



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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September 4, 2018



Memorandum

To: Dr. Maria Pitre-Martin

From: William J. Hussey *WJH*

Subject: Intent to Contract
 Requisition No. 21522579
 (Required for Service Contracts Greater Than \$5,000)

PC

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: Exceptional Children's Assistance Center
Amended Contract Amount: \$144,000.00
Contract Dates: October 1, 2018 – September 30, 2019
DPI Contact Person and Telephone Number: Paula Crawford, 807-3993

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.**

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, Director

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3. **Why are you initiating a contract? What services will you require?** This contract is being initiated to support the partnership with the Exceptional Children's Assistance Center (ECAC) to provide educators and parents with increased knowledge of scientifically-based instructional practices for children with disabilities. Parent Tool Boxes have been developed for LEAs to use, as they provide training and understanding for parents around the new revisions of Reading Research to Classroom Practice and Foundations of Math, adolescent literacy planning, and parents as leaders. The NC State Improvement Project (NC SIP, State Personnel Development Grant, SPDG) staff plans to provide multiple opportunities for parental input related to quality services for students with disabilities outlined in the NC SIP grant goals as required by the SPDG. These services support the IDEA requirement for parental input as well as the sharing of valid information.
4. **How does the contract add value to the teaching/learning process?** This contract will provide the Exceptional Children's Assistance Center with funds to support the fulfillment of the SPDG requirements through the NC SIP goals through the development, presentation and distribution of statewide instructional strategies and information to support quality instruction for students with disabilities, in conjunction with EC Division staff. It also provides multiple opportunities for parental input on services for students with disabilities, as well as parent information regarding general supervision of EC services.
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. To be able to develop and present this information to educators and parents across NC, ECAC needs these resources to support the projects. The agency does not have consultants with the resources of time and expertise to fulfill this requirement of the State Personnel Development Grant (SPDG). The partnership with ECAC is a required component of the grant awarded (NC SIP) by the Office of Special Education Programs (OSEP) discretionary grants.
6. **What is the impact, if you do not contract for these services?** If we are not able to contract with ECAC to support the development and distribution of information to parents, educators and communities, our stakeholders lack the most up-to-date knowledge and skills to be effective providers and consumers of special education services. Most importantly, if we are not able to contract with ECAC, the OSEP discretionary program grant requirement will not be fulfilled and NC will be in jeopardy of losing the grant award. The ECAC Parent Training and Information Center and NC SIP SPDG partnership is a major requirement of the grant which has been awarded to NC by OSEP through 2021 and contracting with this PTI (ECAC) is specified within the grant submitted and awarded to NC.
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.** Federal State Personnel Development Grant funds (NC SIP) will be used to support this contract and the grant requires the contracted services as specified in underlined response detailed in #6 above.
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, we contracted with the Exceptional Children's Assistance Center during 2017-18 to support parent education in the areas of special education.
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 amount of this contract was calculated based on costs of providing multiple opportunities for parental input and to develop and distribute statewide critical information and parent training (English and Spanish) concerning instruction for students with disabilities and parent's rights under IDEA. These costs include personnel, travel, parent speaker development stipends, office supplies as detailed in the attached Appendix B1.
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 <u>21522579</u>	
Budget Code: <u>0801-532199-166037050380</u>	
Signed: <u>E. Wayne Smith</u> Budget Representative	Date: <u>9/12/18</u>
Requisition No. RQ <u>21522579</u>	
Approved: Yes <input checked="" type="checkbox"/> No _____	
Signed: <u>M. P. Martin</u> Supt./Deputy Supt./Appropriate CFO/CAO/CIO	Date: <u>9-7-18</u>
<u>For Technology Contracts Only:</u>	
Approved: Yes _____ No _____	
Signed: _____ Chief Information Officer	Date: _____

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