



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

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 4

Understanding Solicitations



Recap - Types of Procurements

Invitation for Bid (IFB)

- ✓ Goods and General Services
- ✓ Sealed bid
- ✓ Specifications for product/service provided
- ✓ Details of how the work will be completed are known
- ✓ Award to lowest responsive, responsible bidder(s)
- ✓ Single or multiple awards

Request for Proposal (RFP)

- ✓ Professional Services
- ✓ Customized proposals - details of how the work will be completed are unknown
- ✓ Evaluation of experience, qualifications, and approach to work, in addition to price
- ✓ Selection Committee
- ✓ Negotiated price, terms and conditions
- ✓ Single or multiple awards

Request for Qualifications (RFQ)

- ✓ Professional Services
- ✓ Evaluation of experience, qualifications, and approach to work, not price
- ✓ Selection Committee makes recommendation of firms *qualified* to do the work
- ✓ Negotiated price, terms and conditions
- ✓ Single or multiple awards

Components of a Solicitation

1. Solicitation Overview / Introduction

Provides a high-level description of the procurement. Typically includes:

- Purpose of the solicitation
- Background information about the agency and/or project
- Contract type and term (e.g. firm fixed price)
- Key dates (release date, pre-bid/pre-proposal meeting, bid/proposal due date, award timeline)

Components of a Solicitation

2. Instructions to Bidders/Proposers

Explains how vendors must prepare and submit their response.

Includes:

- Proposal/bid format requirements
- Submission method and deadline
- Required forms and signatures
- Questions and clarification process
- Pre-bid or pre-proposal conference details

Components of a Solicitation

3. Scope of Work (SOW) / Specifications

The **most important section** describing what the contractor must do. Includes:

- Detailed services or goods required
- Deliverables
- Performance standards
- Timeline or milestones
- Technical requirements

In an IFB this section is often called **technical specifications.*

Components of a Solicitation

4. Evaluation Criteria

Explains how proposals or bids will be evaluated. For an RFP this may include:

- Technical approach
- Experience and qualifications
- Cost or price proposal
- Past performance

*For an IFB: Usually ***lowest responsive and responsible bidder.***

Components of a Solicitation

5. Pricing / Cost Proposal Forms

Provides the required format for submitting pricing.

Examples:

- Bid sheets
- Cost breakdowns
- Rate schedules
- Line item pricing

Components of a Solicitation

6. Contract Terms and Conditions

Contains the legal requirements of the contract. Includes:

- Insurance requirements
- Indemnification clauses
- Payment terms
- Termination provisions
- Compliance with laws and regulations

Components of a Solicitation

7. Vendor Qualifications / Minimum Requirements

Specifies what vendors must demonstrate to be eligible.

Examples:

- Licensing
- Relevant experience
- Financial stability
- References
- Certifications

Components of a Solicitation

8. Forms and Required Attachments

Administrative forms vendors must complete.

Examples:

- Non-collusion affidavit
- Conflict of interest disclosure
- Certification forms
- Vendor information forms

Components of a Solicitation

9. Attachments / Exhibits

Supporting documents related to the procurement.

Examples:

- Sample contract
- Technical drawings or plans
- Pricing templates
- Reporting templates

Thank you!