

# PUBLIC SCHOOLS OF NORTH CAROLINA

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

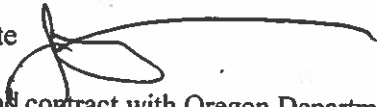
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March 28, 2018



## Memorandum

To: Chief Academic Officer

From: John R. Pruette 

Subject: Intent to amend contract with Oregon Department of Education  
Purchase Order No. NC10344384  
(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:** Oregon Department of Education  
**Contract Amount (if this request amends the amount, please enter the amended amount):** \$25,000 (original contract) + \$50 000 (proposed amendment)  
**Contract Dates:** June 30, 2018 through September 30, 2018  
**DPI Contract Contact Person and Telephone Number:** Cindy Bagwell, 919-807-3710

*next year*

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)

Yes. NCDPI's Office of Early Learning was 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 has developed as part of a kindergarten through third grade formative assessment process. Oregon is one of ten states that form the K-3 Formative Assessment Consortium, and as such, agreed to participate in

### OFFICE OF EARLY LEARNING

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

regular Consortium meetings, to provide input and feedback on different stages of the assessment enhancement, and conduct broad stakeholder engagement activities in their state. This amendment, which is possible following the Department of Education's approval for a one year no cost extension for the Enhanced Assessment Grant (S368A130002) and the availability of some funds for the last months of the grant period, will fund additional stakeholder engagement activities as detailed in the amended Scope of Work (Attachment A).

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

NCDPI's Office of Early Learning was 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 was to enhance the kindergarten entry assessment NC has developed and is now assessing on kindergarten children at entry 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 grant requirements, 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.

North Carolina's Enhanced Assessment Grant was awarded under the *Competitive Preference Priority as an Early Learning Collaborative Effort Among States*. Oregon is one of ten states that form the K-3 Formative Assessment Consortium. In an MOU that was executed between and signed by North Carolina and all Consortium states, including Oregon, 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.

This amendment will add funding that enables the Oregon Department of Education to continue conducting stakeholder engagement activities as detailed in the Scope of Work (Attachment A). The contract deadline of September 30, 2018 does not change.

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

It is well established that formative assessment when done well improves teaching and student learning outcomes. 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. The EAG consortium (NC [lead], AZ, OR, ND, DC, ME, SC, DE, RI, and IA) has completed the enhancement process and is beginning to implement a K-3 formative assessment that will allow teachers to capture the relative development of each child in each of the five essential domains of development: language and literacy, health and physical development, social-emotional development, cognitive processing and approaches to learning. Given the research demonstrating that teachers' use of formative assessment has been shown to increase student engagement and produce significant gains in learning, particularly among low achieving students, 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 Oregon in the enhancement process, it is unlikely that the enhanced assessment will address unique 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 has developed 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 defined in the grant, and each must participate in specified grant activities as agreed upon in the MOU executed between and signed by North Carolina 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 Oregon.

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: NC10344384**
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.**

Cost based on proposal from the Oregon Department of Education.

13. **Is this contract for information technology services? No**

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

\_\_\_\_\_ Yes xx No

If answer is yes, is individual a member of:

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

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

Requisition No. RQ 19884406-V2 \_\_\_\_\_

Budget Code: 0801 532199 140D3DA50400

Signed: \_\_\_\_\_  
Budget Representative

Date: 4/5/2018

Requisition No. RQ19884406-V2

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

Signed: \_\_\_\_\_  
Supt./ Deputy Supt./ Appropriate CFO/CAO/CIO of NC DPI

Date: 4/4/2018

**For Technology Contracts Only:**

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

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

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