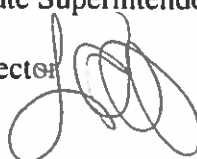


February 23, 2017



Memorandum

To: Dr. Rebecca Garland, Deputy State Superintendent
Office of the Deputy State Superintendent

From: Dr. Lynne Johnson, Director
Educator Effectiveness 

Subject: Intent to Contract
Requisition No. RQ 20242609
(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: New Teacher Center
Contract Amount (if this request amends the amount, please enter the amended amount): \$100,000.00
Contract Dates: July 1, 2017-June 30, 2018
DPI Contract Contact Person and Telephone Number:
Dr. Lynne Johnson, 919-807-3355

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?

We are initiating this contract so that the contractor will:

- A. Review and revise the North Carolina Teacher Working Conditions Survey for 2018 as necessary. Assist in the communication and implementation of the survey in 2018.
- B. Conduct the 2018 North Carolina Teacher Working Conditions Survey, including website development, printing, fulfillment and shipping of survey access code letters, secure online survey administration, help desk support and data hosting and reporting.
- C. Analyze Teacher Working Conditions Survey results; conduct analyses at the school, district and state level to examine longitudinal trends; analyze working conditions in specific districts (as desired), create dashboards and other tools for using results for school district leaders, and work with policymakers and practitioners on understanding survey results.
- D. Work with the North Carolina State Board of Education and the Department of Public Instruction (DPI) and other educators, stakeholders and policymakers around report findings, data analysis and integration into school improvement planning, including, but not limited to: creating specific research briefs targeted at stakeholder audiences, revising and improving the North Carolina Teacher Working Conditions School Improvement Guide, developing tools for school districts and working with select districts in utilizing data as part of the principal and teacher evaluation process and working with DPI Regional Education Facilitators (REFs) or other DPI staff to utilize results in direct outreach and professional development with districts. Coordinate efforts with other Department of Public Instruction policies, programs and priorities.

4. How does the contract add value to the teaching/learning process?
 The TWC survey results will allow administrators to better understand the working conditions data and to implement concrete short and long term reform strategies to improve teacher working conditions statewide. By improving teacher working conditions, the recruitment and retention of quality professionals can be ensured and higher student achievement will result.

Data from the previous surveys indicate that improving teacher working conditions – time, professional development, leadership, empowerment, and facilities and resources – will improve student learning conditions and help retain teachers.

Also, the revised North Carolina Standards for School Executives ensure that they understand that creating positive teaching and learning conditions is a primary component of their work. The new evaluation instrument implemented statewide in 2008-2009 established the TWC Survey as the primary data artifact for principals and principal supervisors to utilize when assessing performance relative to the Standards.

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. This service is unique and not repetitive with agency activities. Neither NCDPI nor NCSBE is equipped to accommodate the demands of this job. There is no other organization that can offer this expertise that is specific to the interpretation of the TWC survey results and the comparison of those results with other surveys.

6. What is the impact, if you do not contract for these services?
Should we not be able to contract for these services, the survey could not be effectively administered and the data could not be collected, analyzed and utilized in the best possible way to improve teacher working conditions in North Carolina. In addition, the necessary in-depth and effective professional development to prepare school executives to use the TWC Survey data as a part of their revised evaluation instrument could not be conducted.
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.
No grant money will be used in the payment of this contract.
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.)
Please see attached Sole Source Justification memorandum.
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.
A previous contract with NTC for similar services was in effect as of July 1, 2016-June 30, 2017, June 30, 2015-June 30, 2016, September 1, 2014-June 30, 2015, February 20, 2014-June 30, 2014, March 2013-June 2013, March 26, 2012-June 30, 2012 & February 5, 2010-June 30, 2011. In addition, The Center for Teaching Quality was the vendor used for the 2006 Teacher Working Conditions Survey.
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.
Please see Attachment for components of the work and cost estimates.
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 x No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ _____

Budget Code: _____

Signed: Margaret Wall
Budget Representative

Date: 2/24/17

Requisition No. RQ 20242609

Approved: Yes No

Signed: Rebecca Garland
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 2/23/17

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____
Chief Information Officer

Date: _____