

To: DO Business Office

From: Brittany Jackson Kairis, Executive Director of Adult Education

Date: 8/2/2022

Re: Purchase of MyELT for Adult Education English as a Second Language (ESL)

City Colleges of Chicago Adult Education provides the tuition-free Adult Education classes in alignment with the standards for each course provided by Department of Education Office of Career and Technical Education (OCTAE) and the Illinois Community College Board (ICCB). CCC Adult Education is responsible for ensuring all instruction, materials, and syllabi are aligned with the National Reporting System (NRS) standards.

SCOPE OF PURCHASE: City Colleges of Chicago is responsible for providing students and educators with the materials for instruction and learning. CCC Adult Education has ICCB-approved master syllabi for English as a Second Language (ESL) classes; syllabi and content are based on the National Geographic instructional materials approved by ICCB in FY19 and purchased by CCC in FY19. In FY20, there was the need to shift ESL instructional delivery to 100% distance-learning due to COVID-19. ESL curriculum utilizes the NRS-aligned instructional materials of National Geographic Stand Out series. The My ELT online workbook is the National Geographic version of the OCTAE standards-aligned National Geographic Stand Out series. The purchase is necessary to maintain quality instruction in the hybrid modality, which has been expanded in response to COVID-19. With approval of this purchase, we will shift to an institutional subscription to myELT, which will allow us to reassign "seats" in the program after students successfully complete or leave CCC, instead of purchasing a per student license. We will be purchasing some additional textbooks to ensure all colleges have inventory for in-person instruction.

VENDOR SELECTION CRITERIA: The MyELT online workbook is the only 100% online National Geographic Stand Out standards-aligned ESL instructional tool. National Geographic is the sole provider of the MyELT online workbook; no other company makes or distributes it. MyELT is needed as a companion to the approved textbook, Stand Out. CCC made a significant investment in the Stand Out series, which was chosen for its alignment to national and state standards for Adult Education in FY19. National Geographic Stand Out is the core text for CCC Adult Education's ICCB-approved ESL courses. The purchase is in accordance with Board policy [2.3.4.L](#) permitting exception from the formal competitive bidding process in this situation with the specific MyELT online workbook with "contracts for good or services which are economically procurable from only one source such as for the purchase of magazines, books, periodicals, pamphlets and reports."

Quote from National Geographic attached.