



# PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William W. Cobey Jr., Chairman

DEPARTMENT OF PUBLIC INSTRUCTION Mark Johnson, Superintendent of Public Instruction

WWW.NCPUBLICSCHOOLS.ORG



April 11, 2017

## Memorandum

To: Maria Pitre-Martin, Ph.D.  
Chief Academic and Digital Learning Officer

From: Amy Jablonski, Director

Subject: Intent to Contract  
Requisition No. RQ 20366265 \_\_\_\_\_  
(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:** Cleveland County Schools

Multitiered System of Support (MTSS) Regional Consultant

**Contract Amount (if this request amends the amount, please enter the amended amount):** \$138,084.90

**Contract Dates:** July 1, 2017 – June 30, 2018

**DPI Contract Contact Person and Telephone Number:** Amy Jablonski, 919-807-3857

**INTEGRATED ACADEMIC AND BEHAVIOR SYSTEMS**

6307 Mail Service Center, Raleigh, North Carolina

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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?**  
Responsiveness to Instruction (RtI) has been in place in North Carolina since 2004. Since that time, the number of schools and districts utilizing RtI, as both a total school improvement model and method for identifying students as having a learning disability, has drastically increased. Now that NCDPI is shifting focus to support the statewide implementation of a Multi-Tiered System of Support (MTSS), the requirements needed to install and sustain the efforts have surpassed critical mass. Additionally, as permitted since the reauthorization of the Individuals with Disabilities Act 2004, all schools in NC are permitted to utilize RtI for identification of students qualifying for Special Education services in the category of Specific Learning Disabilities (SLD). NCDPI is in the process of implementing the State Board of Education approved policy that data collection through a multi-tiered system of support will be the sole methodology for determining SLD eligibility. This policy removed the 15-point discrepancy and alternative discrepancy as options for all public schools at all levels.

This position will assist with researching, installing, and sustaining both MTSS as a total school improvement model and the removal of the 15-point discrepancy, alternative discrepancy model and patterns of strengths and weaknesses.

4. **How does the contract add value to the teaching/learning process?**  
This contract assures that LEAs and charter schools will receive a multitude of opportunities for professional development, technical assistance, and coaching from this position. Additionally, this position will build capacity at the LEA and regional level to add to the overall skills of the work for the LEAs and charter schools to implement other initiatives and policies.

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.**  
The Integrated Academic and Behavior Systems Division supports the creation, delivery, and continued support for the implementation of a Multi-Tiered System of Support (MTSS). This particular position will focus on supporting the intentional collaboration of combining academic and behavior problem solving at the district, school, grade/department, and individual level with the ultimate goal of supporting districts in creating a Multi-Tiered System of Support for all students.

This position will also work across divisions and departments to support regions, LEAs and charter schools in the elimination of 15 pt. discrepancy and alternative to discrepancy. This shift in focus requires all schools to collect, analyze and problem-solve multiple pieces of data to determine if a child is eligible for special education services

under the category of Specific Learning Disability. To date this position does not exist at the agency nor can it be folded into an already existing position.

- 6. What is the impact, if you do not contract for these services?**  
The current movement in NCDPI is to utilize MTSS as the framework for total school improvement. Additionally, beginning August 2015 the 5 year roll out plan for removal of the 15 point discrepancy and alternative discrepancy model for determining students with specific learning disabilities will begin for all schools. Without these services, NCDPI, LEAs and charter schools will not have the needed support to build infrastructure to build a system of support, including coaching these changes.
- 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. This is not paid for out of grant money.**
- 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.) NO**
- 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. YES (NC 10287062)**
- 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 cost of this contract was calculated based on cost for salary and benefits.**
- 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     No

If answer is yes, is individual a member of:

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

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

Requisition No. RQ 20366265

Budget Code: 0801 532150 166032956380

Signed: S. Collins Date: 4-18-17  
Budget Representative

Requisition No. RQ 20366265

Approved: Yes  No \_\_\_\_\_

Signed: MPHre-Martin Date: 4-17-17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

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