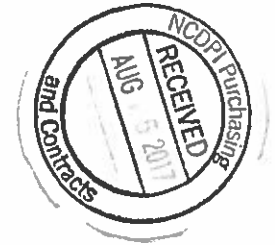


May 15, 2017



**Memorandum**

To: Mr. Martez Hill  
Executive Director  
North Carolina State Board of Education

From: Dr. Audrey Martin-McCoy  
Director, Research and Evaluation  
North Carolina State Board of Education

Subject: Intent to Contract  
Requisition No. RQ20527447  
(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:** Friday Institute, College of Education,  
North Carolina State University

**Contract Amount:** \$200,000

**Contract Dates:** June 1, 2017 – December 31, 2020

**DPI Contract Contact Person and Telephone Number:**

Audrey Martin-McCoy (919) 807-3402

2. Is this a contract amendment? No.
3. Why are you initiating a contract? What services will you require? NCGA Session Law 2016-94 (House Bill 1030), Section 8.7 (f) directs the State Board of Education to contract with an independent research organization to evaluate how the advanced teaching roles and new compensation plan pilots have accomplished in selected local school administrative units for classroom

**teachers. The independent research organization shall report annually beginning October 15, 2017, until the conclusion of the pilot to the State Board on all aspects of the implementation and evaluation of the three year pilot.**

4. How does the contract add value to the teaching/learning process? **Many schools in the state struggle with attracting high quality teaching candidates. It is imperative to evaluate how the advanced teaching roles and new compensation plan pilots have performed.**
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. **Legislation requires that an independent research organization conduct the evaluation.**
6. What is the impact, if you do not contract for these services? **The State Board of Education will not be able to execute the legislative mandate without contracting for these services.**
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. **No.**
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? **No.** If yes, please skip question # 10 and complete questions # 11 and # 12.
10. Do you plan to request sole sourcing for this contract? **No.**
11. Have you contracted with this vendor previously for related services? **Yes, however the State Board of Education has not contracted with the vendor within the last twelve months.**
12. How did you calculate the cost (e.g., what is the cost per hour and number of hours?) **The total cost amount was outlined in the legislation requiring the evaluation.**
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) \_\_\_\_\_

Budget Code: <sup>0801-</sup> 532150 - 1000 10136110

Signed: Margaret Wall  
Budget Representative

Date: 8/1/2017

Approved: Yes  No

Signed: [Signature]  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 8/15/17

**For Technology Contracts Only:**

Approved: Yes  No

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

Date: \_\_\_\_\_