



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., State Superintendent

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December 15, 2016



Memorandum

To: Maria Pitre-Martin, Ph.D.
Chief Academic and Digital Learning Officer

From: Dr. Tiffany A. Perkins
Director K12 Curriculum & Instruction Division

Subject: Intent to Contract
Requisition No. RQ 20081134
(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: Northwest Region Education Service Alliance
Dr. Joe Sinclair; edusolutions1@yahoo.com

Contract Amount (if this request amends the amount, please enter the amended amount): \$65,000.00 (Federal Funds)

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

Contract Dates: February 1, 2017 – 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.**

K-12 CURRICULUM AND INSTRUCTION

Tiffany A. Perkins, Ed.D., Director | tiffany.perkins@dpi.nc.gov
6341 Mail Service Center, Raleigh, North Carolina 27699-6341 | (919) 807-3817 | Fax (919) 807-3826
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3. Why are you initiating a contract? What services will you require?

The purpose of the contract is to strengthen and enhance the Title V Abstinence Education State Plan initiatives as directed by DPI's infrastructure Cooperative Agreement (CA) for teen pregnancy prevention efforts with the Administration for Children and Families (ACF).

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

Required services are in the area of professional development (PD) opportunities in Health Education, and Parent & Community efforts. PD sessions will be provided to selected local education agencies (LEAs) that have been identified and prioritized based on risk for low academic achievement, poverty, health risk, high teen birth rates, high teen pregnancy rates and high rates of children aged 0-17 in foster care.

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.

Yes. The Regional Education Services Alliances (RESAs) serve LEAs by providing collaborations between K-12 public school districts and higher education institutions. RESA members create a climate in which the strengths of each agency join to become the power of one committed educational community.

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

The RESAs will receive funds that are specific to supporting abstinence education and coordinated school health initiatives. PD opportunities will focus on Health Education, and Parent & Community efforts.

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 Cooperative Agreement as approved by the Administration for Children and Families (ACF) does require that these services be contracted. Contracted activities for abstinence education are identified in the Title V State Plan for this section of the Cooperative Agreement.

8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. No. We will not use a competitive bidding.

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. The sole source justification memorandum is attached.

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.**

Yes. The last contract with the Western RESA expired over twelve months ago.

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.**

The costs for the intended contract are based on a fair market value of services and are approved through the Cooperative Agreement by the Centers for Disease Control and Prevention. They are within the limits of the DPI maximum for this type of service and do not require written permission granted by the Deputy Superintendent.

13. **Is this contract for information technology services?**

No. The contract is not for information technology services.

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 20081134

Budget Code:133030250340

Signed:

S. Collins
Budget Representative

Date: 12.20.16

Requisition No. RQ 20081134

Approved: Yes No

Signed: MPHe-Martin
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 12-16-16

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer



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December 13, 2016

Memorandum

To: Maria Pitre-Martin, Ph.D.
Chief Academic and Digital Learning Officer

From: Tiffany A. Perkins, Ed.D., Director *ECE*
K-12 Curriculum and Instruction *JAP*

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Contractor E-mail Address: edusolutions1@yahoo.com- Dr. Joe Sinclair

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Contract Dates: February 1, 2017 – September 30, 2017

DPI Project Coordinator and Telephone Number: Tiffany Perkins, (919) 807-3817 /
Nakisha Floyd, (919) 807-3942

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