



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** Purchase of Software Products under LAUSD's Enterprise License Agreements (ELA)

**NUMBER:** REF-6277.3

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Chief Procurement Officer

**ROUTING**  
All Employees  
All Locations

**DATE:** December 1, 2017

**PURPOSE:** To provide schools and offices with ordering information related to Microsoft and Adobe software and Mobile Device Management licenses for LAUSD computing devices.

**MAJOR CHANGES:** This Reference Guide replaces REF-6277.2 dated September 4, 2014. Effective December 1, 2017, all new Apple computing devices (iPad, macOS desktop, and macOS laptop) will include an AirWatch device management license and all Google computing devices (chromebook, chromebox) will include a Google Console device management license. Absolute CompuTrace is no longer required when purchasing a computer.

**BACKGROUND:** The District has Enterprise License Agreements (ELAs) with Microsoft and Adobe, allowing schools and offices to purchase the latest District-approved Microsoft and Adobe software at discounted prices. The District also has an ELA for discounted VMWare AirWatch mobile device management (MDM) licenses. The software and license offerings for each vendor are subscription-based, contingent upon an active ELA, and prices are subject to change. Please visit <https://achieve.lausd.net/sbf> for an overview of the related Enterprise License Agreement bundle fees.

**PROCEDURES:** **New Computing Device Orders**  
Depending on the type of computing device being purchased, a software bundle fee and/or MDM license fee will be included in the purchase.

Windows-based computing devices – All new Windows-based computing devices (desktops, laptops, and tablets) include the latest Microsoft operating system and Microsoft Office suite. The LAUSD Enterprise License Agreement (ELA) bundle fee is included in the purchase.



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Apple computing devices – All new Apple computing devices (macOS desktop, and macOS laptop) include the latest Apple operating system and Microsoft Office suite and an AirWatch MDM license. The LAUSD Enterprise License Agreement (ELA) bundle fee and AirWatch MDM license fee is included in the purchase.

Apple tablet computing devices (iPad) include only the AirWatch MDM license.

Google computing devices – All new Google computing devices (Chromebook, Chromebox) include the latest Google operating system and a Google Console MDM license. The Google Console MDM license fee is included in the purchase.

Refer to Attachment A for applicable bundle fees by device type and Attachment B for the list of Contract Awardees for computing devices.

### Ordering Process for New Computing Devices

All new computer equipment orders must follow the SAP Shopping Cart process. Please visit <http://basetraining.lausd.net> for SAP support as needed. To prevent delays or inaccurate application of fees, it is important that requesters enter the correct information for each field appropriately in the Shopping Cart as follows:

#### A. Preferred Vendor (business partner)

1. 1000002409 for Apple
2. 1000004373 for Arey Jones
3. 1000012631 for Ritmo Investment, Inc.
4. 1000004535 for TekVisions

#### B. Product Category

1. 20451 for Windows based desktops priced under \$500
2. 20453 for Windows based desktops \$500 and above
3. 20454 for Windows based laptops priced \$500 and above
4. 20459 for Windows based laptops priced under \$500
5. 20468 for Windows based tablets
6. 20453 for Apple macOS based desktops
7. 20454 for Apple macOS based laptops
8. 20468 for Apple iPad (touchscreen tablets)
9. 20452 for ChromeOS based desktop (Chromebox)
10. 20456 for ChromeOS based laptop (Chromebook)

#### C. Unit of Measure & Quantity

1. EA as the unit of measure
2. # requested for quantity

For locations that do not have access to the new SAP Shopping Cart functionality, visit the LRP Interim Ordering website: <http://achieve.lausd.net/Page/3257>

Note: The cost of the LAUSD ELA bundle and/or AirWatch MDM license fee will appear in the shopping cart in SAP and held in reserve during the SAP



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Shopping Cart process. Upon entry of Goods Receipt, the total cost including the LAUSD ELA bundle fee and/or AirWatch MDM license fee will be charged against the funding line.

### **Optional License/Software Upgrades for Existing Computing Devices**

Adobe and Microsoft software titles are available for purchase through the District's online ELA web store. Refer to Attachment C for the currently offered software titles and licenses. The Adobe ELA excludes Elementary Schools and Early Education Centers. Please visit the following web sites for the most up to date information:

- Adobe - <https://achieve.lausd.net/adobe>
- Microsoft - <https://achieve.lausd.net/msela>

AirWatch MDM licenses are available for purchase for existing devices. Please visit the Mobile Device Management FAQs (Frequently Asked Questions) for the current process at <https://achieve.lausd.net/Page/3475>.

### Ordering Process for Licenses/Software Upgrades

Users must complete the following steps to place an order on the District's online ELA store (<https://officeapps.lausd.net/elashoppingcart/>):

1. Login with LAUSD Single Sign On username and password
2. Add desired software to the shopping cart
3. Read the acknowledgements and agree with notices
4. Enter funding source and complete the order

Funding availability will be confirmed prior to order processing. Once the funding is confirmed, the Information Technology Division (ITD) will earmark the identified funds on behalf of the user. The earmark will be cancelled once the journal voucher is complete.

Once the order is approved, ITD will send, via school mail:

1. A CD copy of the software, or further instructions to obtain purchased media/license
2. A "Receipt Confirmation" letter
3. An authorized MS software sticker (no sticker required for Adobe products).

Locations shall affix the sticker(s) in a visible location on the computer(s) that receive the purchased software to indicate copyright compliance. Additionally, locations must return the "Receipt Confirmation" letter to indicate receipt of their order(s).

### Elementary Schools and Early Education Centers

Elementary Schools and Early Education Centers are not eligible for Adobe



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software through the ELA. These sites may procure Adobe software through any standard procurement process (e.g. Quotes, Shopping Cart, and Imprest).

### Restrictions

The use of P-Cards and Imprest funds are prohibited for the purchase of Microsoft software, Adobe software (except for Elementary Schools and Early Education Centers), and AirWatch licenses while the corresponding ELA(s) are active. The sole method for the procurement of this software is via the ordering procedures specified in this reference guide.

### Home Use Program (HUP)

Under the ELA, all active District employees who have a valid LAUSD email account may purchase the latest Microsoft Office suite and/or Adobe software for their personal computers. Licenses are valid as long as the employee remains in active status. Product offerings and pricing are subject to change. Products included in this offer are as follows:

Software Product - OnTheHub	Cost
Office Professional Plus 2016 or Office for Mac 2016	Visit <a href="http://lausd.onthehub.com">http://lausd.onthehub.com</a> for current pricing
Office Professional Plus 2013	
Office for Mac 2011	
Windows 8.1 Professional	
Windows 10 Education	
Adobe Creative Cloud (Student & Teacher Edition for Windows or Mac)	

**ASSISTANCE:** For assistance, email [itela@lausd.net](mailto:itela@lausd.net)

**RESOURCES:** BUL-716.2 Compliance with the 1976 United States Copyright Law – Computer Software  
 REF-1706.3 Imprest Funds  
 Procurement Manual 7th Edition, April 2017  
 Base Training Center for SAP assistance, <http://basetraining.lausd.net>

**CONTACTS:** For additional information about the ELA, go to <http://achieve.lausd.net/sbf> or contact [itela@lausd.net](mailto:itela@lausd.net)