



PROCUREMENT SERVICES DIVISION

<http://achieve.lausd.net/psd>

FINGERTIP FACTS FOR FY 2020-21

PROCUREMENT AND CONTRACT ADMINISTRATION BRANCH

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	22
Contracts Issued	557
Value of Contracts Issued	\$657,567,999
27 Emergency COVID-19 Single Source Contracts	(\$238,169,280)
Work Orders Issued	920
Value of Work Orders	\$312,362,757

Goods & General Services (Stock/Non Stock/M&O/Foods)

Contracts Issued	58
Value of Contracts Issued	\$898,397,000

Toshiba Unified Print Program

Cost Prior to Implementation	\$12.7 million
Spent	\$1.9 million
Estimated Savings	\$10.8 million

Credit Card Program

P-Cards Issued	1,324
Others Cards Issued (Travel/Fuel/Toshiba, etc.)	1,760
Transactions for All Card Programs	81,461
Total Spent for All Card Programs	\$27.1 million

Travel

Trips Settled	347
Value of Trips Settled	\$115,000

Vendor Management

Total Vendors Registered	20,750
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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	197
Value of Contracts Issued	\$110,983,908
Task Orders Issued	919

Formal Construction Contracts

Contracts Issued	43
Value of Contracts Issued	\$565,090,439

Prequalification

Prequalified Contractors	428
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Job Order Contracts

Active Contracts	65
Job Orders Issued	160
Value of Job Orders Issued	\$40,401,385

Design/Build

Contracts Issued	2
Value of Contracts Issued	\$352,051,605



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.



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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	2,771
Orders Filled	64,687
Line Items Filled	352,845
Quantity of Items Received	73 million
Sales	\$76,176,600
Cost Avoidance (Purchasing from the Catalog vs. Outside Vendors)	\$10,467,765
Number of Schools/Offices Served	1,873

Surplus Property & Recycling Annex

Surplus Property (Salvage) Pick-ups	275
Surplus Property (Quantity of Items) Picked-up	112,848
Total Cost Avoidance to Schools & Offices	\$1,844,583
Deliveries to Schools & Offices	272
Deliveries to Schools & Offices (In Quantity)	15,546
Surplus Property Will Call Pick-ups	253
Number of Repurposed Items	15,716
Number of Online Auctions Posted	2,048
Public Auction Sales Amount	\$300,884
Total Number of Visitors on Site	1,899
Total Recycled Sales	\$117,626
Total Weight (lbs.) of Recycled E-waste	870,288
Total Weight (lbs.) of Recycled Metal	11,930,620

Foods Distribution

Inventory Items Stocked	592
Orders Filled	55,309
Line Items Filled	351,095
Quantity of Items Received	2.8 million
Sales	\$81,121,605
Number of Schools/Offices Served	691

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
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Reprographic Support Services Unit

Work Requests Processed	2,064
Dollar Value of Work Requests	\$22.1 million



Procurement Services Division

333 South Beaudry Avenue, 28th Floor, Los Angeles, CA 90017

GENERAL PHONE
(213) 241-3087

CUSTOMER SERVICE
(562) 654-9009

GENERAL STORES &
FOODS DISTRIBUTION
(562) 654-9005

TRUCK OPERATIONS
SECTION
(562) 654-9000

SURPLUS PROPERTY &
RECYCLING ANNEX
(213) 745-5910