



LAUSD
UNIFIED

Doing Business with LAUSD

Presented by:

Ericka King, Senior Contract Administration Manager
Procurement Services Department

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 10

Resources and Support



LET'S

RECAP



Week 1 – Introduction to Public Procurement

Types of Procurements

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

Week 1 – Introduction to Public Procurement

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

Week 2 – Vendor Registration & Eligibility


What do you need to register?

- ✓ Firm name, address, and contact information
- ✓ Firm's Taxpayer Identification Number (TIN)/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)

Week 2 – Vendor Registration & Eligibility

What are the benefits of SBE Certification?

- ✓ 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

Week 2 – Vendor Registration & Eligibility

Insurance Requirements

- Proof of insurance is required before a contract or purchase order may be issued
- Insurance requirements may change depending on the event, location, or scope of work
- A compliant Certificate of Insurance (COI) includes an additional insured endorsement for the Commercial General Liability Policy, Abuse coverage, and the Commercial Automobile Policy

ACORD®		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER		CONTACT NAME:					
		PHONE (A/C, No, Ext):		FAX (A/C, No):			
		E-MAIL ADDRESS:					
		INSURER(S) AFFORDING COVERAGE				NAIC #	
INSURED		INSURER A:					
		INSURER B:					
		INSURER C:					
		INSURER D:					
		INSURER E:					
		INSURER F:					
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N	N / A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CERTIFICATE HOLDER				CANCELLATION			
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE			
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Week 3 – Finding Bid Opportunities

You may access open solicitations a few ways:

- Ariba Discovery:
<https://discovery.ariba.com/profile/AN01650823748>
- City of Los Angeles RAMP: <https://www.rampla.org/s/>
- Procurement.lausd.org and click on “Solicitations”
- Instagram: *@lausdpsd*
- LinkedIn: *LAUSD Procurement*



Week4 – Understanding Solicitations

What are the Components of a Solicitation?

- Solicitation Overview / Introduction
- Instructions to Bidders/Proposers
- Scope of Work (SOW) / Specifications
- Evaluation Criteria
- Pricing/Cost Proposal
- Contract Terms and Conditions
- Vendor Qualifications / Minimum Requirements
- Required Certification Forms
- Attachments / Exhibits

Week 5 – Submitting Bids & Proposals

Best Practices for submitting your bid/proposal

- ✓ Prep early. 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.
- ✓ Double check pricing calculations.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
Contractor Code of Conduct**

Adopted: 12/00; Revised: 11/02, 11/06

Preamble

Los Angeles Unified School District's Contractor Code of Conduct was adopted to enhance public trust and confidence in the integrity of LAUSD's decision-making process. This Code is premised on three concepts:

- Ethical and responsible use of scarce public tax dollars is a critical underpinning of effective government
- Contracting integrity and quality of service are the shared responsibilities of LAUSD and our Contractors
- Proactive and transparent management of potential ethics concerns improves public confidence

This Code sets forth the ethical standards and requirements that all Contractors and their Representatives shall adhere to in their dealings with or on behalf of LAUSD. Failure to meet these standards could result in sanctions including, but not limited to, avoidance of current or future contracts.

1. Contractors

All LAUSD Contractors and their Representatives are expected to conduct any and all business affiliated with LAUSD in an ethical and responsible manner that fosters integrity and public confidence. A "Contractor" is any individual, organization, corporation, sole proprietorship, partnership, nonprofit, joint venture, association, or any combination thereof that is pursuing or conducting business with and/or on behalf of LAUSD, including, without limitation, consultants, suppliers, manufacturers, and any other vendors, bidders or proposers. A Contractor's "Representative" is also broadly defined to include any subcontractors, employees, agents, or anyone else who acts on a Contractor's behalf.

2. Mission Support

LAUSD relies on Contractors and their Representatives to support our LAUSD mission statement of "educating students to a higher level of achievement that will enable them to be responsible individuals and productive members of the greater society." Contractors and their Representatives must provide high-value products, services and expertise which advance LAUSD's mission or provide mission-related benefits that support our goals for the students, employees, stakeholders, and the communities we serve.

3. Ethical Responsibilities

All LAUSD contracts must be developed and maintained within an ethical framework. LAUSD seeks to promote public trust and confidence in our contracting relationships and we expect every individual, regardless of position or level of responsibility, who is associated with an LAUSD procurement process or contract, to commit to exemplifying high standards of conduct in all phases of any relationship with LAUSD.

Given that the business practices and actions of Contractors and their Representatives may impact or reflect upon LAUSD, strict observance with the standards in this Code, all applicable local, state and federal laws, and any other governing LAUSD policies or agreements is not only a minimum requirement for all Contractors and their Representatives, but an ethical obligation as well.

In addition to any specific obligations under a Contractor's agreement with LAUSD, all Contractors and their Representatives shall comply with the following requirements:

- A. Demonstrate Honesty and Integrity** – Contractors shall adhere to the highest standards of honesty and integrity in all their dealings with and/or on behalf of LAUSD. As a general rule, Contractors must exercise caution and avoid even the appearance of impropriety or misrepresentation. All communications, proposals, business information, time records, and any other financial transactions must be provided truthfully, accurately, and completely.
- B. Be a Responsible Bidder** – Contractors shall demonstrate a record of integrity and business ethics in accordance with all policies, procedures, and requirements established by LAUSD.
 - (1) Critical Factors** – In considering a Contractor's record of integrity and business ethics, LAUSD may consider factors including, but not limited to: criminal investigations, indictments, injunctions, fines, convictions, administrative agreements, suspensions or debarments imposed by other governmental agencies, tax

Week 6 – Ethics & Compliance

LAUSD's *Contractor Code of Conduct*
was adopted to enhance public trust and confidence in the integrity of LAUSD's decision-making process.

Week 7 – Contract Award & Management

What happens after contract award?

- Selection or Award Notification
- Opportunity to Debrief
- Board Approval
- Notice to Proceed or Purchase Order
- Performance Monitoring/Evaluation

Week 8 – Invoicing & Payment

“Three-way Match”

- A **Purchase Order (PO)** is sent *from a buyer to a seller* detailing the goods or services being purchased. Work should not begin without an approved PO!
- A **Goods Receipt (GR)** is entered into Ariba to document that a job has been completed. The school or office that issued the purchase order must generate a GR to ensure timely payment to the vendor.
- An **Invoice** is an itemized document *sent by a seller to a buyer* to request payment for goods or services rendered.

Week 9 – Building Long Term Relationships

Prepare for Future Opportunities

- ✓ Strong performance builds trust
- ✓ Communication is critical to success
- ✓ Competitiveness ensures long-term opportunities
- ✓ Relationships are key to growth with LAUSD



Resources & Support

Procurement Services Department is the central hub for vendor engagement for LAUSD.

Procurement Services Department
<https://procurement.lausd.org/>

Vendor Services Unit
Email: psg-vs@lausd.net
(562) 654-9404



Resources & Support

You may access open solicitations a few ways:

- Ariba Discovery:
<https://discovery.ariba.com/profile/AN01650823748>
- City of Los Angeles RAMP: <https://www.rampla.org/s/>
- [Procurement.lausd.org](https://procurement.lausd.org) and click on "Solicitations"
- Instagram: *@lausdpsd*
- LinkedIn: *LAUSD Procurement*



Resources and Support

Ariba and Ariba Discovery Support



Virtual drop-in sessions are held twice per week to assist you with Ariba and Ariba Discovery. Sessions are conducted every Tuesday and Thursday from 11am-12pm

Tuesdays, 11:00am – 12:00pm (PST)

Thursdays, 11:00am – 12:00pm (PST)

Resources & Support

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/>

Resources & Support

Marketing Do's and Don'ts

Do create a marketing package with your services, contact information and availability and request an appointment.

If the school/office is interested in procuring the Contractor's products and/or services, **school/office administration will initiate a Procurement request** which may include competitive bidding.

Don't show up to a school uninvited or start services without a contract or a purchase order.

Contractors are not prohibited from contacting schools/offices to inquire about whether their products and/or services are desired. However, Contractors are not to engage school/office administrators in person but rather **via phone or email**.

Thank you!