Contract Overview	
Contract Type	New Sole Source Contract
Contract Title	Industry Credential Examination
Method of Procurement	Sole Source
	The Virginia Department of Education (VDOE) has designated the National Retail Federation (NRF) as the sole provider for retail trade certifications. For FCPS students enrolled in marketing courses, passing the NRF's assessments in Customer Service and Sales or Retail Management fulfills the CTE credential requirement for a standard diploma.
Contract or RFP #	4400014220
Vendor Name	National Retail Federation (NRF)

Contract Summary	
Description of Services	The Contractor provides vouchers for FCPS students to take online credential exams for Customer Service and Sales and Retail Management.
Contract Start Date	Date of contract execution following School Board Approval at a Regular Meeting
Contract End Date	April 30, 2030
Initial Term of Contract	Five (5) Years
Total Contract Value	$375,000
Annual Value	$75,000
Funding Source	School Operating
Pricing Structure	Firm fixed pricing per exam voucher
Contract Terms	FCPS Standard contract terms apply

Strategic Alignment	
Sponsor	Sloan Presidio, chief academic officer
Strategic Plan Goal	☐ Goal 1 - Strong Start: PreK-12 ☐ Goal 2 - Safe, Supported, Included, and Empowered ☑ Goal 3 - Academic Growth and Excellence ☐ Goal 4 - Equitable Access and Opportunity ☐ Goal 5 - Leading for Tomorrow's Innovation
Department	Instructional Services
Description of Need	To prepare Career and Technical Education (CTE) students for various industry certification opportunities. Certification tests are required for graduation.
Background Information	NRF provides industry online credentialing exams for CTE students in order to satisfy the course academic requirements to attain a standard diploma as required by the Virginia Department of Education.

Prior Contract Information	
Method of Procurement	Sole Source
Vendor	National Retail Federation (NRF)
Annual Spend	$64,285

Compliance and Reviews			
Cybersecurity Review	☑ Yes	☐ No	☐ Not applicable
IT Review	☑ Yes	☐ No	☐ Not applicable
Legal Review	☑ Yes	☐ No	☐ Not applicable
Risk Management Review	☐ Yes	☐ No	☑ Not applicable