

# PUBLIC SCHOOLS OF NORTH CAROLINA

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


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## Memorandum

Date: August 31, 2017

To: Maria Pitre-Martin

From: John Pruette 

Subject: **Intent to Contract with NC Early Childhood Foundation**  
 Requisition No. RQ 20697886  
 (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:** NC Early Childhood Foundation

**Contract Amount:** \$87,000

**Contract Dates:** September 15, 2017 to December 30, 2017

**DPI Contract Contact Person and Telephone Number:** Melba Strickland (919)807-3946

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](mailto: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?

This contract is being initiated as an approved activity of the NC Head Start State Collaboration Office's (NC HSSCO) 2016-2017 grant to support activities related to priorities mandated for the NC HSSCO by the Office of Head Start and the Administration for Children and Families. Specifically, this activity is to support state and local education leaders, including Head Start directors, LEA leaders (superintendents, Title I), and local Smart Start Partnership leaders; in understanding the early learning opportunities in the Every Student Succeeds Act (ESSA). The Contractor will facilitate the logistics for:

- 1) **Raising Awareness.** NCECF will host a series of webinars for each target audience beginning in September to raise awareness of early learning opportunities in ESSA.
- 2) **Convening Regional Meetings.** NCECF will host four regional meetings bringing together teams to begin to develop local ESSA plans with a focus on the birth-to-eight continuum. Teams will include LEA leaders, Head Start Directors, Smart Start local partnership leaders and other cross-sector community leaders. The meetings will delve deeper into the early learning strategies available to districts to advance their education goals, share best practices, highlight using early childhood data to make informed-decisions, and provide time and support for working together on their plans. To support leaders' ability to attend, NCECF will provide a stipend for travel expenses. Stipends will be conditional on being part of a community team that includes required representatives.
- 3) **Provide Coaching and Technical Assistance on District Plan Development.** NCECF will use a Request for Proposal process to identify a small number of local teams to support more intensively in their planning. This support will include coaching, materials, a shared learning community and plan review. Each team would receive a stipend to support local collaboration. Materials created for this group and lessons learned through the process will be shared across the state with all LEAs and early learning leaders.

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

This contract will assist the Head Start-State Collaboration Office's (HSSCO) efforts to address its federal priorities to stimulate partnerships between Head Start and other entities that administer early childhood services in North Carolina. Staff and administrators in the NC early care and education system will be trained and coached to develop and implement policies that benefit the needs of young children and families from diverse backgrounds.

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 not repetitive with agency activity or other contracts. The NC Head Start-State Collaboration Office lacks the resources to perform this service on its own. The specialized skills of the Contractor, as well as its exclusive oversight and management of the NC Early Childhood Foundation, make it uniquely suited to deliver this work.

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

If no contract is established for these services, then state and local early childhood programs, including Head Start, will miss an important and unique opportunity to include early childhood systems in local ESSA plans.

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

This service is an allowable and approved activity of the NC HSSCO 2016-2017 grant. The funding source has issued in its guidance, the following statement:

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The following are examples of appropriate types of activities that maybe contracted out to State Head Start Associations and other entities: "Consultant services related to carrying out activities in the [HSSCO] priority areas and other areas relevant to the work of State Collaboration Offices, such as convening meetings and work groups, facilitating focus groups, coordinated planning activities with partners..." The federal Office of Head Start (the source of the grant) issued a memorandum in January, 2007, titled, "Head Start Collaboration Offices: Contracting with State Entities". The memo states the following: "Head Start-State Collaboration Offices are encouraged to form joint-venture projects in order to more comprehensively address the goals and objectives of the Head Start-State Collaboration grant. Cross-cutting initiatives involving the State Head Start Association, appropriate professional and civic organizations, corporate partners and other relevant entities are encouraged."

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 provide the contract number of all contracts with this vendor during the last twelve months. No
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.

See attached budget:

Account Number	Center Number	Funding Source Title	Percentage	Amount
		Head Start	80%	\$69,600
		State	20%	\$17,400
			Total	\$87,000

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) \_\_\_\_\_

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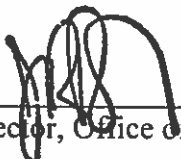
Budget Code 532199 140035840400

Signed:  Date: 9/1/17  
Budget Representative

Requisition No. RQ 20697886

Approved: Yes  No

Signed:  Date: 8-31-17  
Deputy Superintendent of NC DPI

Signed:  Date: 9/1/17  
Executive Director, Office of Early Learning

**For Technology Contracts Only:**

Approved: Yes  No

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