

**AUTHORIZE THE FIRST (FINAL) RENEWAL AGREEMENT WITH RIVERSIDE ASSESSMENTS, LLC
DBA RIVERSIDE INSIGHTS FOR THE PURCHASE OF TEST MATERIALS FOR HIGH SCHOOL
ADMISSIONS, SELECTIVE ENROLLMENT, COMPREHENSIVE GIFTED, ACCELERATED
PLACEMENT, AND RELATED SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the first (final) renewal agreement with Riverside Assessments, LLC DBA Riverside Insights to provide test materials for High School admissions, elective enrollment, comprehensive gifted, accelerated placement and related services to the Department of Access and Enrollment at an estimated annual cost set forth in the Financial Section of this report. A written document exercising this option is currently being negotiated. No payment shall be made to the Vendor during the option period prior to execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

Specification Number : Sole Source

Contract Administrator : Museitef, Suzanne S / 773-553-2280

VENDOR:

- 1) Vendor # 40681
RIVERSIDE ASSESSMENTS, LLC DBA
RIVERSIDE INSIGHTS
ONE PIERCE PLACE
ITASCA, IL 60143

Scott Olsen
800 323-9540

Ownership: Alpine Investor 99.2%

USER INFORMATION :

Project
Manager: 11210 - Student Assessment and MTSS

42 West Madison Street

Chicago, IL 60602

Billings, Nicole R

773-553-2430

ORIGINAL AGREEMENT:

The original Agreement (authorized by Board Report 23-0726-PR1) in the amount of \$1,227,500.00 is for a term commencing September 1, 2023 and ending August 31, 2024, with the Board having one (1) option to renew for one (1) year term. The original agreement was awarded on a non-competitive basis pursuant to Board Rule 7-6. The sole- source request was presented to the Sole/Single Source Committee and approved by the Chief Procurement Officer.

OPTION PERIOD:

The term of this agreement is being renewed for one (1) year commencing September 1, 2024 and ending August 31, 2025.

OPTION PERIODS REMAINING:

There are no option periods remaining.

SCOPE OF SERVICES:

Vendor will provide tests, pre-ID labels, answer sheets and custom reporting services for Selective Enrollment Elementary Schools (SEES), pre-kindergarten through seventh grades, Accelerated Placement Act third through seventh grades, and the kindergarten Comprehensive Gifted Program (CGP). The vendor shall also provide customized answer sheets, test books, and reporting services for Selective Enrollment High Schools (SEHS).

DELIVERABLES:

The vendor shall provide the Office of Access & Enrollment with tests, pre-ID labels, and customized reporting services during the SEES, SEHS, Accelerated Placement Act, and the CGP application season.

OUTCOMES:

Vendor's services will result in identifying students for Selective Enrollment Elementary Schools, Selective Enrollment High Schools, Accelerated Placement Act, and the Comprehensive Gifted Program.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written option document. Authorize the President and Secretary to execute the option document. Authorize the Chief of Teaching and Learning to execute all ancillary documents required to administer or effectuate this option agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Policy for Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation in Goods and Services contracts. The MBE and WBE Policy, the contract is an excluded transaction pursuant to the Goods and Services Policy, for the aspirational goals of 30% MBE and 7% WBE. The MBE and WBE Policy for this contract is an excluded transaction as this agreement is for a Single Sole Source contract.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 115, Unit 11210 - Student Assessment and MTSS,

FY25 - \$306,875

FY26 - \$920,625

Not to exceed \$1,227,500 for the one (1) year term. Future year funding is contingent upon budget appropriation and approval.

GENERAL CONDITIONS:

The agreement shall contain general conditions including but not limited to the following: Inspector General provision, in accordance with 105 ILCS 5/34-13.1; Conflicts provision, in accordance with 105 ILCS 5/34-21.3; Indebtedness provision, in accordance with the Board's Indebtedness Policy adopted June 26, 1996 pursuant to Board Report 96-0626-PO3; Ethics provision, in accordance with the Board's

Ethics Code as amended; and, Contingent Liability provision.

Approved for Consideration:



PATRICIA HERNANDEZ
Chief Procurement Officer

Approved:



PEDRO MARTINEZ
Chief Executive Officer

Approved as to Legal Form: 



RUCHI VERMA
General Counsel