

**31900**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JUNE 6, 2013**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**

**TESTING MATERIALS**  
**DISTRICT WIDE**  
**OFFICE OF ACADEMIC AFFAIRS**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees approves the issuance of purchase orders for adult education testing materials for the period from July 1, 2013 through June 30, 2016, at a total cost not to exceed \$450,000 annually.

<b>VENDORS:</b>	<b>Annual Cost</b>
Curriculum Publication Clearinghouse Horrabin Hall 71B Western Illinois University 1 University Circle Macomb, Illinois 61455	\$40,000
CTB/McGraw Hill 20 Ryan Ranch Road Monterey, California 93940	\$175,000
Houghton Mifflin Harcourt/Steck Vaughn 222 Berkeley Street Boston, Massachusetts 02116	\$75,000
Harland Technologies 2020 South 156th Circle Omaha, Nebraska 68130	\$40,000
CASAS 5151 Murphy Canyon Rd., Suite 220 San Diego, California 92123	\$120,000
<b>TOTAL COST</b>	<b>\$450,000</b>

**USER:** District Wide

**TERM:**

The term of this purchase will begin on July 1, 2013 and end on June 30, 2016.

**SCOPE OF SERVICES:**

The vendors listed above will supply testing and testing materials to the District for the adult education program.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

In order to maintain compliance with state and federal requirements for adult education, programs District wide require the purchase of testing materials. In compliance with state and federal regulations, City Colleges of Chicago administers pre-tests to all adult education students. These tests are used to calculate level gains, a metric used by the state of Illinois to monitor the progress of our programs. According to state guidelines, only four tests are approved for use as pre- and post-tests in adult education: TABE, CASAS, BEST Literacy, and BEST Plus. Additionally, CCC administers the constitution test as part of GED testing and GED practice tests. The vendors listed above supply these testing materials to ensure our students receive testing in compliance with state and federal requirements for adult education programs.

**VENDOR SELECTION CRITERIA:**

The vendors listed above are the only vendors that provide the testing materials for the four state approved tests in compliance with state and federal law. Pursuant to state law, goods or services that are procurable from only one source are exempt from the District's competitive bidding requirements.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above referenced request to purchase various testing materials and, since each of the vendors are a sole source for the respective testing materials being requested by the college adult education programs, is recommending that a waiver of compliance with Board Approved Participation Plan be granted.

**GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable

provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL:**

**Total FY14 – FY16:** \$450,000 Annually

**Charge to:** Office of Academic Affairs

**Source of Funds:** Unrestricted Funds

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**June 6, 2013 – Office of Academic Affairs**