


April 20, 2017



**Memorandum**

To: Maria Pitre-Martin  
Chief Academic and Digital Learning Officer

From: Tammy Howard, Director   
Division of Accountability Services

Subject: Intent to Contract with the Craig Companies

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: The Craig Companies, Inc**  
**Contract Amount \$96,657.00**  
**Contract Dates: July 1, 2017 – June 30, 2018**  
**DPI Project Coordinator and Telephone Number:**  
**Tammy Howard, 919-807-3787**

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?

**This company will provide specialized professional assistance and support to local school systems and schools in the assessment of student performance (grades 3-12), the collection and management of student data in the implementation of the North Carolina Statewide Testing and READY Accountability Program.**

**Services required will be for leadership for an accountability assistance team serving a multi-county region for the delivery of accountability services to the districts and schools within the region. Additional required services are elated to statewide testing, operational procedures, policy interpretation, training activities, use of testing and accountability software applications and data,**

**regional accountability training and processing labs, and technical support to the local school district's testing scanning and scoring centers.**

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

**Provides the necessary training, interpretation, and enforcement of the standards for uniform statewide test administrations and the implementation of the READY Accountability Program and the testing requirements of the federal No Child Left Behind (NCLB) Act.**

**Provides necessary assistance to the LEAs and is responsible for preparing and monitoring quality assurance standards and data collection procedures that ensure that data collected and reports generated are accurate by conducting data audits and verifications using sophisticated proprietary statistical analysis software applications.**

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 service is unique and not repetitive with any other agency activity or other contracts. The agency cannot perform the services given the current staffing and organizational structure.**

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

**Failure to comply could result in the loss of response time in the administering of statewide tests, and subsequent failure to comply with Federal Law (NCLB).**

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.

**Contract will be paid with State Assessments Activities Grant**

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, NC10147849, NC10224395, NC10285478**

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 estimated cost of this contract is for services based on cost for salary, benefits, training, office cost and special projects.**

13. Is this contract for information technology services? Has this IT Project been entered into the Project Portfolio Management system (PPM Tool)? If so, has this IT Project been approved by the Enterprise Project Management office (EPMO)?

**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. **RQ20390057**

Budget Code: 0801-532199-160037950315

Signed: Margaret Wall Date: 5/2/2017  
Budget Representative

Requisition No. **RQ20390057**

Approved: Yes  No

Signed: M Pitre-Martin Date: 4-25-17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts, Only:**

Approved: Yes  No

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