



Department of Purchasing

100 N. Main Street, 2nd Floor

Suffolk, VA 23434

(757) 925-6762 Fax (757) 942-4333

NOTICE

Sole Source Purchase

Date: September 12, 2025

For: PSAT Testing and AP Workshop

Vendor Name: College Board

Requested by: Secondary Instruction

Description: PSAT 8/9 EPP 8th Grade & PSAT/NMSQT EPP 10th Grade and Achieving Equity in AP Workshop, Which Include Tangible and Intangible Related Services and Materials Collectively Referred to as "Official College Board Offerings"

Cost: Not to exceed \$65,000.00 FY 25-26

Justification: College Board is the only provider of these tests and workshops

Approved By:

Linda Bates, NIGP-CPP, VCO,VCA
Coordinator of Purchasing

9/12/25

Date



August 21, 2024

Suffolk Public Schools
100 N Main Street, Suite 1
Suffolk, VA 23434-4529

Re: Sole Source Justification

To whom it may concern:

College Board's mission is to connect students to college success and opportunity. We are a not-for-profit membership organization committed to excellence and equity in education.

This letter is to affirm that College Board is the sole source owner of the following programs, examinations, publications, and software, which include tangible and intangible related services and materials collectively referred to as "Official College Board Offerings." Such Official College Board Offerings include without limitation the following: , BigFuture[®], BigFuture[®] School, Institutional Documentation Service (IDOC[™]), INAS[®], PowerFAIDS[™], CSS PROFILE[®], Student Search Service[™], The College Board Net Price Calculator, Advanced Placement[®] (AP[®]) including AP[®] Mentoring, AP Capstone[™], and AP Potential[™], Pre-AP[®], ACCUPLACER[®], CLEP[®], PSAT[™] 8/9, PSAT[™] 10, PSAT/NMSQT^{®1}, SAT[®], SpringBoard[®], SpringBoard Digital[®], Landscape[®], and Bluebook[™], Career Kickstart[™].

Feel free to contact contractsmanagement@collegeboard.org if you should have any questions or concerns. We thank you for the opportunity to utilize College Board offerings to help your students connect to college success.

Regards

A handwritten signature in black ink, appearing to read "M Wagner".

Matthew Wagner
Interim President

¹ PSAT/NMSQT is a registered trademark of College Board and National Merit Scholarship Corporation.