

AUTHORIZE A NEW 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 a new 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 Compensation Section of this report. Vendor was selected on a non-competitive basis pursuant to Board Rule 7-6. This item was presented to the Single/Sole Source Committee on June 6, 2023, and approved by the Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on June 6, 2023, found here: [cps.edu/procurement](http://cps.edu/procurement). The item will remain on the Procurement website until the July 26, 2023 Board Meeting. This process complies with the independent consultant's recommendations for sole source procurements and the Board's "Single/Sole Source Committee Charter." A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Grote, Benjamin T / 773-553-2280

VENDOR:

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

Scott Olson  
800 323-9540

Ownership: Alpine Investor - 99.2%

USER INFORMATION :

Project  
Manager: 11210 - Student Assessment and MTSS  
  
42 West Madison Street  
  
Chicago, IL 60602  
  
Washington, Angela Gail  
  
773-553-2430

TERM:

The term of this agreement shall commence on September 1, 2023 and shall end August 31, 2024. This

agreement shall have one (1) option to renew for a period of one (1) year.

**EARLY TERMINATION RIGHT:**

The Board shall have the right to terminate this agreement with 30 days written notice.

**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.

**COMPENSATION:**

Vendor shall be paid during the term as follows:

Estimated annual costs for the one (1) year term are set forth below:

\$1,227,500, FY24

**REIMBURSABLE EXPENSES:**

None

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the Director of Access And Enrollment to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:**

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts, (M/WBE Program), this contract is waived of the M/WBE participation goals of 30%MBE and 7% WBE, because the contract is not further divisible.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL :**

Fund 115 Access and Enrollment, 11201

\$1,227,500, FY24

Not to exceed \$1,227,500 for the one (1) year term.

CFDA#: Not Applicable

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel

necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

