

# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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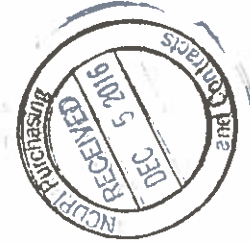
November 21, 2016

## Memorandum

To: Rebecca Garland

From: John Pruette

Subject: *to amend*  
Intent to Contract with Play-based Technology



**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:** Play-Based Technology  
**Contract Amount (if this request amends the amount, please enter the amended amount):** \$ 91,775.00  
**Contract Dates:** January 16, 2016 through December 30, 2017 (no-cost extension)  
**DPI Contract Contact Person and Telephone Number:** Dr. Vivian James 919-218-8384

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. We were not able to complete the scope of work in the time allowed in the original contract and now want to extend the timeline, but not add any new funds.
3. **Why are you initiating a contract? What services will you require?** We initiated this contract with Dr. Toni Linder to expand upon the work recently completed in the development of the NC Early Learning and Development progressions, and to assist the Office of Early Learning (OEL) and the Early Learning Network (ELN) in the

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



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development of professional development content/modules for preschool classroom staff and related service providers on effective teaching practices supporting the development of communication and emergent reading and writing skills in young children. In these modules, the evidence based practices identified by the US. Department of Education, Preschool Development Grant and Extension program (<https://pdg.grads360.org/#program/early-learning-language-and-literacy-series>) will be linked to the North Carolina Foundations for Early Learning and Development as well as the NC Professional Teaching Standards; and, specific teaching strategies will be incorporated into each module.

Dr. Linder is a content expert in the area of early child emergent literacy development, and has authored a literacy based curriculum that also addresses the needs of young children with disabilities, *Read, Play and Learn* (<http://www.readplaylearn.com/implementation/development.htm>). We will require her to collaborate with OEL and ELN consultants, preschool demonstration teachers, and other stakeholders in the development of training content, material, and resources.

4. **How does the contract add value to the teaching/learning process?** NC does not have a Tier I nor Tier II training on effective teacher practices that support the development of communication and emergent reading and writing skills in young children. This is foundational to the early childhood programs ability to align with the Department's MTSS model and further the implementation of the NC Early Learning and Development Standards. By incorporating the NC Early Learning and Development Progressions (birth through five) into the formative assessment component, we will be aligning with the K-3 formative assessment work in the OEL and NC Falcon. Ultimately, teachers will be able to implement effective teaching practices for all children, using the formative assessment process to identify where children are performing on a developmental progression, and inform them about how they might differentiate their instruction to meet the individual needs of children.
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 Office of Early Learning does not have the capacity to develop the desired training content, materials and resources around facilitating young children's communication and emergent reading and writing skills. Instead, we must look to professionals with this specific content expertise that can collaborate with the available resource (Early Learning Network) that can provide statewide implementation of the material.
6. **What is the impact, if you do not contract for these services?** The direct impact of not developing and providing this statewide training will be a continued negative impact on our early childhood outcomes (Kindergarten readiness and Indicator 7 on the state performance plan for children with disabilities). Currently 53 LEAs (46%) are not meeting the state's early childhood outcome 2 which is tied to communication and emergent reading and writing skills of young children with disabilities. There is no state developed training around this domain and LEAs have not built local capacity to provide needed training to their teachers. Furthermore, it will hinder the OEL's ability to align with the Department led MTSS model for preschool,

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- 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 federal 619 grant charges states with assessing young preschool children with the purpose of establishing eligibility under federal and state regulations and policies in a timely manner. Funds are also provided to employ state staff, establish contracts for technical assistance required to meet all federal requirements and to initiate state level activities that provide for systems change to enhance interagency coordination, professional development and provide positive outcomes for preschool children with disabilities and their families.
- 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.) YES
- 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. EP4887248
- 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 cost was calculated based on the goals and activities in the contract, the approximate amount of time needed to accomplish the research and development needed to develop the training materials, and the associated travel expenses needed to meet with stakeholders and planning teams and the demonstration teachers.
- 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    **XX** No

If answer is yes, is individual a member of:

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

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

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Requisition No. RQ \_\_\_\_\_

Budget Code: \_\_\_\_\_

Signed: Jimmy Hill Date: 12/5/16  
Budget Representative

Requisition No. RQ \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: 11-21-16  
Executive Director, Office of Early Learning

Signed: Rebecca Garland Date: 12/5/16  
Deputy Chief Academic Officer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

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