

**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 INTERIM SUPERINTENDENT/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 set forth in the Financial 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 10, 2025, and approved by the committee. Prior to final approval by the Chief Procurement Officer, as a Single Source, the item was published on the Procurement website on June 11, 2025 found here [cps.edu/procurement](https://cps.edu/procurement). The item will remain on the Procurement website until the July 24, 2025 Board Meeting. This process complies with the independent consultant's recommendations for single 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.

Specification Number : Sss-83

Contract Administrator : Delgado Villarreal, Deisy / 773-553-2280

**VENDOR:**

- 1) Vendor # 40681  
RIVERSIDE ASSESSMENTS, LLC DBA  
RIVERSIDE INSIGHTS  
ONE PIERCE PLACE SUITE 101C  
ITASCA, IL 60143

Scott Olson  
800 323-9540

Ownership: Alphine Inverstor - 99.2%

**USER INFORMATION :**

Project  
Manager: 11210 - Student Assessment and MTSS

42 West Madison Street

Chicago, IL 60602

Billings, Nicole R

773-553-2430

**TERM:**

The term of this agreement shall commence on September 1, 2025 and shall end August 31, 2028. This agreement shall have three (3) options to renew for a period of one (1) year each.

**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.

**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 Policy for Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation in Goods and Services contracts, the contract is an excluded transaction pursuant to the Goods and Services Policy, for the aspirational goals of 30% MBE and 7% WBE 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, Access and Enrollment, 11201, 11210

FY26 - \$627,083.33

FY27 - \$768,177.09

FY28 - \$787,381.50

FY29 - \$131,765.89

Not to exceed \$2,314,407.81 for the three (3) 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:



MACQUILINE KING, Ed.D  
Interim Superintendent/Chief Executive Officer

Approved as to Legal Form: 



RUCHI VERMA  
General Counsel