

REQUEST FOR NON-COMPETITIVE CONTRACT (Rev.9.19.18) - FOR BOCS APPROVAL ON: \_\_\_\_\_

This form must be completed by Department Heads or their designee when requesting contracts where a determination has been made that seeking competition would not be in the best interest of the taxpayers:

Check off each box that applies and provide the detailed reasons in the JUSTIFICATION section.

**VENDOR INFORMATION**

Vendor Legal Business Name: **Riverside Assessments, LLC**

Vendor Address: **One Pierce Place, Suite 900W  
Itasca, IL 60143**

Vendor Main Point of Contact for Any Resultant Contract: **Lauren Wallack**

Title: **Account Executive**

Phone: **630-467-7192**

Email: **assessmentsorders@hnhco.com**

Detailed Description of Service and Contract Term: **Reusable Subscriptions of online forms test cognitive abilities and academic skills consistent with individual psychological evaluations as prescribed by the Commissioner of Education (Educational, Clinical and Special Needs Assessments)**

Total Cost and Method of Compensation: **\$20,714.18**

**EXCEPTIONS PER SECTIONS 6 (D) AND 6 (Q) OF THE CITY'S PROCUREMENT POLICY**

- |                                             |                                                                                 |                                                                 |
|---------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Lawyers            | <input type="checkbox"/> Planners                                               | <input type="checkbox"/> Recruitment agencies for professionals |
| <input type="checkbox"/> Accountants        | <input type="checkbox"/> Landscape architects                                   | <input type="checkbox"/> Information technology advisors        |
| <input type="checkbox"/> Auditor's          | <input type="checkbox"/> Real estate brokers                                    |                                                                 |
| <input type="checkbox"/> Financial advisors | <input type="checkbox"/> Contract deemed to be in the best interest of the City |                                                                 |

SOLE SOURCE: Only one vendor is capable of providing the service.

SINGLE SOURCE: The service is available from more than one source, but for particular reasons it must be procured from a specific vendor.

☐ Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.

☐ Single Source: Upgrade to existing software available only from the software developer's designated Value Added Reseller for this territory.

☐ Single Source: Continuation of an on-going service already procured from this vendor. Provide the reasons why it would not be prudent to procure these services from another vendor.

☒ Single / Sole Source: Sole provider of a patented or licensed service.

☐ Single / Sole Source: The requesting Department can demonstrate that such services, due to unique or special circumstances, cannot be procured through a competitive Request for Proposal process.

**JUSTIFICATION:** Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition.

**See Sole Source Publisher Letter**

**APPROVAL:** I certify that to the best of my knowledge the information above is a complete and accurate justification for the competitive procurement of these services.

**Dr. Luis Rodriguez**  
**Assistant Superintendent**  
**Special Education and**  
**Pupil Support Services**

Department / Department Head Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 5/2/19