Posted RB
AUG 24 '26 PM 1:45

Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

SUFFOLK PUBLIC SCHOOLS

NOTICE
Sole Source Purchase

Date:	**August 24, 2026**
For:	**PSAT Testing and AP Workshop**
Vendor Name:	**College Board**
Requested by:	**Secondary Instruction**
Description:	"Official College Board Offerings," which encompass both tangible and intangible products, services, and materials, including: • PSAT 8/9 Early Participation Program (EPP) for 8th Grade • PSAT/NMSQT Early Participation Program (EPP) for 10th Grade • Achieving Equity in AP Workshop
Cost:	**Not to exceed $65,000.00 during School FY 26/27**
Justification:	**College Board is the only provider of these tests and workshops**

Approved By:

Robin Booth

Robin Booth, MAOL, VCA
Coordinator of Purchasing

8/24/26

Date

CollegeBoard

August 24, 2026

Suffolk Public Schools
100 N Main St Ste 1
Suffolk, Virginia 23434-4529

Re: Sole Source Justification

To Whom It May Concern:

College Board's mission is to connect students to college and career success and opportunity. We are a not-for-profit membership organization committed to excellence in education by helping students navigate the path from high school to college and career.

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, Connections™, 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™, Career Kickstart™, AP Kickstart, and AP Potential™, Pre-AP®, ACCUPLACER®, CLEP®, PSAT™ 8/9, PSAT™ 10, PSAT/NMSQT®[1], SAT®, SpringBoard®, SpringBoard Digital®, Landscape®, and Bluebook™, and Teamship™.

Feel free to contact contractsmanagement@collegeboard.org if you should have any questions or concerns. Thank you for the chance to use Official College Board Offerings to help your students connect to post-secondary success.

Regards,

Jeremy Singer
President

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