

Informal Request for Proposals (IRFP)

Software Development Services – Transportation Modernization Project # 2250070887

SUMMARY: The Los Angeles Unified School District (LAUSD) is seeking a Software Developer to support the District's Transportation Modernization Project of migrating legacy systems to Zum Services, Inc. platform as well as providing production support to existing applications.

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>
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 IRF	<p>Heather Anderson Contract Administration Analyst hsa2834@lausd.net</p>

Los Angeles Unified School District

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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

Table of Contents

Table of Contents	3
1. Introduction and General Information	4
1.1 Purpose of Procurement	4
1.2 Background	4
1.3 Terms of an Agreement.....	4
1.4 Instructions to Proposers.....	5
1.5 Reserved	Error! Bookmark not defined.
1.6 Submitting Questions.....	5
1.7 Proposal Submission in the ARIBA™ Registration System.....	5
2. Selection and Award	5
2.1 Phase I - Minimum Qualifications (Pass/Fail)	6
Mandatory Submission Requirements.....	6
2.2 Phase II - Technical Evaluation Criteria	6
2.3 Cost/Price Evaluation.....	7
2.4 RESERVED.....	8
2.5 Schedule of Events	9
2.6 Basis of Award.....	9
3. Scope of Work Requirements	10
Purpose / Objective	10
Description of Product or Services	10
4. General Information	13
4.1 Maintaining the Cone of Silence	13
4.2 LAUSD's Right to Request Additional Information – Proposer's Responsibility	13
4.3 LAUSD's Right to Amend and/or Cancel the IRFP	13
4.4 Submission of Redacted Copies	14
4.5 Reserved	14
4.6 Reserved	14
4.7 Reserved	14
5. Exhibits and Attachments.....	15

1. Introduction and General Information

1.1 Purpose of Procurement

LAUSD seeks proposals from firms qualified to provide and support a Software Developer for the District's Transportation Modernization Project 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, that 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/>).

Transportation Modernization Project Overview

ITS is supporting Transportation Services Branch in the Transportation Modernization Project to modernize infrastructure and technology to deliver safer, more transparent and more responsive transportation experiences for students and families. The Software Developer will support the District's Transportation Modernization Project of migrating from legacy systems (routing, student ridership, dispatch/scheduling) to Zum Services, Inc. platform, as well as providing production support to existing applications.

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, qualifications, and the Transportation Modernization Project.

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" (Exhibit M) 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/ssoidp>

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, transportation, 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 required technical skills for .NET, C#, ASP.NET/MVC, SQL Server,</p>	35%

EVALUATION CRITERIA	% ALLOCATION
<p>Oracle, PostgreSQL, Snowflake querying, API testing, GIS/geocoding, ETL, and production support.</p> <p>The extent to which the proposed personnel demonstrate experience supporting student, transportation, routing, dispatch, scheduling, or other mission-critical operational systems with comparable data integration and uptime requirements.</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%
<u>Reserved</u>	

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 hourly rates 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 RFP/Q or contract.

2.4 Phase IV - 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, 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.
- Volume III – Certification Forms (Attachments 4-10)

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

Purpose / Objective

Description of Product or Services

LAUSD is seeking a qualified firm to provide a Software Developer resource to perform software development, data integration, migration support, production support, documentation, troubleshooting and related tasks as assigned by LAUSD in support of the Transportation Modernization project.

A. Qualifications

1. The Software developer must have five years of experience building complex .NET Web applications, functions, workflow, and SQL queries.
2. Experience in the following area(s) is required:
 - 5 years of ASP.NET/MVC
 - 5 years of .NET Core
 - 5 years of C# Programming
 - 4 years of SQL Server and Oracle database
 - 2 years PostgreSQL
 - At least 1 year of experience on Snowflake (data querying)
 - 3 years of Visual Studio, POSTMAN, ArcGIS
3. The Software Developer must have a BS/BA degree in computer science, information technology, or related field. A Master's degree in computer technology is preferred. Additional qualifying experience may be substituted for the required degree on a year-for-year basis.
4. Two years of experience with supporting transportation application in any of the following: MapNet, FASTER, or Gasboy/EKOS.
5. Two years of experience in Student Information Systems (SIS), including the design, management, and integration across applications and reporting platforms.

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, 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 timely, follows LAUSD technical and security procedures, accurately reports time worked, and provides knowledge transfer and documentation as requested.

The Software Developer duties include but are not limited to the following:

- Lead review of data requirements and identify business operational needs for design, development and technical solutions across multiple integrated Transportation software applications;
- Evaluate and analyze technical specifications, develop and execute technical solutions;
- Oversee technical migration between legacy servers to the latest server platform;
- Manage ASP.NET web applications and perform enhancement and bug fixes utilizing SQL Server Reporting Services (SSRS) for report generation and SQL Server Integration Services (SSIS) for data integration and workflow automation;
- Process and integrate data from various data sources, apply business logic to align data with organizational needs and operational requirements;
- Perform Extract, Transform, Load (ETL) operations, data quality assurance, and data integration from multiple student data sources;
- Lead processing and integration of data from various student data sources into Transportation applications and using business logic to align data with organizational needs and operational requirements;
- Manage and monitor job schedules, troubleshoot database issues, and ensure system stability and performance;
- Ensure adherence with security protocols while deploying changes to existing systems;
- Provide production support and maintenance for transportation applications including installation and troubleshooting issues;
- Manage student Transportation data integration, geocoding of addresses, and syncing data;
- Perform on-demand data edits and rollover operations including real-time data updates;
- Provide knowledge transfer to district staff on the programs and data transformation developed under the task order.

C. Meetings

The resource(s) shall meet regularly with LAUSD to discuss the status of all related Transportation technology projects. These meetings shall include, but not be limited to:

1. Periodic meetings with Senior Director, ERP Manager, and Computer Applications Administrator
2. Weekly status meeting with project team and business stakeholders (Transportation Services Branch, Division of Instruction, Student Integration Services, MiSiS, Welligent, Division of Special Education)

D. Deliverables

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

1. Document technical specifications, manage job schedules and dependencies, and provide cross-functional technical solutions between district systems and other applications
2. Document technical architecture and process flow diagrams.

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 8:00 am to 4:30 pm, unless other arrangements are mutually agreed upon. The actual schedule may be adjusted based on project needs by the sponsor.

4. General Information

4.1 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."

4.2 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.

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

LAUSD reserves the right to amend this RFP/Q. 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.

4.4 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.

4.5 Reserved

4.6 Reserved

4.7 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](#)