

June 26, 2017

JUL 12 '17 PM 3:59

Memorandum

To: Dr. Maria Pitre-Martin
From: Tiffany Perkins *JUP*
Subject: Intent to Contract
Requisition No. **RQ20451428**
(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: Greene County Schools
Whole Child Consultant

Contract Amount: \$94350.60 + 31174.62=125525.22

Contract Dates: June 12, 2017 – September 31, 2018

DPI Contract Contact Person and Telephone Number: Ellen Essick
919 807-3859

2. Is this a contract amendment? YES 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)

The original contract was based on a yearly salary while the contract was for one year and three months. This was an oversight and the amendment covers the additional three months. It was also learned after the original contract was completed that travel was required to be paid through the contract rather than directly from DPI. This amendment adds travel to the original contract.

3. Why are you initiating a contract? What services will you require?
The State of NC's Board of Education recently passed a resolution to address the health of NC public school students using the Whole School, Whole Community, Whole Child (WSCC) model as guidance. The premise of the WSCC model is to support the data-driven notion that healthy children learn better. By using this model created by the Centers for Disease Control and Prevention (CDC), NC public schools are committing to creating healthy school environments, leading to system change across the state's 115 local education agencies (LEAs)/school districts. Work associated with this initiative includes focusing on the mental health of students, with emphasis on suicide prevention. Data supports the conclusion that many students involved in risk-taking behavior are likely to be engage in more than one type of risk-taking behavior, including premature sexual activity. Data also states that students engaged in risk-taking behavior are also likely to be dealing with undiagnosed mental health issues such as depression, post-traumatic stress disorder, and anxiety.

Additional work will also focus on creating health equity by addressing health-related issues associated with poverty, safety, health and other non-academic indicators that serve as a barrier to accessing services needed to ensure students are healthy and able to thrive in their classrooms. Approximately 100,000 of the supplemental award will be set aside too contract with an individual who serves as the Whole Child NC Consultant. This role will serve as an 11-month contracted position that will be responsible for directly working with districts to initiate this movement of this work.

4. How does the contract add value to the teaching/learning process?
Research indicates that healthy children perform better in an academic setting. Current NC data also supports this assertion. This position will provide guidance to districts so they might create healthier school environments and build strong partnerships within their communities. Additionally, this position will build capacity at the LEA level to sustain this work.
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.
No, This pilot program is time sensitive and needs dedicated support not available within the department to achieve its goals. This position will work across DPI divisions and state and local agencies to ensure collaboration across the state.
6. What is the impact, if you do not contract for these services?
The current movement in NCDPI is to utilize the Whole School, Whole Community, Whole Child model as the framework for healthy school environments. Without these services, NCDPI and LEA pilot schools and non-pilot LEAs will not have the needed support to create and sustain healthy school environments
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.

This position is paid with the Title V funding. On March 24, 2017 Superintendent Mark Johnson request a supplemental abstinence education grant award. This letter specifically outlined the use of these funds for this position. Following this letter, we received the notice of award.

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.) No
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.
The cost of this contract was calculated based on cost for salary and benefits.
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. **RQ20451428**

Budget Code: ~~133036150340~~ ⁵³²¹⁵⁰ 133030250340

Signed: _____

Budget Representative

Date: 7.12.17

per email from Ellen Essick
Requisition
in EP

Requisition No. RQ20451428

Approved: Yes No

Signed: White-Martin
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 7-11-17

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer