

**DETERMINATION AND  
FINDING FOR A SOLE SOURCE  
PROCUREMENT**

**AGENCY:** District of Columbia Public Schools  
**CAPTION:** Testing Materials  
**PROPOSED CONTRACTOR:** College Entrance Examination Board

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354 and 27 DCMR, Section 1304 and 1702

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS) Office of Teaching and Learning (OTL) has an immediate need for College Entrance Examination Board to provide testing materials and review the results of the administration of PSAT and the Advance Placement Exams (AP) to be provided to DCPS high schools. In addition to testing materials College Entrance Examination Board provides AP classes, exams and professional development for staff members.

**3. ESTIMATED COST:**

The estimated cost for this requisition is \$63,000.00 but the total amount for the School Year 2016-2017 is \$163,000.00.

**3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

The District of Columbia Public Schools recommends College Entrance Examination Board for testing services and materials for administration at DCPS high schools throughout the FY17.

**Background and history of this vendor with DCPS**

The College Board is a not-for-profit membership organization committed to excellence and equity in education. The mission of the organization is to connect students to college success and opportunity.

The District of Columbia Public Schools (DCPS) is committed to providing DCPS students with an educational experience that will prepare them for success in college, careers and life. The College Readiness Initiative (CRI) team is particularly focused on supporting a district-wide, college-going culture that makes college a possibility for any DCPS student.

Further, June 19, 2012, the D.C. Council included language in the DC Code (DC ST § 38-752.03) referencing pending graduation requirements for the Class of 2014 and beyond associated with postsecondary planning within schools.

The legislation reads:

*(a)(I) Beginning with the graduating class of 2014, the Mayor shall ensure that each public high school student applies to at least one post-secondary institution before graduation.*

*(2) The Mayor shall ensure that each public high school student participates in a program designed to provide students with information on applying to an appropriate post-secondary institution,*

*including information on financial aid and other resources necessary to streamline a transition to a post-secondary institution. The program may include school-based and non-school-based resources.*

*(b)The Mayor shall issue a report that details the number of students that attend a post-secondary institution, including the number of students who attend each type, including:*

- 1. Universities;*
- 2. Colleges;*
- 3. Vocational schools; and*
- 4. Other post-secondary institutions.*

*(c)Beginning with the graduating class of 2014, the Mayor shall require that each student attending public high school takes the SAT or the American College Testing program before graduation.*

*(d)The Mayor may exempt a student from the requirements of subsections (a)(I) and (c) of this section, if the Mayor determines that it would constitute an undue hardship on the student.*

DCPS offers college-level rigorous course offerings to students via the Advanced Placement program at the majority of DCPS high schools. The PSAT 8/9 and the Preliminary SAT are offered to students in all DCPS high schools to prepare them for success with the SAT (and increase college and scholarship options). The results of the PSAT are further used to inform the district and students of the AP courses they might potentially be well matched with using The College Board's AP Potential Tool. The AP Potential tool further informs DCPS of which courses might be fit college level rigorous offerings for DCPS students.

The expectation and preparation for students to be prepared for college matriculation and high school graduation is a consistent measure of the DCPS goal to become the highest performing urban school district in the nation.

#### **The Proposed Vendor's Unique Qualifications:**

The College Board is the sole source owner of the following programs, examinations, publications, and software, which are not limited to tangible and contain intangible related services and materials collectively referred to as "Official College Board Offerings" but DCPS utilizes the following: PSAT/NMSQT, PSAT 8/9, AP, PSAT 10<sup>th</sup> grade, and AP Potential.

College Readiness is the highest priority for high schools at DCPS. Success for the College Readiness Initiative is guided by the following principles:

- All DCPS students preschool through 12th grade will understand that college is a viable option for each of them.
- All DCPS students will have access to rigorous academic preparation for successful college matriculation and graduation from preschool through 12th grade.
- All DCPS students and families will have access to consistent and informed guidance about the college admission process (choosing a college, funding a college, and graduating college).

In light of the above findings and the use of The College Board tools and testing materials is necessary since the sole source award is in the best interest of the DCPS Office of Teaching and Learning and would be the most efficient cost-effective procurement method.

**CERTIFICATION BY THE CONTRACT SPECIALIST:**

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Specialist

**CERTIFICATION AND DETERMINATION**

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354 and 27 DCMR 1304 and 1702.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

