MISSION STATEMENT

To provide schools and administrative offices with goods and services they need - when they need them. In doing this, we must ensure procurement laws are followed and the District achieves the most cost effective prices for goods and services.

http://achieve.lausd.net/psd

FINGERTIP FACTS FOR FY 2018-19

The Procurement and Contract Administration Branch supports schools by managing the purchase of supplies, equipment, professional, and general services through best practices in the public procurement arena. This Branch also oversees the District’s Credit Card Programs, Vendor Services, the Toshiba Unified Print Program, and provides support to schools in the area of travel and conference attendance.

Professional Services (Non-Facilities)
Request for Proposal (RFP) Issued  27
Contracts Issued  420
Value of Contracts Issued  $366,699,504
Work Orders Issued  1,252
Value of Work Orders  $68,785,531

Goods & General Services
(Stock/Non Stock/M&O/Foods)
Contracts Issued  74
Value of Contracts Issued  $260,359,816

Toshiba Unified Print Program
Cost Prior to Implementation  $12.7 million
Spent  $8.0 million
Estimated Savings  $4.7 million

Credit Card Program
P-Cards Issued  1,315
Others Cards Issued  1,804
(Travel/Fuel/Toshiba, etc.)
Transactions for All Card Programs  109,397
Total Spent for All Card Programs  $36.4 million

Travel
Trips Settled  8,795
Value of Trips Settled  $6.1 million

Vendor Management
Total Vendors Registered  16,947
FACILITIES CONTRACTS BRANCH

The Facilities Contracts Branch is responsible for the acquisition of facilities-related professional services provided by consultants, contractors, and other private firms. Acquisitions are achieved through the use of requests for qualifications (RFQs) and requests for proposals (RFPs) which are developed, issued, evaluated, and awarded through this Branch. Facilities Contracts also administers the advertising, bidding, and awarding of all formal, competitively bid school construction projects, including the prequalification of contractors and all post-award contract activities.

Professional Services and A&E (Facilities)
Contracts Issued 89
Value of Contracts Issued $57,084,913
Task Orders Issued 1,481

Formal Construction Contracts
Contracts Issued 95
Value of Contracts Issued $276,850,335

Job Order Contracts
Active Contracts 58
Job Orders Issued 187
Value of Job Orders Issued $43,986,974

Design/Build
Contracts Issued 1
Value of Contracts Issued $144,634,722

Prequalification
Prequalified Contractors 404

MATERIEL MANAGEMENT BRANCH

The Materiel Management Branch located at the Procurement Services Support Center in Pico Rivera, maintains three primary distribution centers: General Stores (supplies and equipment), Food (frozen, groceries and staples) and Surplus Property and Recycling Annex (used/surplus furniture and equipment). The Truck Operations Section provides delivery of product from the distribution centers to schools and offices. This Branch also oversees the Mail Support Services Unit (mail service) and the Reprographic Support Services Unit (reprographic activities) for the District.

General Stores
Inventory Items Stocked 2,677
Orders Filled 46,305
Line Items Filled 526,487
Sales $56,072,966
Number of Schools/Offices Serviced 1,789

Surplus Property & Recycling Annex
Surplus Property (Salvage) Pick-ups 2,569
Total Cost Avoidance to Schools & Offices $4,694,676
Deliveries to Schools & Offices 817
Number of Repurposed Items 19,467
Number of Online Auction Sales 3,069
Public Auction Sales Amount $652,363
Number of Visitors on Site 3,582
Total Recycled Sales $60,113
Total Weight (lbs.) of Recycled E-waste 836,872

Foods Distribution
Inventory Items Stocked 622
Orders Filled 79,599
Line Items Filled 1,093,457
Sales $83,942,784
Number of Schools/Offices Serviced 717

Truck Operations Section
Average Delivery Stops Per Day 2,008
Mail Bags Picked Up & Delivered Daily 1,200

Mail Support Services Unit
Pieces of Mail Handled Per Year 13 million

Reprographic Support Services Unit
Work Requests Processed 2,185
Dollar Value of Work Requests $5.1 million

Data on this brochure is current at the time of publication – February 2020.