

April 1, 2016

Memorandum

To: Philip Price

From: Susan Ruiz

Subject: Intent to Contract
Requisition No. PR RQ 20248891
(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: Catawba County Schools

Contract Amount (if this request amends the amount, please enter the amended amount): \$144,458.00

Contract Dates: July 1, 2016-June 30, 2017

DPI Contract Contact Person and Telephone Number: Steleana Rountree 919-807-3333 on behalf of Susan Ruiz 919-807-3316

2. Is this a contract amendment? If so, please explain fully why you are amending it. (Note: If the amendment is for a date extension only, do not answer questions #3 through #12)

No

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

The contract is being initiated to continue the daily operation of the Regional Alternative Licensing Center serving Districts 3 (partially), 5, 6 (partially), 7 and 8.

4. How does the contract add value to the teaching/learning process?

The contract adds value to the public schools in the state by providing employed and prospective lateral entry teachers with an alternative route to receive a clear North Carolina teaching license. This provides the students in North Carolina's public schools with highly qualified teachers, which will impact student learning and facilitate high 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.

This process is completed in the four regional centers to provide easier access for teachers and prospective teachers in receiving an evaluation for a plan of study to complete licensing requirements. We do not have the staff within the agency to provide this service.

6. What is the impact, if you do not contract for these services?

Since 2010, enrollment is down by 30% in North Carolina public university teacher education programs. However, the RALC has shown a 14% increase in program completers and an almost 29% increase in active plans to clear a teaching license since last year. With 431 professionals completing the program during the 2014-2015 year, the state's public schools received a significant boost from the licensed teacher clearing through the RALC.

Therefore, the contract adds value to the public schools in the state by providing an additional stream of employed teachers with clear licensure, and prospective lateral entry teachers working toward employment and clearance as well. If we do not contract, the centers will no longer be able to operate to provide lateral entry teachers, which comprise a significant portion of North Carolina's teacher force, alternatives for clear licensure. Teachers who may choose to affiliate with IHE programs could likely face barriers such as burdensome additional costs due to inconsistency among the IHE's in the number of courses and credit hours needed to complete licensing requirements, along with increased time to program completion. These are some of the primary reasons that the Centers was established.

Additional impact of the contract is reflected in that the RALC responds daily to licensing and licensure system inquiries from LEAs and teachers, both employed and prospective. Thereby assisting greatly the DPI Licensure Section in addressing time-sensitive concerns from the field.

7. If this contract is being paid with grant money, does the grant require the contracted services? Please describe the grant references to these contracted services, and give a synopsis of the grant.

No, it does not require contracted services.

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.

No

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.)

N/A - LEA

11. Have you contracted with this vendor previously for related services? If yes, please list all contracts with this vendor during the last twelve months.

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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.

The salaries are comparable to what staff in the FBS/Licensure Section would be paid for comparable work assignments.

13. Is this contract for information technology services?

No

Requisition No. RQ 202 48891

Budget Code: 0801 532150 164021188 770

Signed: R. W. B. P. M. L.
Budget Representative

Date: 2/27/17

Requisition No. RQ _____

Approved: Yes No

Signed: [Signature]
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 2/28/17

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____
Chief Information Officer

Date: _____