

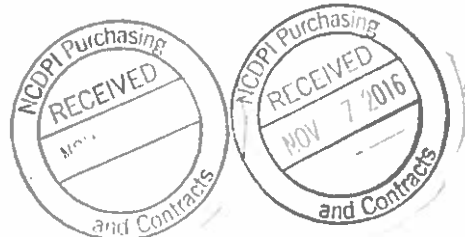


PUBLIC SCHOOLS OF NORTH CAROLINA

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

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October 25, 2016



Memorandum

To: Rebecca Garland

From: John Pruette 

Subject: Intent to Contract with Chapel Hill Training Outreach Project, Inc. (CHTOP)
Requisition No. RQ 19966967

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: Chapel Hill Training Outreach Project, Inc.

Contract Amount: \$50,000

Contract Dates: December 1, 2016 to October 30, 2017

DPI Contract Contact Person & Telephone: Vivian James, (919) 218-8384

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 Interagency Coordinating Council (NC-ICC) is a planning partner with the Division of Public Health and Department of Public Instruction to ensure the development and implementation of a coordinated interagency service system for infants, toddlers, and preschoolers with disabilities or developmental delays and their families. The NC-ICC is a Governor appointed Council of thirty (30) members, of which twenty percent must be parents of children with or at risk for disabilities. The NC-ICC

OFFICE OF EARLY LEARNING

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serves as the state level advisory board is responsible for advising and assisting the state with implementing the Infant and Toddler Program for children ages birth to three years old, as well as the Preschool Program for children three to five years of age, with or at risk for disabilities.

The NC-ICC receives its federal authority and charge through the Individuals with Disabilities Education Act (IDEA, PL 108-446 as reauthorized) and its state authority through GS 143B-179.5. Specific duties are: 1) identify sources of fiscal and other support for intervention service to infants, toddlers, and preschool children (birth through five; Part C and B); 2) develop policies related to infant and toddler services (Part C); 3) prepare applications for available federal funds for services to infants and toddlers (Part C); 4) resolve interagency disputes (Part C and B); and, 5) promote interagency agreements (Part C and B); specifically as it relates to the sharing of information upon a child's transition from the infant and toddler program into the preschool program.

In accordance with IDEA, the lead agencies involved in the ICC facilitate interagency efforts for Child Find and Transition policies and procedures. The lead agencies must have representation on the Local Interagency Coordinating Council (LICC) which is directed by the NC-ICC to assist these agencies with implementation and coordination of Child Find and Transition activities within their communities. Child Find is defined as a system which locates, evaluates, accesses, and identifies children who have or are at risk of having developmental disabilities or delays that may be eligible for Part C and/or Part B supports and services. The Part B Preschool Disabilities Program provides funds to issue "mini-grants" to LICCs to support joint Child Find and Transition activities within their communities. Furthermore, the mini-grant funds may also be used for parent stipends to encourage parent participation by covering their travel cost to and from the LICC meetings and activities.

Mini-grant funds are administered by non-profit organizations or agencies on behalf of the NC-ICC, and an "end of year" report is required outlining how the funds are used. These mini-grants ensure the implementation of the ICC's Child Find and Transition activities required by the NI-ICC. For the past 14 years, the NC-ICC has used the Chapel Hill Training Outreach Project (CHTOP) to flow all monies to the Local ICCs (LICC). Each LICC writes a mini-grant proposal and submits it to the Executive Director of the NC-ICC and then funds flow to the local councils.

4. **How does the contract add value to the teaching/learning process?** The contract helps to meet the federal and state ICC legislation that values the work of parents through the process of parent reimbursement for their time and travel. In addition, it supports the efforts of collaboration between community agencies in the delivery of activities focused on implementing state and federal mandates for the Preschool Exceptional Children's program.
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 service is unique and there is no other agency activity that provides support to LICC's for the implementation of Child Find and Transition activities, nor parent stipends. This contract provides a unified approach with the Part C and Part B services in support for parent reimbursement as stated in the by-laws of the NC-ICC.
6. **What is the impact, if you do not contract for these services?** There would be no way to support Child Find and Transition activities within the LICC's, nor to reimburse parents to serve on the LICC and

the mandates of the state and federal legislation would not be met. This activity is in our yearly performance standards as measured by the Office of Special Education Programs.

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.** Yes. Interagency and parent involvement is an integral part of the 619 section of IDEA which provides services to preschool children with disabilities and their families. Parents are to be involved in all areas of their child's program and supported so that they may participate with community councils.

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.)** YES

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.** YES

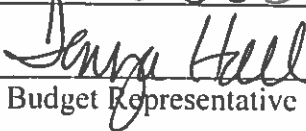
12. **How did you calculate the cost (e.g., what is the cost per hour and number of hours?) If the cost per hour is above the DPI maximum for that type of service per the New Service Contract Policies, please attach the required written permission granted by the Deputy Superintendent.** \$42,500 is available to the 70 LICC's based upon a proposal for how much they need to pay for parent participation and the proposed activities within the LICC. \$7,500 will be budgeted for personnel costs, postage, supplies and materials to process 70-80 mini-grants.

13. **Is this contract for information technology services?** NO

14. **If this is a personal service contract request, is the vendor/contractor a retiree?**
_____ Yes xx _____ No
If answer is yes, is individual a member of:
_____ TSERS (Teachers & State Employees Retirement System)
_____ Other (Please Explain) _____

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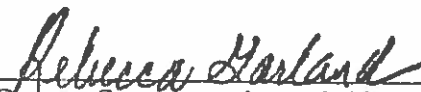
Budget Code: ⁵³²¹⁹⁹ 1400 353 464 400

Signed: 
Budget Representative

Date: 11/2/16

Requisition No. RQ 19966967

Approved: Yes No

Signed: 
Deputy Superintendent of NC DPI

Date: 11/7/16

Signed: 
Executive Director, Office of Early Learning

Date: 11/7/16

For Technology Contracts Only:

Approved: Yes No

Signed: _____
Chief Information Officer

Date: _____