

April 6, 2018

**Memorandum**

To: Stacey Wilson-Norman  
Chief Academic Officer

From: Tammy Howard, Director  
Division of Accountability Services

Subject: Intent to Contract for English II Constructed Response Scoring



RG 21184427

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:** English II Constructed Response Scoring  
**Contract Amount:** \$1,560,000.00  
**Contract Dates:** October 1, 2018—September 30, 2021  
**DPI Contract Contact Person 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)

*This is not a contract amendment.*

3. Why are you initiating a contract? What services will you require?

*This contract will provide scoring of the constructed response items for the English II tests. The contractor will score the constructed response items and the multiple-choice items and provide a student-level score report.*

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

*The English II assessment will include constructed response items. These items will enable the assessment of content standards not assessable with multiple choice items. Also, students will have an opportunity to completely demonstrate their knowledge and their understanding of key concepts.*

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 volume of the items (35) requiring scoring and the number of student responses per item (120,000) prohibit this work being completed internally with other existing agency resources.*

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

*The English II assessments developed for implementation in 2018-19, 2019-20, and 2020-21 will not include constructed response items as required in the test specifications for this assessment.*

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.

*Some federal state assessment grant money is expected to be allocated to pay for services noted in this contract. It is also expected that some public school funding will also go to support the execution of this contract. The federal state assessment funds require specific tests be developed and implemented at certain grades and in specific content areas annually, including a high school assessment in English language arts/reading, which is English II.*

8. Will you use competitive bidding (e.g., RFP)? If yes, skip the remaining questions # 9 through # 12.

*Yes.*

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.

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 list all contracts with this vendor during the last twelve months.

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.

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) \_\_\_\_\_

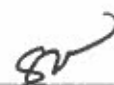
Requisition No. RQ21184427

Budget Code: 0801-532199-180010511000  
0801-532199-160037950315

Signed:  \_\_\_\_\_ Date: 4/17/2018  
Budget Representative

Requisition No. RQ21184427

Approved: Yes  No

Signed:  \_\_\_\_\_ Date: 4/11/18  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes  No

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