

**34995**

**ADOPTED-BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
DECEMBER 7, 2023**

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

**ESL TESTING INSTRUCTIONAL MATERIALS  
COMPREHENSIVE ADULT STUDENT ASSESSMENT SYSTEMS (CASAS)  
ADULT EDUCATION  
DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees approves the issuance of a purchase order to Comprehensive Adult Student Assessment Systems (CASAS) for ESL testing materials for the period from December 1, 2023 through June 30, 2028 at a total cost not to exceed \$750,000.

**VENDOR:** CASAS  
5151 Murphy Canyon Rd., #220  
San Diego, CA 92123

**USER:** Districtwide

**TERM:** The term of the purchase shall begin on December 1, 2023 and shall end on June 30, 2028.

**SCOPE OF SERVICES:**

Purchase of CASAS test exam seats for students enrolling in our ESL classes. Students are required to take the CASAS exam by CCC, ICCB, and OCTAE. Students take a CASAS pre and post-test to determine CCC's post-test rate and level gain percentage.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

CASAS is the sole source provider of the CASAS exam seats, which is an approved official exam by ICCB and OCTAE. Upon completing the pre and post-test, we can determine CCC's post-test rate and level gain percentage.

**VENDOR SELECTION CRITERIA:**

The vendor listed above is the only vendor that provides vouchers for this exam. In accordance with the sole source policy procedures, this purchase is exempt from the District's competitive bidding process.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the purchase ("ESL test exam seats").

**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 2, Section 2.7.4(b) of the Board Bylaws.

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:** \$750,000

**Charge to:** Office of Academic Affairs - **Adult Education**

**Sources of Funds:** Education Fund

**FY24-FYFY29:** 54/530000-530000-00003-0017006-10000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**December 7, 2023 – Adult Education**