



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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July 24, 2017



MEMORANDUM

TO: Dr. Maria Pitre-Martin, Deputy Superintendent

FROM: Dr. Ben Matthews, Chief School Operations Officer
 Dr. Lynn Harvey, Chief, School Nutrition Section

SUBJECT: **Intent to Amend the Contract with North Carolina State University (Center for Professional and Continuing Education) to coordinate the School Nutrition Leadership Academy for School Nutrition Program Administrators and other school nutrition personnel**
Requisition #RQ19003245

1. Please complete the following information:

Contractor Name: North Carolina State University, Office of Professional Development, Chip Futrell, Contract Manager

Amended Task Order Amount: \$994,511.80 (\$247,566.25 + \$746,945.55)

Prior Amended Task Order Amount: \$746,945.55 (187,962.10 + \$558,983.45);

3rd Amended Task Order Amount: \$558,983.45 (\$173,593.02 + \$385,390.43);

2nd Amended Task Order Amount: \$385,390.43 (\$ 53,494.67 + \$331,895.76);

1st Amended Task Order Amount: \$331,895.76 (\$158,697.13 + \$173,198.63);

Original Task Order Amount: \$173,198.63 for September 20, 2013-September 20, 2014

Amended Task Order Dates: August 15, 2017 – September 20, 2018

Prior Amended Task Order Dates: September 15, 2016 – September 20, 2017

3rd Amended Task Order Dates: September 21, 2015 – September 20, 2016

2nd Amended Task Order Dates: June 8, 2015 - September 20, 2015

1st Amended Task Order Dates: September 21, 2014 – September 20, 2015

Original Task Order Dates: September 20, 2013 - September 20, 2014

DPI Contract Contact Person and Telephone Number: Lynn Harvey 807-3506

2. Is this a contract amendment? If so, please explain fully why you are amending it.

Yes, this is a contract amendment. This amendment enables the School Nutrition Services section to use its available Federal funds designated for professional development in a

SCHOOL NUTRITION SERVICES

SAFE AND HEALTHY SCHOOLS SUPPORT DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

manner that provides a seamless transition from one Federal fiscal year to another. Federal School Nutrition funds must be encumbered prior to September 20 annually in order to avoid reversion. The Leadership Academy will provide professional development services for all Federally-funded School Nutrition Programs, including all formal outreach activities of the Summer Food Service Program which was recently relocated from the Department of Health and Human Services to the Department of Public Instruction.

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

The School Nutrition Services section is required to provide continuing education opportunities for School Nutrition Administrators (Directors, Supervisors and other personnel) in School Food Authorities (SFAs) which include LEAs, Charter Schools, non-public schools, juvenile justice facilities, residential child care institutions (RCCIs), camps and other institutions that participate in the Federally-funded School Nutrition Programs in the state. Continuing education enables School Nutrition personnel to manage the programs in accordance with Federal and State regulations and state and local school board policies while achieving the goals and objectives of the SFA. The continuing education needs of School Nutrition personnel are varied based on the type of institution in which they are operated, the experience and skill level of the administrator, the staffing level, the level of administrative support and other factors. As a result, a “one size fits all” approach to continuing education is inappropriate. The School Nutrition Services section has developed a comprehensive continuing education and professional development plan for all SFAs. The plan includes instruction in all the areas in which School Nutrition personnel must have knowledge, experience and analytical skills. These areas include performance-based reimbursement, certification for the new meal pattern, procurement (products and services), financial management, personnel management, inventory management, facility management, management and leadership development, menu planning, basic nutrition and nutrient analysis, meal production, food safety, the implementation of a Hazard Analysis Critical Control Point (HACCP) Plan, food defense and food biosecurity, facility layout and design, School Nutrition technology, equipment selection and/or fabrication, working with students who have special dietary needs and/or a disability, public school law, strategic and business plan development and other areas that affect the efficient and effective operation of the School Nutrition programs. The plan also includes various levels of instruction so as to allow new School Nutrition personnel to develop a basic foundation of the concept in level 1 continuing education programs; develop expertise and confidence in level 2 and 3 continuing programs and develop analytical skills in level 4 continuing education programs. Further, the plan for the 2017 – 2018 school year acknowledges USDA’s Final Rule on “Professional Standards” and the requirement for State Education Agencies to provide continuing education opportunities to School Nutrition personnel throughout the State to meet the required professional standards. The overall continuing education program provided by the section has become recognized in the state and nationally as the “School Nutrition Leadership Academy.”

In addition to the routine continuing education requirements in the Federally-funded School Nutrition Programs, the passage of The Healthy, Hunger Free Kids Act of 2010 (Public Law 111- 296) introduced significant reforms in these programs at the State and local levels. The

new provisions of the law require intensive continuing education and professional development in order to prepare SFA personnel to comply with the new law and policies of the US Department of Agriculture. These rules have also required the School Nutrition Services Section to engage in significant professional development and a strategic realignment of processes and services in order to meet the new Federal requirements.

The School Nutrition Services section intends to contract with the Office of Professional and Continuing Education at North Carolina State University to facilitate the administration of the School Nutrition Leadership Academy. The section will provide 120 days of continuing education to SFA personnel over the coming year through the School Nutrition Leadership Academy. All participants will receive certification credits that may be used towards SNA Certification. Participants will also receive professional Continuing Education Units (CEUs) issued by the University. Both CEUs will meet the USDA's professional standards requirements.

The Project Manager, Chip Futrell, and his staff, led by Kerrie Cave, continue to exceed our expectations in facilitating the School Nutrition Leadership Academy. The University continues to be successful in achieving the continuing education goals of the section and has been responsible in their management of the resources available to them to coordinate the Leadership Academy. As in prior years, the School Nutrition Services section will maintain oversight of the leadership academy and will approve (in advance) all speakers, facilitators, agendas, and educational resources/materials used in conjunction with the leadership academy. NCSU will provide all administrative functions associated with the School Nutrition Leadership Academy, including establishing workshop and conference sites throughout the state, preparing all correspondence for the event (letters to potential participants, registration, confirmation) assembling educational materials, preparing certificates, reporting CEUs, coordinating/engaging and contracting with speakers/educators and their travel schedules, providing all on-site equipment and resources and all other duties required to coordinate a successful continuing education event. The "university" environment will lend credence to the continuing education opportunities and ultimately enhance the value of certification of School Nutrition personnel. This level of continuing education and professional development will ultimately strengthen the operational, financial, and nutritional integrity of the School Nutrition Programs in North Carolina.

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

A contractual relationship with a major state university not only enhances the relationship between DPI and the University, it establishes a high quality continuous improvement program for School Nutrition Programs throughout the state. In short, the relationship with the University lends credibility and high standards of excellence to the School Nutrition Leadership Academy. The Center for Continuing and Professional Development is an accredited provider of educational programs. Their experience and reputation as a quality provider of continuing education will be beneficial in making the School Nutrition Leadership Academy a valuable component of the total program in the state. All eligible participants earn certification credits that are recognized by the School Nutrition Association.

Since the continuing education process is accredited, participants may receive a University transcript for all CEUs earned through the School Nutrition Leadership Academy.

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 School Nutrition Chief, Assistant Chiefs and Consultants currently provide and will continue to provide all regulatory continuing education opportunities for all SFAs throughout the state. The Consultants provide quarterly policy updates in each educational region for all SFAs. The section will continue to provide its Annual Conference for School Nutrition Administrators and will continue to co-sponsor the Annual Meeting of School Nutrition personnel (in conjunction the School Nutrition Association and the NC Department of Agriculture), and will continue to co-sponsor the Annual Industry Seminar (same co-sponsors as above) of NC Annual Conference. The section will also continue to co-sponsor events with the No Kid Hungry NC initiative and the NC DHHS, Divisions of Public Health and Maternal and Child Health, and DPI's Healthy School's Initiative and other stakeholder groups as opportunities emerge.

The School Nutrition Services section is unable to coordinate the School Nutrition Leadership Academy as the section is not adequately staffed to perform this comprehensive, time-intensive function. SFAs have requested a comprehensive continuing education program from the section for many years. The development of the School Nutrition Leadership Academy, in conjunction with NCSU, will enable the section to better serve the needs of the School Nutrition Personnel in the LEAs, charter and non-public schools, RCCIs and other participating sub-recipient agencies.

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

The School Nutrition Services section is not adequately staffed to coordinate a comprehensive continuing education/certification program. Without a contract, there will be no means of providing a comprehensive continuing education program for SFAs; continuing education would be limited to that which is minimally required by Federal regulations. There will be few, if any, opportunities in the state for School Nutrition personnel to develop basic proficiencies in areas for which they will be held accountable. In some cases, this could prove costly to the SFA. For example, the procurement process in the School Nutrition Programs is quite extensive, and involves the procurement of food, supplies, equipment, transportation, services, technology, software and a variety of other items needed to operate the non-profit school nutrition programs. If School Nutrition personnel are not adequately informed and/or educated in this area, the SFA could suffer financially, the quality of the program could diminish and the potential for litigation by disgruntled vendors would increase.

Without a contract for these services, the School Nutrition Services section would be unable to provide adequate continuing education opportunities for School Nutrition personnel throughout the state. As a result, the section would fail to meet the continuing education and

professional development needs of the SFAs. Further, should the contract not be implemented, Federal funds would revert to USDA.

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.**

Funds to be used for this contract are State Administrative Expense (SAE) Funds that are authorized under 7 CFR 235. SAE Funds are provided annually to NCDPI by the US Department of Agriculture specifically for the purpose of administering the School Nutrition Programs (school breakfast, lunch, seamless summer feeding, special milk, after school snack, fruit and vegetable programs). Federal regulations require these funds to be used to carry out the work of the State Agency in administering the School Nutrition Programs state-wide which includes the provision of continuing education, technical assistance, compliance reviews and other activities to enable SFAs to comply with the regulations. This contract will allow the State Agency to continue to provide continuing education opportunities for SFAs as stipulated in the State Plan. The Food and Nutrition Service of USDA's Southeast Regional Office has reviewed this contractual plan and has approved the use of the funds for this purpose.

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

No, competitive bidding will not be used since this will be a contract (task order) with a State university

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, this is not an IT or other 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.)**

No, a sole source justification is not required for this contract.

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, the School Nutrition Services section has contracted annually since October, 2005 with the University to coordinate the School Nutrition Leadership Academy. The University has

exceeded the section's expectations during each year of the contract; they provide a value-added service that could not be replicated. The current contract/task number is NC10243676.

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.**

All costs associated with the development, implementation, and evaluation of the continuing education programs were considered. **The contract will be based on 35 participants per educational session per day, for 120 days of continuing education.** The service provider will coordinate workshop/conference locations that are geographically convenient for all SFAs. The cost per hour of educational session is approximately \$7.36 per participant. These costs include planning all continuing education events, marketing, participant communications, registration services and resources, preparation of participant materials, securing educators, instructors and/or speakers; coordinating educator/instructor/speaker travel, lodging, and fees; securing facilities and coordinating all on-site requirements to conduct the continuing education events. The detailed amended budget is attached.

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. RQ 19003245

Budget Code: 0801-532150-133033050721

Signed: Rose B Page Date: 8/3/17
Budget Representative

Requisition No. RQ 19003245

Approved: Yes No

Signed: M Pitre-Martin Date: 7/31/17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer