

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Business Services Division

BULLETIN NO. BUL-426  
November 3, 2003

ATTACHMENT C

**INSTRUCTIONS FOR COMPLETING  
REQUEST FOR CONTRACT ACTION FORM**

**PAGE 1 (Complete for all contract requests)**

1. **REQUESTOR.** Enter the contact information for the school/office requesting the contract.
2. **ACTION REQUESTED.** There are three (3) options:
  - a. **Amend/Terminate Existing Contract.** Check if you have an existing contract that is still in effect and you need to (i) extend the time period to complete the services, (ii) increase the amount of an existing contract and/or (iii) make minor changes to the contract services. *NOTE: You cannot amend an expired contract.*
  - b. **Create New Contract – Non-Competitive.** *All contracts for services valued at over \$59,600 must go through a RFP process.* Check if you have selected a contractor through a process other than use of a Request for Proposal. Be sure to provide the selection criteria used.
  - c. **Create New Contract – Competitive.** *All contracts for services valued at over \$59,600 must go through a RFP process.* Check if you selected a contractor through a RFP process (contract value is over \$59,600 to \$100,000) or if Contract Administration will perform the RFP for you (contract value over \$100,000).
3. **CONTRACT/AMENDMENT TERM AND VALUE.** Enter start and end dates for a new contract. Enter original start date and new end date for a contract amendment that extends the contract period. Enter contract amount (or provide an estimate if Contract Administration will conduct the RFP); enter the increase in contract amount, if applicable, for an amendment.
4. **CONTRACTOR INFORMATION.** Enter contractor contact information.
5. **SCOPE OF WORK.** Provide a brief description of the services the contractor will provide. If the contract value is over \$59,600 to \$100,000, attach the Scope of Work and proposal of the contractor that was selected through the Informal RFP process. If the contract value is over \$100,000, attach a Scope of Work and Contract Administration will conduct the RFP on your behalf.
6. **FUNDING.** This is required for all contract requests, including those to be handled through a RFP process. Identify whether services are federally funded and/or grant-funded. **Submit a requisition (RX) for the requested services either online or through the Requisition Unit of Job Cost Accounting.** Enter the requisition number on the RFCA.

If the RX is done online, the following document numbering formula should be used: TRANS = RX; AREA = \_ \_ \_; DOCUMENT NUMBER = CS#. Commodity Code 9610200000 should also be used when doing an RX. For services with an estimated value over \$100,000, use dummy vendor code **000000** when doing the RX.

7. **REQUIRED SIGNATURES.** Refer to Bulletin No. BUL-426, Attachment B, Summary Chart of Delegation of Authority, for list of required approvals. Additional approvals are required for "Specialty Contracts" for the following services/programs: Healthy Start, Student Health and Human Services, Information Technology, and Legal Services.

If a contract is requested and has not gone through a competitive process, an Inter-Office Memorandum requesting a waiver must be submitted and approved in advance signed by the appropriate administrator(s). Refer to Bulletin No. BUL-426, Attachment E, Sample Waiver Memorandum. (Necessary approvals: over \$5,000 to \$59,600 requires Principal/Branch Director; over \$59,600 to \$100,000 requires Principal/Branch Director **and** next higher-level administrator; over \$100,000 requires Principal/Branch Director, next higher-level administrator **and** the Chief Procurement Officer.)

**PAGE 2 (Complete for contracts valued at over \$5,000)**

Answer all questions as thoroughly as possible. Attach applicable documents (refer to check boxes) and submit to Contract Administration via School Mail at Beaudry Bldg., 28<sup>th</sup> floor or via fax to (213) 241-8945.

For assistance completing the RFCA, please contact Contract Administration at (213) 241-3089. The RFCA may also be found on the Procurement Services Group website: <http://bsd.lausd.net/procurement>.

# Request for Contract Action

## Contract Administration

**Los Angeles Unified School District  
Procurement Services Group**

**REQUESTOR:** Complete all information on form and send to Contract Administration, Beaudry Bldg., 28th Floor or fax to (213) 241-8945. For assistance, call (213) 241-3089.

Requisition No. **CS** \_\_\_\_\_

Requested By (School/Office): \_\_\_\_\_ Loc. Code: \_\_\_\_\_ Local Dist.: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ACTION REQUESTED** (Please Check Appropriate Box)

Amend/Terminate Existing Contract. Contract No. \_\_\_\_\_. Enter Contractor information below.

Create New Contract - Non-Competitive (No RFP). Enter Contractor information below.

Create New Contract - Competitive. Refer to Bulletin No. BUL-426, Section V, "Policy Governing Selection of Contractors, Including RFP Requirements."

**CONTRACT OR AMENDMENT TERM AND VALUE**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (If Amendment, enter original start date and new end date.)

Amount (Not to Exceed): \$ \_\_\_\_\_  
 (If Amendment, enter amount of increase or decrease, if any.)

**CONTRACTOR INFORMATION**

Contractor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_

**SCOPE OF WORK.** Briefly describe services requested:  
 \_\_\_\_\_  
 \_\_\_\_\_

If over \$5,000 to \$100,000 attach Scope of Work and Contractor Proposal.  
 If over \$100,000, attach Scope of Work and RFP will be handled by Contract Administration.

**FUNDING:** Override used to pass RX?  Yes  No      Federally Funded?  Yes  No      Grant Funded?  Yes  No

**\* REQUIRED SIGNATURES:**

Principal/ Branch Director: \_\_\_\_\_ Date: \_\_\_\_\_      \*\* Purchasing Services Coord.: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required for contracts over \$5,000)

Print Sponsor Name and Title: \_\_\_\_\_      Print PSC Name: \_\_\_\_\_

Next Higher-Level Administrator: \_\_\_\_\_ Date: \_\_\_\_\_      Executive Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required for contracts over \$59,600 and/or Specialty Contracts)      (Required for contracts over \$500,000)

Print Administrator Name and Title: \_\_\_\_\_      Print Executive Admin. Name and Title: \_\_\_\_\_

\* Signature certifies that I have reviewed Education Code Section 45103.1 and have determined that this request is consistent with that statute (regarding the preference for using District personnel rather than personal service contracts with third parties for services customarily performed by classified District employees).

\*\* Signature certifies compliance with District procurement policies and procedures and that there is no conflict of interest with the vendor selected.

**CONTRACT ADMINISTRATION USE ONLY:** Complete remainder of form.

Data Entered By: _____ Date: _____	Reviewed By: _____ Date: _____	Contract Approved By: _____ Date: _____	Contract/RFP No.: _____ Amendment No.: _____
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**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REQUEST FOR CONTRACT ACTION  
(Complete only for contracts over \$5,000)**

A. Requestor's Name \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_  
School/Branch/Office \_\_\_\_\_ Loc Code \_\_\_\_\_ Phone \_\_\_\_\_  
School/Branch/Office Address: \_\_\_\_\_

B. Answer the following three (3) questions:

1. What is the purpose of the contract? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What policy goal of the District is advanced by the contract? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What is the justification for the requested amount of funds? (Basis of cost estimate. Attach additional sheets as necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the work has already begun, follow procedures in Memorandum No. MEM-429, "After-the-Fact Contracts: Urgent and Compelling."

C. Suggested sources of services or written quotes obtained. (Attach separate sheet if necessary.)

	Company Name	Contact	Phone	Cost
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

D. Attach all of the following documents that are applicable to this contract request. Incomplete submissions will be returned to requestor. Check appropriate attachments.

- Scope of work
- Contractor proposal(s), contractor's resume/statement of qualifications
- Payment schedule
- Copies of **approved** memoranda, if applicable:
  - Inter-Office Memorandum addressing non-competitive situations: selecting a contractor without a RFP. (See Section VII, Bulletin No. BUL-426.)
  - Inter-Office Memorandum addressing urgent and compelling necessity ("After the Fact"). (See Memorandum No. MEM-429.)