



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Vendor Evaluation System

NUMBER: BUL-6811.0

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Office of Educational Services

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Procurement Services Division

DATE: December 19, 2016

ROUTING
All Locations

MAJOR CHANGES: This new Bulletin issued by the Procurement Services Division outlines the District's policy on evaluating and rating vendors who are currently doing business or who have previously provided products and/or services to the District.

BACKGROUND: Schools and offices throughout the District issue purchase orders and/or enter into contracts with vendors to procure a variety of products, supplies, equipment, furniture, general services, and professional services. In the past, there have been questions raised about the responsiveness and effectiveness of certain vendors used by District schools and offices. It is oftentimes very difficult to identify ineffective vendors and provide timely notification to our schools and offices.

Procurement Services has established a Vendor Evaluation System (VES) that allows for a real-time, assessment of vendors currently doing business with the District. This new VES provides a tool that schools and offices can use to enable District staff to rate vendors as well as identify quality vendors and make informed decisions prior to procuring needed goods and services.

GUIDELINES: School and office staff will log into the Vendor Evaluation System and rate vendors using a star rating system. The star rating system allows users to assign up to five (5) stars for each of the ten (10) questions designed to gauge the vendor's responsiveness in various areas i.e., timeliness, reliability, and quality. Vendors who receive five (5) stars will receive the highest possible rating.

All schools and offices that have contracted with a vendor to provide products and/or services should complete the electronic evaluation using the VES. The vendor's performance under the contract will be rated to ensure that those who provide superior service will be retained and those who do not will be put on notice. Schools and offices should also rate vendors who have received purchase orders from the District or provide one-time services.

This easy access will allow staff members to share their experiences and should result in a better, more robust vendor base that can and will provide the District with the quality products and/or services it deserves. The VES is now operational and schools and offices should immediately start using it.

Accessing the Vendor Evaluation System

The VES can be directly accessed by going to https://psd.lausd.net/lrp_shopping_cart/ or by logging into the District's Website and searching under the Procurement Services Division.



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The VES will be available for both viewing and rating by all District staff and Board offices that have a Single Sign-on i.e., schoolstaff@lausd.net.

Notifications and Frequency of Evaluations

In order to accurately assess a vendor's performance on open contracts, every six months, an automated system-generated email will be sent to each Contract Sponsor prompting them to log into the VES and rate the vendor's performance over the life of the contract.

There will not be an automated system-generated email sent for individual purchase orders. Schools and offices should log into the VES and rate those vendors' performances within one (1) week of receiving the order.

ASSISTANCE: For assistance or more information, please contact your Local District Buyer or other Procurement official.

Local District	Local District Buyer	E-mail Address	Buyer's Phone Number
Northeast	Sandra Castellanos	Scast21@lausd.net	(818) 252-5468
Northwest	Jina Jung	Jina.jung@lausd.net	(818) 654-3719
South	Oscar Montes	Oscar.montes@lausd.net	(310) 354-3558
East	Mario Fuller	Mario.fuller@lausd.net	(323) 224-3179
West	Odette Delgado	Maria.q.delgado@lausd.net	(310) 914-2172
Central	Zachary Watson	Zachary.watson@lausd.net	(213) 241-0188