

Informal Request for Proposals (IRFP)

Software Development Services – Enrollment Applications # 2256011297

SUMMARY: The Los Angeles Unified School District (LAUSD) is seeking qualified Senior .NET Developers to work on Application Modernization, Parent Portal, Unified Enrollment, Mobile App system, and other district applications. The developer will be responsible for ensuring that all assigned aspects of development, implementation, and production maintenance tasks are delivered as planned.

PROPOSAL ISSUE DATE	June 18, 2026
PROPOSAL DUE DATE	July 1, 2026 at 11:00 a.m.
RESERVED	Reserved
DEADLINE FOR QUESTIONS	<p>The deadline for questions is June 22 at 1:00 PM Pacific</p> <p>Questions shall be in writing and submitted via email in the provided Excel file document titled “Proposer Questions” (Exhibit M) as an attachment. The e-mail shall be to the attention of the Contract Analyst at psd-technologycontracts@lausd.net with CC to hsa2834@lausd.net. Verbal inquiries will not be accepted.</p>
PROPOSAL SUBMISSION METHOD	<p>Electronic submission via District’s e-bidding portal, ARIBA INSTRUCTIONS https://discovery.ariba.com/</p> <p>LAUSD will NOT accept proposals by email, fax, or hard copy.</p> <p>.</p>
POINT OF CONTACT All communications regarding this IRFP between potential Proposers and District staff and/or consultants must be directed to the identified point of contact for this IRFP.	<p>Heather Anderson Contract Administration Analyst hsa2834@lausd.net</p>

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MATTHEW A. FRIEDMAN
Chief Procurement Officer

Dear Interested Proposers,

Thank you for considering the opportunity to do business with the Los Angeles Unified School District (“LAUSD” or “District”), the second largest in the nation. LAUSD enrolls more than 520,000 students and covers an area totaling 710 square miles, which includes most of the City of Los Angeles, along with all or portions of 25 cities and unincorporated areas of Los Angeles County.

We are pleased to invite you to participate in this proposal submission process. LAUSD welcomes competitive responses from qualified firms that share our vision for delivering quality, innovation, and value. Your experience, expertise, and dedication are essential in helping us achieve our goals and to serve our students and families with distinction.

The Procurement Services Department is committed to be “Easy to Do Business With.” We believe that strong partnerships are built on trust, transparency, and a shared commitment to excellence.

Our team looks forward to receiving and reviewing your competitive proposal and evaluating the potential of working together to create meaningful results.

With appreciation,

Matthew Friedman
Chief Procurement Officer

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1. Introduction and General Information

1.1 Purpose of Procurement

LAUSD seeks proposals from firms qualified to provide and support a Software Developer for Enrollment Applications as outlined in the Statement of Work (SOW) for Information Technology Services. Contract will not exceed \$250,000.00.

1.2 Background

Information Technology Services Overview

Information Technology Services (ITS) is a multi-functional team, led by the Chief Information Officer, which oversees the technology architecture for the nation's second-largest school district. ITS plays a crucial role in supporting the District's educational and administrative functions for over 1 million users across 1,324 schools. The Division supports the District's core instructional mission with efficient solutions to facilitate high-quality instruction to foster each student's path to college and career readiness.

ITS's mission is to enable student achievement and operational efficiency through deployment of appropriate technical solutions for our students and their families, our employees, and the community.

For additional information, please refer to the ITS (Information Technology Services) website (<https://its.lausd.org/>).

Enrollment Applications Overview

This solicitation will support the maintenance, enhancement and modernization of enterprise applications critical to District operations and administrative services. Ongoing technical support and development are necessary to ensure systems remain secure, reliable, and efficient while minimizing disruption to district operations and business functions.

Because this is a staff augmentation engagement, LAUSD does not expect proposers to propose a fixed project plan for all work to be performed. Work shall consist of the duties listed in this SOW and other related tasks consistent with the resource's role, and qualifications.

1.3 Terms of an Agreement

The contract resulting from this solicitation will be Time and Materials, based on a defined, not to exceed work order amount. The anticipated period of performance shall be from August 1, 2026 through January 31, 2027.

1.4 Instructions to Proposers

Firms shall review the **Instructions to Proposers (Exhibit A)**. To be considered by the District for a contract award, proposals shall be prepared and submitted in accordance with these Instructions to Proposers.

1.5 Reserved

1.6 Submitting Questions

All questions concerning this IRFP must be submitted in writing to the Contract Officer listed on the cover page. No questions other than written will be accepted. Only written responses will be binding upon LAUSD. All firms must submit questions by the deadline identified in the Schedule of Events for submitting questions. Questions shall be submitted via email in the provided Excel file document titled "Proposer Questions" as an attachment. The **e-mail** shall be to the attention of the Contract Analyst at hsa2834@lausd.net with CC to psd-technologycontracts@lausd.net. Verbal inquiries will not be accepted.

1.7 Proposal Submission in the ARIBA™ Registration System

LAUSD requires all companies and/or individuals interested in conducting business with LAUSD to register in ARIBA™ Discovery, the web-based vendor registration system utilized by LAUSD. Registration is free and enables the registering company to access, download, and submit proposals to LAUSD at no charge. All registering companies must agree to be bound by the applicable terms and conditions governing use of ARIBA™. In the event ARIBA™ elects to offer certain optional or premium services to registered companies on a fee basis, the registered company will be given the opportunity to either accept or reject the service before incurring any costs and still maintain its registration.

Companies may register at <https://service.ariba.com/Authenticator.aw/ad/ssolDP>

2. Selection and Award

Proposals shall be evaluated for responsiveness to the requirements of the IRFP and on the responsibility of the Proposer. A Proposal shall be considered responsive if it complies in all material respects to the requirements of the IRFP document. Refer to **Instructions to Proposers (IP-8)**, for the definition of responsibility. A Proposal that does not meet the requirements may be rejected for being non-responsive and/or non-responsible.

Proposals shall be evaluated in the following order:

2.1 Phase I - Minimum Qualifications (Pass/Fail)

Proposers shall meet the minimum qualifications requirements at the time of proposal submittal. Proposer shall specify how compliance was achieved for each of the Minimum Qualification requirements listed below. Proposers that are deficient in meeting the minimum qualifications at the time of Proposal submittal shall be deemed nonresponsive to this IRFP and no further consideration shall be granted.

- a. Firm must have five years' experience providing staff augmentation services in software development for a major organization of at least 10,000 employees, any U.S. government agencies, or K-12 learning institutions in software development.
- b. Firm must propose a named Single Point of Contact (POC).

2.2 Phase II - Technical Evaluation Criteria

Proposals that meet the Phase I Minimum Qualification Requirements shall be evaluated based on the Phase II evaluation criteria herein. At the option of the District, Proposers may be invited to give a clarification interview with the District regarding proposed services as an additional step in the Phase II process. Evaluation of the clarification interview will be incorporated into the Phase II process. The District reserves the right to request and check additional references at any time.

EVALUATION CRITERIA	% ALLOCATION
<p><u>Experience and Qualifications of Firm</u></p> <p>The extent to which the proposer demonstrates successful experience providing software development staff augmentation for large public-sector, K-12, or similarly complex enterprise environments.</p> <p>The extent to which the proposer's references, past performance, and project examples demonstrate reliable delivery of comparable staff augmentation, modernization, migration, documentation, and production-support services.</p> <p>The extent to which the proposer demonstrates capacity to replace personnel, maintain continuity, conduct knowledge transfer, and avoid disruption to LAUSD operations.</p>	20%
<p><u>Experience and Qualifications of Personnel</u></p> <p>The extent to which the proposed personnel meet or exceed the qualifications and required technical skills for ASP.NET/MVC, C#, REST/SOAP API, Angular, Entity Framework, SQL Server 2012, .NET</p>	35%

EVALUATION CRITERIA	% ALLOCATION
<p>Core, and modern/mobile front-end development using JavaScript, JQuery, Bootstrap, HTML5, and CSS3.</p> <p>The extent to which the proposed Software Developers demonstrate experience designing, developing, modernizing and supporting web-based educational planning, compliance management or school administration applications.</p> <p>The extent to which the proposed Software Developers' experience demonstrates the required expertise and skills in the Statement of Work.</p>	
<p><u>Cost / Price</u></p> <p>The price proposal evaluation shall cover the entire contract term, inclusive of any renewal option periods. Price score shall be determined using the following formula:</p> $\frac{\textit{Lowest Proposed Price}}{\textit{Proposed Price}} \times 40$ <p>The District may reject pricing that is incomplete, materially unbalanced, unrealistic, conditional, or appears to contain mathematical errors.</p>	40%
<p><u>Small Business Participation</u></p> <p>The District has adopted a Small Business Enterprise (SBE) Program that has a goal of SBE participation at a level of twenty-five percent (25%). Eligibility of small firms under this program must meet the U.S. Small Business Administration size standards. The SBE participation goal is one of many selection criteria for the eventual evaluation of the qualified submittals.</p> <p>Visit the Small Business Enterprise website for more information: https://facilities.lausd.org/apps/pages/small-business</p>	5%
<p><u>Reserved</u></p>	

2.3 Cost/Price Evaluation

Proposers are required to submit a cost proposal and narrative explanation of assumptions as part of its response. The cost proposal will be evaluated and scored in accordance with the instructions included in this IRFP. Proposer's cost proposal must be in the format outlined with all information directly into the cost sheet(s). Additional alternative cost structures will not be considered. Proposers are cautioned that failure to comply with the instructions listed below, submission of an incomplete offer, or submission of an offer in a different format than the one requested may result in the rejection of the firm's proposal.

By submitting a response, proposer agrees that it has read, understood, and will abide by the following instructions/rules:

1. The submitted cost proposal must include all costs of performing pursuant to the resulting contract.
2. All prices, rates and fees must be fully burdened and inclusive of tax, direct labor cost, overhead, general and administrative (G&A) expenses, and profit. The fully burdened Firm Fixed Prices shall be fixed for the duration of the contract.
3. Cost proposals containing a minimum order/ship quantity or dollar value, unless otherwise called for in the IRFP, will be treated as non-responsive and may not be considered for award.
4. In the event there is discrepancy between the proposer's unit price and extended price, the unit price shall govern.
5. In the event there is a discrepancy between (1) the proposer's pricing as quoted on the IRFP provided cost worksheet and (2) the proposer's pricing as quoted by the proposer in one or more additional documents, the former shall govern.
6. The prices quoted and listed in the cost proposal shall be firm throughout the term of the resulting contract, unless otherwise noted in the IRFP or contract.

2.4 RESERVED

2.5 Mandatory Submission Requirements

Interested Proposers are directed to submit their complete proposal via the Ariba Discovery system. All documents must be converted and saved as Adobe PDF (pdf) files, including those requiring signatures. All documents must be combined into a single zip file before uploading into Ariba. No links to external folders will be accepted.

A complete proposal includes the following clearly labeled, separate files:

- Volume I – Technical Proposal inclusive of the Submission Checklist (Attachment 1), Proposal Response Workbook (Attachment 2), and supplemental documentation
- Volume II – Price Proposal (Attachment 3) In addition to a PDF of Volume II – Price Proposal
- Volume III – Certification Forms (Attachments 4-10)

In addition to a PDF of Volume II – Price Proposal, Proposer shall submit an Excel file. In the event of a discrepancy between the PDF Price Proposal, and the Excel File, the Excel file shall prevail.

2.6 Schedule of Events

Milestone	Date
IRFP Release	June 18, 2026
Deadline for Final Written Questions	June 22, 2026, at 1:00 p.m. (PT)
Proposal Due Date	July 1, 2026, at 11:00 a.m. (PT)
Anticipated Board of Education Ratification Date	September, 2026
Anticipated Contract Start Date	August 1, 2026

2.7 Basis of Award

Subject to the provisions herein, a contract award will be made to the responsive and responsible proposer(s) that receives the highest total score with the appropriate consideration given to the evaluation factors stated herein. The District reserves the right to make an award to other than to the low-cost proposer and to make a value-based assessment.

The District has the right to select one or more firms. Furthermore, the District reserves the right to reject a firm if there is a failure to negotiate the price, terms and conditions.

NO OBLIGATION TO ENTER INTO CONTRACT – The District reserves the right to reject a firm as non-responsive, regardless of the stage of the procurement process, if there is a failure to successfully negotiate price or fees, terms and conditions, or a failure of the firm to satisfy any of the final requirements necessary to do business with the District.

3. Scope of Work Requirements

Contractor shall provide a Software Developer resource to support the maintenance, enhancement, and modernization of enterprise applications supporting schools, such as web-based educational planning, compliance management and school administration applications.

Contractor shall not replace assigned personnel without LAUSD's prior written approval, except in emergency or separation circumstances. If assigned personnel become unavailable or LAUSD determines that performance is unsatisfactory, Contractor shall propose a qualified replacement within five business days, or another timeframe approved by LAUSD. Replacement personnel must meet or exceed the qualifications required by this IRFP and complete all required onboarding and clearance requirements before beginning work.

A. Qualifications

1. The Software Developer must have five years of experience building complex .NET Web applications, API services, functions, workflow, and SQL series.
2. Experience in the following area(s) is required:
 - 5 years of ASP.NET/MVC
 - 5 years of C# Programming
 - 5 years of REST/SOAP API and web services design
 - 3 years of modern/mobile responsive front-end development using JavaScript, JQuery, Bootstrap, HTML5, CSS3
 - 5 years of Angular
 - 3 years of Entity Framework and SQL Server 2012 or higher database
 - 5 years of .NET Core
 - a) 3 years in the following areas is preferred:
 - Oracle 11g database or higher and PL SQL programming
 - PostgreSQL database version 9 or higher
 - Scripting Languages (Typescript, and Node.js)
 - SQL Server Reporting and Integration Services (SSRS and SSIS)
 - Micro services architecture
 - Cloud hosting and deployment (Azure or AWS)
3. The Software Developer must have a BS/BA degree in computer science, information technology, or related field. Additional qualifying experience may be substituted for the required degree on a year-for-year basis.
4. Good verbal and written communication skills.
5. Experience in school-based applications.

B. General Duties

The Software Developer will work under the direction of LAUSD-designated project, technical, and/or business personnel. LAUSD will assign tasks, establish priorities, review work, and determine whether assigned tasks have been completed satisfactorily.

Services shall be performed on a Time and Materials basis, subject to an approved not-to-exceed amount. LAUSD may issue task assignments, tickets, work orders, or written direction identifying assigned work, priorities, expected completion timeframes, and reporting expectations.

The contractor shall ensure that the assigned software developer is available during the agreed work schedule, possesses the required qualifications, performs assigned tasks professionally and in a timely manner, follows LAUSD technical and security procedures, accurately reports time worked, and provides knowledge transfer and documentation as requested.

Unless otherwise authorized in writing by LAUSD, work shall be performed during LAUSD business hours and in accordance with LAUSD's remote, hybrid, or on-site work requirements. LAUSD will identify required system access, tools, repositories, and security procedures during onboarding. Contractor personnel shall comply with all LAUSD technology, confidentiality, acceptable use, and security requirements.

The Software Developer duties include:

1. Effectively complete applications development by coordinating requirements, schedules and activities; troubleshooting development and production support issues across multiple environments and platforms.
2. Lead the system design and development methodologies and toolset to deliver a modernized web-based system application.
3. Perform unit, integration, and load testing of complex websites, systems integration and applications interfaces.
4. Lead role in the design and implementation of databases architecture, as well as expert management of data loads and data quality assurance.
5. Gather customer software requirements and proposed best software solution and technologies to address business needs.
6. Lead role in establishing and implementing consistent standards, practices, and procedures that will facilitate a high-quality application delivery to district users.
7. Effectively work with project management, leadership and business users to provide time estimates, schedules for projects and any change revisions, communicating regularly with department management and functional users on project requirements, activities and status.
8. Participate in application design strategy and team code review meetings.
9. Provide mentoring as lead to other team members as needed.
10. Ensure knowledge transfer and documentation of all facets of the system application for team members and develop user guide and assistance tools to end users
11. The resource shall comply with all applicable LAUSD information security,

confidentiality, data privacy, access control, and secure development requirements. Contractor shall not access, use, disclose, store, transmit, or remove LAUSD data except as necessary to perform authorized work and as permitted by the resulting agreement. All source code, documentation, configurations, and work products developed for LAUSD shall be handled in accordance with the ownership and confidentiality provisions of the agreement.

12. To the extent the Resource develops or modifies user-facing web applications, forms, reports, or digital content, the Resource shall follow LAUSD-approved accessibility standards and applicable public-sector accessibility requirements identified by LAUSD.

C. Meetings

The resource shall meet regularly with LAUSD to discuss the status of assigned Enrollment Applications work, including periodic meetings with LAUSD project, technical, business, and leadership stakeholders as needed.

D. Deliverables

The resource(s) shall provide documentation as requested by the District including but not limited to:

1. Support via email, telephone, video conference and/or on-site meetings
2. Assist in drafting responses to questions from the Board and/or various committees as needed/as required
3. Coordinate communications with multiple internal and external stakeholders
4. District reserves the right to negotiate firm-fixed price, deliverable-based pricing based on project needs.

LAUSD's acceptance will be based on the resource's satisfactory performance of assigned tasks, compliance with LAUSD direction, timely completion of work, accurate time reporting, quality of technical work, responsiveness, documentation, and adherence to LAUSD policies and procedures.

E. Work Schedule

The resource shall be available to begin work upon full execution of the agreement. Standard work hours will be Monday through Friday 8:30 am to 5:00 pm, unless other arrangements are mutually agreed upon. The actual schedule may be adjusted based on project needs by the sponsor.

F. Fingerprint and Criminal Background Check Certification Requirements

The work performed by the resource(s) shall be subject to fingerprint and criminal background check certification clearance. Clearance shall be obtained prior to working on LAUSD facilities.

If the nature of the work is such that the proposer and its staff will have contact with children on the District's school sites, that proposer will be required to comply with the

fingerprinting requirements of California Education Code Section 45125.1 and as detailed in the LAUSD contract.

To apply for an Originating Agency Identifier (ORI code), an application can be submitted online through the California Department of Justice (DOJ) Agency Authorization Portal at <https://aajc.doj.ca.gov/aaportal/> .

G. Sexual Abuse and Molestation (SAM) Insurance

If applicable, the proposer must provide proof of Sexual Abuse and Molestation (Students or Minors) insurance coverage. Failure to meet these requirements may result in disqualification from consideration.

Requirement:

If the proposer's employees, contractors, or agents will interact with students, the proposer must carry additional insurance as follows:

Sexual Abuse and Molestation (Students or Minors) insurance coverage with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate (only if students are present on-site or virtually). Insurance limits may be increased at the District's discretion based on the scope of the proposed services.

H. Others

For the duration of the engagement period, the proposed firm and/or resource are expected to bring their own cell phone, laptop computer equipped with appropriate tools such as Microsoft Word, Excel, SharePoint, Adobe Professional, etc.

A performance review will be conducted by the District to ensure services are performed satisfactorily by the Contractor and its resource. Contractor will be notified by the District of their performance. If the review is unsatisfactory, the contractor will be required to submit a corrective action plan to address the deficiencies.

END OF STATEMENT OF WORK

General Information

3.1 Maintaining the Cone of Silence

As described in the Contractor Code of Conduct, from the issue date of this IRFP until the time a contract award recommendation is made public by LAUSD Board of Education Secretariat's posting of the board report for the contract to be approved (or the IRFP is officially cancelled), this procurement is under a "Cone of Silence." Except for questions submitted prior to the proposal due date and inquiries made to the District Ethics Office, all communications regarding this IRFP between potential Proposers and the staff of the District and consultants engaged by the District shall be addressed only to the Contract Analyst identified in this IRFP. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. At no time PRIOR to the District public posting of the Board Report shall Proposer(s) contact District officials or personnel regarding this IRFP or any contract(s) to be awarded in response hereto. Doing so may subject the Proposer to disqualification. See **Exhibit C**, Contractor Code of Conduct, "Maintaining the Cone of Silence."

3.2 LAUSD's Right to Request Additional Information – Proposer's Responsibility

Prior to contract award, LAUSD must be assured that the selected firm has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of LAUSD, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, LAUSD is unable to assure itself of the firm's ability to perform, if awarded, LAUSD has the option of requesting from the firm any information deemed necessary to determine the firm's responsibility. If such information is required, the firm will be notified and will be permitted approximately seven (7) business days to submit the information requested.

3.3 LAUSD's Right to Amend and/or Cancel the IRFP

LAUSD reserves the right to amend this IRFP. Any revisions must be made in writing prior to the IRFP closing date and time. By submitting a proposal, the firm shall be deemed to have accepted all terms and agreed to all requirements of the IRFP (including any revisions/additions made in writing prior to the close of the IRFP, whether or not such revision occurred prior to the time the firm submitted its proposal) unless expressly stated otherwise in the firm's response. THEREFORE, EACH FIRM IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED IRFP AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE FIRM'S PROPOSAL PRIOR TO THE CLOSE OF THE IRFP. Firms are encouraged to frequently check the IRFP for additional information. Finally, LAUSD reserves the right to cancel this IRFP at any time.

3.4 Submission of Redacted Copies

Responses to this IRFP shall be subject to disclosure in accordance with the provisions of the California Public Records Act. If Proposer considers any portion of its bid/proposal to the solicitation to be trade secret or otherwise not subject to public disclosure under the California Public Records Act, Proposer must, in addition to the required original documents, provide a separate redacted electronic copy of its bid/proposal, in PDF format, and briefly describe in a separate writing, as to each item redacted, the grounds for claiming exemption from the public records law, including citation to the appropriate exemption. This redacted copy should be clearly marked "Redacted Copy-Available for Public Review." In addition, the electronic file name should include the words "**Redacted Copy**" at the **beginning of the file name**. The redacted copy shall be submitted at the same time Proposer submits its bid/proposal and must only exclude or redact those specific portions that are claimed not subject to disclosure. The redacted copy should reflect the same pagination as the original and show the location from which information was redacted. Except for the redacted information, the redacted electronic copy must be identical to the original bid/proposal. The redacted copy will be open to public inspection without further notice. If Proposer fails to submit a redacted copy with its bid/proposal, LAUSD is authorized to produce the Proposer's bid/proposal with the exception of audited financial Statements in answer to any public records request. Even though information submitted by a Proposer may be marked as "confidential", "proprietary", "trade secret" etc., LAUSD will make its own determination regarding what information may or may not be withheld from disclosure. If LAUSD deems redacted information to be subject to disclosure, the Proposer will be contacted prior to the release of this information.

3.5 Reserved

3.6 Reserved

3.7 Reserved

5. Exhibits and Attachments

5.1 Attachments *(to be submitted with proposal)*

1. [Submission Checklist](#)
2. [Proposal Response Workbook](#)
3. [Price Proposal](#)
4. [Proposal Letter/Certificate of Acceptance](#)
5. [Compliance with LAUSD Ethics and Integrity Standards](#)
6. [California Public Records Act Certification/Indemnification Form](#)
7. [Small Business Enterprise \(SBE\) Utilization Report](#)
8. [Veteran/Disabled Veteran Business Enterprise \(VBE/DVBE\) Utilization Report](#)
9. [Minority/Women Business Enterprise \(MBE/WBE\) Demographics Report](#)
10. [Leveraging District Purchasing Power to Defend Immigrant Families and Human Dignity](#)

5.2 Exhibits *(for reference purposes)*

- A. [Instructions to Proposers](#)
- B. [LAUSD Insurance Requirements](#)
- C. [Information Technology Service and Support](#) (Terms and Conditions)
- D. [Professional Services Agreement](#) (Terms and Conditions)
- E. [Contractor Code of Conduct](#)
- F. [Code of Conduct with Students](#)
- G. [Lobbying Disclosure Code](#)
- H. [Fingerprint and Criminal Background Check Certification](#) (if applicable)
- I. [Tuberculosis Clearance Certification](#) (if applicable)
- J. [EFT Form and Instructions](#)
- K. [Fraud Notification](#)
- L. [District Map](#)
- M. [Proposer Questions](#)