

January 5, 2017



Memorandum

To: Dr. Maria Pitre-Martin, *MPM*
Chief Academic and Digital Learning Officer

From: Dr. Tiffany A. Perkins, *TAP*
Director K12 Curriculum & Instruction Division *etc*

Subject: Intent to Contract
Requisition No. RQ 20118762
(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: North Carolina Comprehensive School Health Training Center (NCCSHTC) at East Carolina University

Contract Amount (if this request amends the amount, please enter the amended amount): \$305,991.00

NOTE: This contract will be paid with federal funds under CFDA Program Number 93.235

Contract Dates: February 15, 2017 to September 30, 2017

DPI Contract Contact Person and Telephone Number:

Dr. Ellen Essick, Section Chief, NC Healthy Schools,
(919) 807-3859

Nakisha Floyd, Abstinence Education Consultant,
(919) 807-3942

2. Is this a contract amendment? 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)

No.

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

The purpose of the contract is to strengthen and enhance the abstinence education initiatives as directed by DPI's infrastructure Cooperative Agreement for healthy school and Title V efforts with the U.S. Department of Health and Human Services Administration for Children and Families (ACF). The NCCSHTC will be responsible for providing the various professional development opportunities outlined in the grant. The requirement is extensive and the use of a cadre of trainers who are located throughout the state is mandatory.

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

Required services are trainings as well as professional development in the areas of puberty, abstinence education, positive youth development and teen pregnancy prevention. Per the federal requirements, the information presented using Title V AEGP funding must be medically accurate, evidence-based approaches, and based practices. The NCCSHTC cadre is highly knowledgeable and skilled in the requirements associated with this 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.

The services of the NCCSHTC magnify the accomplishments of the grant staff many times over and the loss of this resource would significantly decrease the impact of health education, specifically abstinence education on North Carolina students. The NCCSHTC also helps DPI by preventing and/or diffusing potentially controversial situations, which might occur due to teaching and training around sensitive health content areas.

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

The mission of the NCCSHTC is to provide current, evidence-based health education training to school health teachers, public health educators, and other health professionals. The NCCSHTC is the only organizations in North Carolina that is completely dedicated to this mission. The Training Center provides a cadre of 15 master trainers in health education, which allow for scope broader than DPI staff can provide at this time.

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 resources of the Training Center and Appalachian State University, which are training and professional development of puberty, abstinence education, positive youth development and teen pregnancy prevention. The Cooperative Agreement as approved by the Administration for Children and Families requires that these services be contracted. Contracted activities for of puberty, abstinence education, positive youth development and teen pregnancy prevention.

8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.

No. We will not use competitive bidding.

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. We are not using an IT Supplemental Staffing Convenience Contract.

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.)

Yes. Since the proposed contract is with East Carolina University (ECU), a member of the state university system, procedures for a sole source justification are not required.

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.

DPI has contracted with the NCCSHTC for over nineteen years for professional development related services.

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.

13. Is this contract for information technology services?

All costs listed in the intended contract are based on fair market value of services and are approved through the Cooperative Agreement process by the Administration for Children and Families (ACF). They are within the limits of the DPI maximum for this type of service and do not require written permission granted by DPI leadership

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

_____ Yes X No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ 20118762

Budget Code: 532150 1330 30250340

Signed: S. Collins Date: 1-19-17
Budget Representative

Requisition No. RQ 20118762

Approved: Yes ✓ No _____

Signed: White-Martin Date: 1-17-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer

