



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

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October 12, 2017



Memorandum

To: Maria Pitre-Martin

From: John Pruette

Subject: Intent to Contract with NewSouth Technology
Requisition No. RQ 20801988
(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: Computer Aid, Inc.
Contract Amount: \$178, 433.00
Contract Dates: January 1, 2018 - December 31, 2018
DPI Contract Contact Person, Telephone Number: Cindy Bagwell, 919 – 807- 3710

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.

OFFICE OF EARLY LEARNING

John R. Pruette, M.Ed., Executive Director | john.pruette@dpi.nc.gov | <http://dpi.state.nc.us/earlylearning/>
 2075 Mail Service Center, Raleigh, North Carolina 27699-2075 | (919) 807-3946
 AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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 recently 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 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 continued usability testing in the second half of the 2017-2018 school year and 2018-2019.

The OEL continues to require an experienced Project Manager who will be responsible for providing oversight for all IT 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 potential procurements.

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 administration of the KEA in 2018-2019, endangering compliance with the state legislative directive. It will also limit the usability phase of the K-3 Formative Assessment Process, again endangering compliance with a state legislative directive to provide LEAs with K-3 formative assessment instruments.

7. If this contract is being paid with grant money, does the grant require the contracted services?

N/A

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.)**

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, NC10262630**

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 per rate cards at <https://it.nc.gov/resources/statewide-it-procurement/short-term-it-staffing-contract> : \$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?

_____ Yes No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RO 20801988

Budget Code: 0801 532140 180010123840

Signed: _____ Date: _____
Budget Representative

Requisition No. RO 20801988

Approved: Yes No

Signed: MPH - Martin Date: 10-26-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer

Requisition No. RO 20801988

Budget Code: 0801 532140 180010123840

Signed: Russ B Page Date: 10/16/17
Budget Representative

Requisition No. RO 20801988

Approved: Yes _____ No _____

Signed: _____ Date: _____
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer