



## BUYING TIPS FOR SCHOOLS & OFFICES

### 1. **Buy District First**

The Board of Education adopted the “*Buy and Use LAUSD First*” Resolution on November 13, 2012. The Resolution requires all schools and offices to purchase daily supplies and materials from the District General Stores Warehouse Catalog to better utilize school and office budgets. The General Stores Warehouse carries over 2,800 different items and offers lower prices by taking advantage of the District’s large purchasing volumes.

The District’s Office of Inspector General conducted an audit that determined that schools can save 20% - 40% by purchasing from the Warehouse. There are several other reasons to buy first from the Warehouse—e.g., high quality products, items that are tested and safety-approved by OEHS, uniformed drivers, and a 100% satisfaction guarantee.

### 2. **Avoid single- and sole-sourced contracts!**

Unless it is clearly justified (e.g., emergency, selected firm is named in the grant or the selected firm is specified by law), requests for single- and sole-sourced contracts valued over \$25,000 will be **rejected**. If Procurement fails to find clear support for an argument that no other firm could provide the professional service, in particular, the requesting school will be directed to conduct an Informal Request for Proposals. Better (and often less time-consuming) for you to conduct an IRFP, yourself, in the first instance.

### 3. **No “after-the-facts,” please!**

Be sure that your contract is fully-executed and/or your purchase order issued before your vendor delivers the goods or provides the services. Remember:

- After-the-fact contracts and purchase orders are prohibited by District policy and
- Even when a master services agreement or bench contract is in place, a purchase order must be issued, or work order signed, before services are received.

### 4. **No “bid splitting,” please!**

It is unlawful to split or separate into smaller work orders/projects any work, project, service, or purchase for the purpose of evading the competitive process (Public Contract Code 20116).

- Bid-splitting is never acceptable and is a violation of the District policy and
- Violations may result in disciplinary action and/or restricted procurement ability.

### 5. **Do not sign a vendor’s contract.**

- Principals do not have the delegated authority to sign vendors’ contracts (or other documents that contain commitments for the District or a school) on behalf of the LAUSD or any of its schools; contracts signed by those without authority may be deemed void.
- Vendors’ contracts—even those that would not require the District to pay money—may contain provisions that could be harmful to the District.

### 6. **Using instructional software (programs or apps.) or sharing personal data requires approval.**

- Before purchasing or accessing any goods or services that would involve the vendor being given access to any data that would personally identify a District pupil (current or former) or staff member, you **must** contact Procurement and/or your Local District Buyer to confirm that the vendor in question has signed an appropriate Data Use Agreement.
- Before purchasing or accessing any instructional program or application, even one that is free, please contact Procurement to confirm that there is an approved UDIPP (Unified Digital Instructional Procurement Plan) on file with the District for that program or that no UDIPP is required. Find the UDIPP application and related information here: <https://achieve.lausd.net/Page/10475>.

## **7. Renewal Options Must Be Exercised.**

- If you want to extend a contract by exercising a renewal option provided for in the agreement, you must take action by asking that Procurement effect the extension; renewal is not automatic.
- If an option is not exercised, the contract will expire on the date shown in the contract, and the sponsor will need to request (and possibly negotiate) a new contract, showing competition, as appropriate, if the sponsor wants to continue to receive the goods or services after the expiration date of the original contract.

## **8. Enter your Goods Receipts (GR) timely!**

If a goods receipt is not entered by the end of the fiscal year, the funds will no longer be available in that fiscal year. Instead, the funds will come from the fiscal year in which the goods receipt is entered. A good rule of thumb is to try to enter the goods receipt within five business days after receiving your goods or services. It's also a good idea to confirm that your vendor has received the purchase order for which you entered or requested a shopping cart; just because it's been entered doesn't mean it's been received. Vendors are responsible for submitting invoices for payment to Accounts Payable.

## **9. Be diligent in conducting your Informal RFPs.**

- Allow 4-6 weeks in your purchase plan to complete the IRFP process;
- Do not use a description of the services (Scope of Work) written by a vendor who may be asked to submit a proposal or that is otherwise tailored to one vendor's services;
- Use the informal RFP forms on the Procurement website (<https://achieve.lausd.net/site/default.aspx?PageID=12529>), but tailor the evaluation criteria to your needs;  
Be sure to request proposals in writing and require that the proposals be in writing;
- Include in your contract request package: the proposals, the proposal request (i.e., your solicitation letter), your IRFP Checklist (showing each proposer's total price), and the names & signatures of the evaluators (at least two); and
- Help attain our District goal of 25% participation of Small Businesses Enterprises (SBE) by: (a) letting your vendors know they can earn evaluation points (up to 5%) if they are a LAUSD-certified small business enterprise and (b) referring any vendors not yet LAUSD-certified as a small business to Procurement's Vendor Services Unit (562-654-9404 or [psg-vs@lausd.net](mailto:psg-vs@lausd.net)) for direction on action to take to become certified as a small business enterprise through the LAUSD.

## **10. Vendor Evaluation System**

The Vendor Evaluation System can be accessed through the current Interim LRP System ([https://psd.lausd.net/lrp\\_shopping\\_cart/LRP\\_VendorEvalList.aspx](https://psd.lausd.net/lrp_shopping_cart/LRP_VendorEvalList.aspx)), and any user with a Single Sign-On can access it. It will also:

- Allow users to rate a vendor and assign up to five (5) stars (highest rating).
- Allow users to rate a vendor on a series of ten (10) questions that are designed to gauge a vendor's responsiveness, timeliness, and quality (service or product).

## **11. Monitor your vendors; manage their performance.**

Kindly note that:

- A vendor having a LAUSD Vendor No. does not mean that the vendor is "approved" or has otherwise been screened,
- School administrators are responsible for ensuring that vendor staff are appropriately supervised while on a school site; and the office or school that requests the contract or purchase order is responsible for monitoring and managing the vendor's performance.

### **Your Local District Buyers:**

<b>Local District</b>	<b>Local District Buyer</b>	<b>E-mail Address</b>	<b>Phone Number</b>
Northeast	Jeri Reed	<a href="mailto:jeri.reed@lausd.net">jeri.reed@lausd.net</a>	(818) 252-5468
Northwest	Jina Jung	<a href="mailto:jina.jung@lausd.net">jina.jung@lausd.net</a>	(818) 654-3719
South	Oscar Montes	<a href="mailto:oscar.montes@lausd.net">oscar.montes@lausd.net</a>	(310) 354-3558
East	Mario Fuller	<a href="mailto:mario.fuller@lausd.net">mario.fuller@lausd.net</a>	(323) 224-3179
West	Michelle Conerly	<a href="mailto:michelle.conerly@lausd.net">michelle.conerly@lausd.net</a>	(310) 914-2172
Central	Ana Licon	<a href="mailto:ana.licon@lausd.net">ana.licon@lausd.net</a>	(213) 241-8787