



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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August 9, 2017

## Memorandum

To: Maria Pitre-Martin, Deputy State Superintendent

From: Jo Anne Honeycutt, Director Career and Technical Education *JAH*

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

Please complete the following information:

**Contractor Name:** NC FBLA

**Contractor E-mail Address:** maryjane.thomas@dpi.nc.gov

**Contract Amount:** \$28,408.85

**Contract Dates:** September 1, 2017 – June 30, 2018

**DPI Project Coordinator and Telephone Number:** Delores P. Ali,  
919-807-3875

1. **Is this a contract amendmen:?** No
2. **Why are you initiating a contract?**
  - o This contract is sought to provide advisory, coordinating and management support for the North Carolina Career and Technical Education Student Organization, FBLA, in keeping with guidelines of The Carl D. Perkins Section 124 (c) (4) Title I funding recommendations.
3. **What services will you require?**  
 The contractor will:
  - o Plan and direct the day to day operations.
  - o Provide fiscal, operational, and strategic management for the organization.
  - o Collaborate with the NCDPI Business and Information Technology Education Curriculum Consultants to improve co-curricular education of students with interests in business technologies career pathways including: accounting and finance, information systems, business management and applications, small

### CAREER AND TECHNICAL EDUCATION DIVISION

Jo Anne Honeycutt, Director | joanne.honeycutt@dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

business entrepreneurship, business administration, and office systems technology.

- Implement co-curricular activities which improve of reading, mathematics, and technical skills.
- Implement a co-curricular leadership development program.
- Plan and facilitate the participation of students in regional, state and national conferences.
- Implement activities which expose students to high skill, high wage, and high demand business technologies career pathways including: accounting and finance, information systems, business management and applications, small business entrepreneurship, business administration, and office systems technology, marketing, management and entrepreneurship occupations.
- Implement strategies to increase the participation of students who are members of special populations.
- Implement strategies to increase membership.

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

The support provided by this contract will enhance the teaching/learning process through co-curricular activities delivered through the NC FBLA student organization. These activities include; local, regional, state and national leadership training, competitive events and conferences that extend classroom learning through hands-on experiences. These co-curricular activities are designed to help prepare students for further education, and careers through the development and reinforcement of character, citizenship, technical, leadership, and teamwork skills. NC FBLA helps prepare students pursuing job opportunities in business technologies career pathways including: accounting and finance, information systems, business management and applications, small business entrepreneurship, business administration, and office systems technology.

Any student enrolled in Business and Information Technology classes where there is a NC FBLA chapter can join NC FBLA. Business and Information Technology education teachers/coordinators serve as individual chapter advisors. NC FBLA provides a unique instructional method for attaining the competency goals and objectives identified in each Business and Information Technology course. These activities are considered a part of the instructional day when they are directly related to the competencies and objectives in the course blueprints.

**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.**

These services cannot be performed within the existing resources of this agency because curriculum consultants utilize all of their time planning, writing, revising and implementing the courses in the Essential Standards and time does not permit them to perform as State Advisor of the CTSOs.

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

Students would not be able to participate in NCFBLA's co-curricular activities which promote the development of; academic, interpersonal, leadership, and technical skills, as well as apply these skills in a juried environment by business and industry through competitive events. This additional training for Career and Technical Education students help them become eligible for high wage, high demand and high skill career opportunities.

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.  
The contract will be paid through the Carl D. Perkins Vocational and Technical Education Act of 2006, Title 1, Part B, Section 124, (b and c). Section 124 details a list of required and permissible uses of funds for state leadership activities. These uses include the following uses related to this contract proposal:
- o Assessment of Career and Technical education programs
  - o Career and Technical Student Organization
  - o Training in all aspects of an industry
  - o Curriculum improvement and development
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?** 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, August 2016 through June 2017.
12. **How did you calculate the cost (e.g., what is the cost per hour and number of hours?)** Funds were calculated based upon an average CTSO membership for the last three years.
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 (Teacerhs & State Employees Retirement System

\_\_\_\_\_ Other (Please explain) \_\_\_\_\_

Requisition No. RQ \_\_\_\_\_

Budget Code: 0801 532199 160036455342

Signed: S. Collins Date: 8.17.17  
Budget Representative

Requisition No. RQ \_\_\_\_\_

Approved: Yes  No \_\_\_\_\_

Signed: MPitce - Martin Date: 8-14-17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

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