



# 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, Ph.D., Deputy State Superintendent

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

Subject: Intent to Contract  
 Requisition No. RQ 20658909  
 Contract No. NC \_\_\_\_\_  
 (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:

**Contractor Name:** NC HOSA  
**Contract Amount:** \$39,779.92  
**Contract Dates:** September 1, 2017 - June 30, 2018  
**DPI Project Coordinator and Telephone Number:** Trey Michael,  
 919-807-3877

2. Is this a contract amendment? No

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

- o This contract is sought to provide advisory, coordinating and management support for the North Carolina Career and Technical Education Student Organization, NC

### CAREER AND TECHNICAL EDUCATION DIVISION

Jo Anne Honeycutt, Director | joanne.honeycutt@dpi.nc.gov  
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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

HOSA, in keeping with guidelines of The Carl D. Perkins Section 124 (c) (4) Title I funding recommendations.

The contractor will:

- Plan and direct the day to day operations.
- Provide fiscal, operational, and strategic management for the organization.
- Collaborate with the NCDPI Health Occupations Education Curriculum consultants to improve co-curricular education of students with career interests in the health care industry.
- 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.

**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 HOSA 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.

Any student enrolled in Health Occupations Education where there is a NC HOSA chapter can join NC HOSA. Health Occupations Education teachers/coordinators serve as individual chapter advisors. NC HOSA provides a unique instructional method for attaining the competency goals and objectives identified in each Health Occupations 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 NC HOSA'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 2016.

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. Is this a personal service contract request, is the vendor/contractor a retiree?

Yes \_\_\_\_\_ No  X

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

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

Budget Code: 0801 532199 160036455342

Signed:

S. Tollen

Budget Representative

Date:

8.17.17

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

Approved: Yes  No

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

**For Technology Contracts Only:**

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

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