

## SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division Buyer at [shelly.l.murray@wv.gov](mailto:shelly.l.murray@wv.gov) with a copy to [w.michael.sheets@wv.gov](mailto:w.michael.sheets@wv.gov) to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than 1:30 PM on 12/27/2010.

**Requisition Number:** EDD350184    **Department/Agency:** Education

### **Detailed Description of Project:**

All Career and Technical Education (CTE) students who complete a concentration are required to take the ACT WorkKeys® assessments in Reading for Information, Applied Mathematics, and Locating Information. The score a student receives in each of the assessment areas will qualify them for a nationally recognized certificate at one of three levels: gold, silver, or bronze. The student will also receive from the state of West Virginia, the Governor's Career Readiness Certificate. This project is proposed to purchase a approved curriculum to help students prepare for the ACT WorkKeys assessments.

**Proposed Sole Source Vendor:** Thinking Media

### **Specific Eligibility Criteria:**

Thinking Media publishes Key Train which is a comprehensive training curriculum designed specifically for the WorkKeys job skills, with 20,000 pages of interactive materials covering all of the WorkKeys skills. The following KeyTrain courses are currently compliant with ACT standards: Applied Mathematics, Applied Technology, Business Writing, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing.

### **Specific Qualification Criteria:**

ACT WorkKeys reviews courses for meeting ACT standards for WorkKeys curriculum. In 2003, Thinking Media was chosen as the successful bidder in an RFQ process conducted by the WVDE. At that time there were two publishers approved by ACT WorkKeys – WIN and Thinking Media. Currently, WIN is no longer an approved publisher for WorkKeys Curricula. Thinking Media is the only Level I publisher approved to meet the standards for WorkKeys curriculum.