

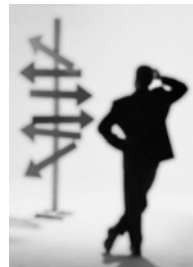
LEA CASE STUDY: BEST PRACTICES

- **Rosalie Aja**
- **Don Lussier**
Corona-Norco Unified School District



TYPICAL PIGGYBACK PROCUREMENT VEHICLES

- **Valid Contracts from other LEAs**
- **CMAS (California Multiple Award Schedule)**
- **California Department of General Services
Master Agreements**





TYPES OF COMMODITIES



Facilities

- Relocatable Buildings
- Relocatable Building Leases
- Telecommunication Systems (CMAS)
- Data Systems/Electronics (CMAS)
- Data Cabling (CMAS)
- Security Systems (CMAS)

Purchasing

- Classroom Supplies
- Custodial Supplies
- Furniture
- Computers
- Office Equipment
- Playground Apparatus
- Outdoor Equipment



AUTHORITY

- **Public Contract Code Section 10290** AUTHORIZES THE DEPARTMENT OF GENERAL SERVICES TO DEVELOP MULTIPLE AWARD SCHEDULES FOR USE BY STATE AGENCIES.
- **Public Contract Code Section 12101.5** AUTHORIZES STATE AGENCIES TO CONTRACT WITH SUPPLIERS WHO HOLD MULTIPLE AWARD SCHEDULES WITH THE DEPARTMENT OF GENERAL SERVICES.
- **AB 2866 and AB 1684** AUTHORIZES LOCAL GOVT. AGENCIES AND SCHOOL DISTRICTS TO USE CMAS AND OTHER DEPT. OF GENERAL SERVICES AGREEMENTS WITHOUT COMPETITIVE BIDDING.
- **Public Contract Code Section 20118** AUTHORIZES GOVERNING BOARD OF A SCHOOL DISTRICT BY CONTRACT, LEASE, REQUISITION, OR PURCHASE ORDER TO PURCHASE MATERIALS, SUPPLIES, EQUIPMENT, VEHICLES AND OTHER PERSONAL PROPERTY.



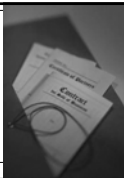
AUTHORITY

- **Education Code Section 17596.** CONTINUING

CONTRACTS:

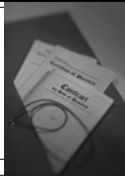
FOR WORK OR SERVICES OR FOR APPARATUS OR EQUIPMENT, NOT TO EXCEED 5 YEARS

FOR MATERIALS OR SUPPLIES, NOT TO EXCEED THREE YEARS



DISTRICT PROCESS FOR UTILIZING CMAS

- Obtain copy of CMAS
- Confirm commodity and pricing with supplier
- Ensure that all items qualify to be purchased with the CMAS Contract
- Obtain Board of Education approvals to utilize CMAS Contract
- Send copy of Purchase Order to CMAS Unit
- Notify CMAS Unit of any changes to the contract price
- Obtain Bonds and Certificates of Insurance
- File Notice of Completion if required



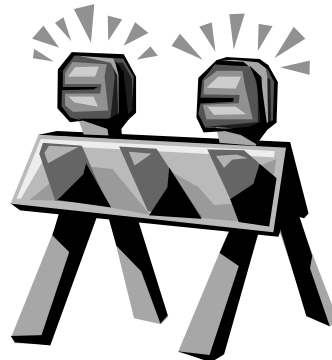
DISTRICT PROCESS FOR UTILIZING PIGGYBACK CONTRACTS

- Obtain copy of piggyback bid and agreement
- Request proof of publication, board minutes
- Ensure commodities you are purchasing are part of the original contract, terms & conditions
- Ensure supplier is capable of supplying commodity and honoring prices
- Obtain Certificates of Insurance if required
- Obtain Bonds if required



PITFALLS Don Lussier - Facilities

- Bonds
- Subcontractors
- Project Coordination
- Contract Administration
- Material Substitutions





PITFALLS

Rosalie Aja - Purchasing

Dear Sir/Madam,

Everyday Furniture Suppliers is pleased to announce a statewide piggyback contract for xyz desks and xyz chairs. In addition, our retail catalog can be used to purchase furniture not specifically itemized in the bid at 30% off list price. However, you qualify for deeper discounts because your district is outside of allboutme county.

