal, please contact the District's Vendor Services: [psg-vs@lausd.net](mailto:psg-vs@lausd.net) or (562) 654-9404

For assistance with the software Ariba Business Network, contact Ariba support: <https://support.ariba.com/help>

## Additional Resources:

A virtual drop-in session has been scheduled every Tuesday and Thursday from 11am-12pm to provide a walkthrough on how to respond to LAUSD solicitations in the Ariba Business (Supplier) Network. You are welcome to attend this drop-in session, and no RSVP is necessary:

**Tuesdays, 11:00am – 12:00pm (PST)**  
**Thursdays, 11:00am – 12:00pm (PST)**



**Thank you!**