



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., State Superintendent

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October 26, 2016

## Memorandum

To: Rebecca Garland

From: John R. Pruette

Subject: Intent to Contract with CAI  
 Requisition No. RQ 19974906  
 (Required for Service Contracts Greater Than \$5,000)



**Important Information:** Approval of this Memorandum of Intent to Contract is required prior to initiating the contract process. It does not constitute a contract, nor does it imply that a contract will be approved. In that regard, please note that no contractor work can begin until a contract has been approved and signed by both parties. Signed contracts will be returned to the listed DPI Contract Contact Person by the DPI Purchasing and Contracts Section.

**Instructions:** The questions/information in this memorandum must be completed, and the appropriate approvals obtained prior to initiating a Request for Proposal (RFP) or any contract paperwork, including amendments. All appropriate requested questions and information must be answered and completed, or the form will be returned. If approved, the original memorandum will be forwarded to the Purchase and Contracts Section, and a copy will be returned to the division. If not approved, the original memorandum will be returned to the division.

1. Please complete the following information (If you will use competitive bidding, please insert a short name for the RFP or other bid instrument in the place for Contractor Name; for example: RFP for Parking Services, and do not complete the contract amount or contract dates.)

**Contractor Name:** CAI  
**Contract Amount:** \$178,433.00  
**Contract Dates:** January 1, 2017 – December 31, 2017  
**DPI Contract Contact Person and Telephone Number:** Cindy Bagwell, 919-807-3710

2. **Is this a contract amendment? If so, please explain fully why you are amending it.** No

3. **Why are you initiating a contract? What services will you require?**

The North Carolina Department of Public Instruction's Office of Early Learning is implementing a newly developed formative assessment process that utilizes an online software tool to capture evidence of student learning and inform instruction for students in Kindergarten through the third grade in all North Carolina public schools. This project is being facilitated through an approved contract with Teaching Strategies, LLC, a software vendor hired to host and maintain the new software tool supporting this new assessment process. Teaching Strategies is also responsible for developing training materials and conducting training sessions on the software tool, as well as providing Help Desk support going forward. The project is known as the "K-3 Formative Assessment Process" (K3FAP). The current phase of the project includes a

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legislative mandated “Kindergarten Early Assessment”, which must be completed for each kindergarten student within 60 days of enrollment. The next phase will include the full K-3 assessment process for kindergarten through third grade, which is scheduled for usability testing at the start of the 2017-2018 school year.

DPI seeks an experienced Project Manager who will be responsible for providing oversight for all aspects of the project, including creation, management, and execution of an integrated project plan that includes all work products and deliverables, as well as management of the project scope, risks & issues tracking, resources, timelines, costs, quality, and procurements. This position will be directly responsible for the deliverables described in Attachment A.

4. **How does the contract add value to the teaching/learning process?**  
This contract will enable the Office of Early Learning to meet state and federal timelines and requirements while ensuring that the assessment design and related technology components are appropriately and adequately addressed within a formative assessment process. Teachers’ use of formative assessment has been shown to result in increased student engagement and significant gains in learning, particularly among low achieving students. Developing a formative assessment process that builds on information gathered at kindergarten entry and spans kindergarten through third grade would improve continuity across the grade span and significantly impact student achievement.
5. **Is the service unique and not repetitive with agency activity or other contracts? Please state why this service cannot be performed within the resources of the agency.**  
There is limited capacity within the Department of Public Instruction and the Office of Early Learning to provide the degree of technical expertise required to address the technological needs of this project and meet state mandates for implementation of the Kindergarten Entry Assessment portion of the K-3 Formative Assessment Process, as well as regulations related to technology projects. Given current responsibilities of existing staff, additional support is required to adhere to state statutes, policies, and regulations while adequately addressing the complexity of the project.
6. **What is the impact, if you do not contract for these services?**  
Not contracting for these services will jeopardize completion of the project in accordance with state requirements, as well as risk the loss of state dollars supporting the project.
7. **If this contract is being paid with grant money, does the grant require the contracted services?** NA
8. **Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.** No
9. **Are you using an IT Supplemental Staffing Convenience Contract or other type of convenience contract? If yes, please skip question # 10 and complete questions # 11 and # 12.** Yes

10. **Do you plan to request sole sourcing for this contract? If yes, please complete and attach the required sole source justification memorandum. Sole sourcing is warranted whenever only one acceptable source can be found; sole sourcing should never be the first consideration. (Important: The approval of the DPI Section Chief for Purchasing and Contracts, and approval by the Division of Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.)** NA
11. **Have you contracted with this vendor previously for related services? If yes, please provide the contract number of all contracts with this vendor during the last twelve months.** 10262630 and 10262632
12. **How did you calculate the cost (e.g., what is the cost per hour and number of hours?) If the cost per hour is above the DPI maximum for that type of service per the New Service Contract Policies, please attach the required written permission granted by the Deputy Superintendent. Cost is calculated at \$85.55 per hour, 40 hours per week, for 12 months for a total of \$178,433.00.**
13. **Is this contract for information technology services?** Yes
14. **If this is a personal service contract request, is the vendor/contractor a retiree?** NA

\_\_\_\_\_ Yes     No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Requisition No. RQ 19974906

Budget Code: 1800 10123 840

Signed: S. Collins Date: 11-3-16  
Budget Representative

Requisition No. RQ 19974906

Approved: Yes  No

Signed: Rebecca Garland Date: 11/3/16  
Deputy Superintendent of NC DPI

Signed: [Signature] Date: 11-3-16  
Executive Director, Office of Early Learning

**For Technology Contracts Only:**

Approved: Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Information Officer