



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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April 21, 2017



To: Maria Pitre-Martin

From: John Pruette 

Subject: Intent to Amend Contract with Maine Department of Education  
Purchase Order No. NC10213994

**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:** Maine Department of Education

**Contract Amount:** \$100,000.00

**Contract Dates:** May 1, 2015 through September 30, 2017

**DPI Contract Contact Person & Telephone:** Melba Strickland, 919-807-3946

2. **Is this a contract amendment? If so, please explain fully why you are amending it.** Yes, no cost, extension of time only.

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

This is a no cost extension in order to continue the work through September 30, 2017. NCDPI's Office of Early Learning has also been awarded an Enhanced Assessment Grant (EAG Award #S368A130002) to serve as the fiscal agent for a consortium of ten states. The purpose of the EAG award is to enhance the kindergarten entry assessment NC is currently developing as part of a kindergarten through third grade formative assessment process. As stipulated in the award, NCDPI's Office of Early Learning must work collaboratively with all consortium states and research partners to ensure the enhanced assessment addresses various state contexts and can be adopted for use in each of the participating consortium states at the end of the grant. In order to ensure that this enhanced assessment is developed in accordance with timelines stipulated in the grant, consistent with research related to the assessment of young children, and in a manner that adequately addresses a wide variety of state conditions, the Office of Early Learning must engage the Consortium states in activities defined in the grant to enhance NC's assessment materials and associated tools.

## OFFICE OF EARLY LEARNING

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

North Carolina's Enhanced Assessment Grant was awarded under the *Competitive Preference Priority* as an *Early Learning Collaborative Effort Among States*. Maine is one of ten states that form the K-3 Formative Assessment Consortium. In an MOU that has been executed between and signed by North Carolina and all Consortium states, including Maine, Consortium states agree to participate in all activities defined in the scope of work. Specifically, all states will be engaged in Tier 1 activities, which include participating in regular Consortium meetings to provide input and feedback on different stages of the assessment enhancement and conducting broad stakeholder engagement activities in their state. In addition, Maine is one of the select states that will engage in more resource-intensive Tier 2 activities such as piloting assessment components (e.g., assessment items, report formats, technology enhancements, professional development materials) and field testing. These Tier 1 and 2 activities are detailed in the Scope of Work Guidance (Attachment A).

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

Ongoing formative assessment is necessary to understand children's strengths and needs and inform teaching and learning throughout the school year. Teachers' use of formative assessment has been shown to increase student engagement and produce significant gains in learning, particularly among low achieving students. Developing a formative assessment process that builds on information gathered at kindergarten entry and spans kindergarten through third grade can improve continuity across this early grade span and significantly impact student achievement. NCDPI's Office of Early Learning is developing a formative assessment that begins with a kindergarten entry assessment and continues through third grade in an effort to improve instructional practices of teachers and outcomes for students.

The purpose of this EAG award is to enhance the kindergarten entry assessment NC is currently developing as part of its kindergarten through third grade formative assessment. Therefore, this enhanced assessment will support the improvement of instructional practices and student outcomes in the early grades not only in North Carolina, but also in all consortium states participating in the grant.

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.**

Because the focus of these services is on revision of NC's assessment for use in all consortium states, it is required that a number of grant-related activities be conducted within participating Consortium states. Therefore, the services provided through this contract are not repetitive with agency activities or other contracts.

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

If NCDPI's Office of Early Learning does not contract for these services, its ability to meet the requirements and timelines of the grant will be significantly impaired. Without the engagement of consortium states in the enhancement process, it is unlikely that the enhanced assessment will address various state contexts and will jeopardize the K-3 Formative Assessment Consortium's ability to meet the requirement that the enhanced assessment be adopted for use in each of the participating consortium states at the end of the grant. The services that can be provided by a contract with Consortium states are critical to the success of this project.

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.**

Expenses associated with this contract will be paid from the Enhanced Assessment Grant award. NCDPI's Office of Early Learning has been awarded an Enhanced Assessment Grant (EAG Award #S368A130002) to serve as the fiscal agent for a consortium of ten states. The purpose of the EAG award is to enhance the kindergarten entry assessment NC is currently developing as part of a kindergarten through third grade formative assessment process. As stipulated in the award, NCDPI's Office of Early Learning must work collaboratively with all consortium states to ensure the enhanced assessment addresses various state contexts and can be adopted for use in each of the participating consortium states at the end of the grant as required by the award.

North Carolina's Enhanced Assessment Grant was awarded under the *Competitive Preference Priority* as an *Early Learning Collaborative Effort Among States*. An MOU executed between and signed by North Carolina and all consortium states specifies that all consortium states agree to participate in activities detailed in the scope of work to ensure the enhanced assessment addresses various state contexts and can be adopted for use in each of the participating consortium states at the end of the grant as stipulated in the 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.** Consortium states are identified in the grant, and each must participate in specified grant activities as agreed upon in the MOU executed between and signed by North Carolina and all consortium states to ensure the enhanced assessment addresses various state contexts and can be adopted for use in each of the participating consortium states at the end of the grant as stipulated in the award. See the attached MOU between North Carolina and Maine.

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. 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.**

As specified in the grant to K-3 Formative Assessment Consortium states, up to \$25,000 is allocated to the Maine Department of Education to conduct the following activities:

- participate in virtual and face-to-face meetings of the Consortium;
- share their state-developed early childhood and K-3 assessment-related materials, including early learning and K-3 standards, assessment items/tasks, and professional development materials;

- participate in and provide input to the review of assessment-related materials, including standards, assessment items/tasks, the assessment as a whole, and professional development materials; and
- conduct stakeholder outreach and engagement activities to promote awareness of and support for the assessment among administrators, teachers, families, and institutions of higher education, in preparation for assessment implementation.

In addition, the grant specifies that up to \$75,000 is allocated to the Maine Department of Education to conduct the following activities:

- provide incentives and teacher release time to participate in cognitive labs;
- provide incentives and teacher release time to participate in pilot testing;
- provide incentives and teacher release time to participate in field testing;
- convene state experts to review assessment-related materials; and
- conducting in-depth stakeholder engagement activities (e.g., focus groups with parents, teachers, administrators, and institutions of higher education staff on the assessment’s design, item development, and related professional development materials).

The maximum total to be reimbursed for all grant-related activities is \$100,000 through June 2017. Maine will invoice North Carolina at least quarterly. The Enhanced Assessment Grant Vendor Expenditure Report shall be used for invoicing and shall be accompanied by the Enhanced Assessment Grant Consortium State Activity Report detailing activities associated with expenditures on the Expenditure Report.

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 the answer is yes, is the individual a member of:

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

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

Purchase Order No. NC10213994

Budget Code: 53 2199 140030A50 400

Signed: [Signature]  
Budget Representative

Date: 4/20/17

Purchase Order No. NC 10231994

Approved: Yes  No

Signed: White-Martin  
Associate Superintendent of NC DPI

Date: 5-1-17

Signed: \_\_\_\_\_  
Executive Director, Office of Early Learning

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

**For Technology Contracts Only:**

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

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

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