



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

WWW.NCPUBLICSCHOOLS.ORG

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 20081251  
(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:** Alice Aycock Poe Center for Health Education  
Ann Rollins, Executive Director; A.Rollins@poehealth.org  
**Contract Amount (if this request amends the amount, please enter the amended amount):**  
\$50,000.00 (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 continue to provide health education and service-learning based support services sessions to schools that are located in the Title V AEGP (Abstinence Education Grant Program) funded LEAs and/or attended any annual NCDPI Student Leadership Institute (SLI) since its inception three years ago. The purpose is to assist schools with the development of health-focused service-learning experiences (projects).

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

The Poe Center is an invaluable partner in the implementation of Title V AEGP related initiatives, including the implementation of the SLI program. The content developed and delivered by Poe is vital to the quality of the program. The Poe Center also has a Teen Health Advisory Council comprised of teens who have expertise in the development and implementation of youth development and service-learning focused programming.

**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 requested service is very unique and falls outside of the capability of NCDPI. The agency does not have a youth group trained to develop and implement health education information to youth and adults.

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

Without the assistance of the Alice Aycock Poe Center for Health Education, the sessions cannot be implemented. The contracted services also help to meet the objectives outlined in the Title V Abstinence Education Grant Program, a funding source for this event.

**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 under CFDA Program 93.235 agrees that these services be contracted. Contracted activities include the provision of services that support youth development strategies and programs.

**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.**

The Poe Center is a unique partner in that they have expertise in the development of youth-led programs focusing on health education and service-learning.

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.

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.

DPI contracted with the Poe Center to assist in the implementation of the annual SLIs.

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 listed in the intended contract are based on fair market value of services to be rendered and all supplies to be purchased. Costs are approved through the Cooperative Agreement process by the Administration for Children and Families (ACF). They are within the limits of the DPI maximum for this type of service and do not require written permission granted by DPI leadership.

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 20081251

Budget Code: 133030250340

Signed: S. Collins Date: 12-20-16  
Budget Representative

Requisition No. RQ 20081251

Approved: Yes  No

Signed: W. P. He-Martin Date: 12-16-16  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes  No

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



# PUBLIC SCHOOLS OF NORTH CAROLINA

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December 14, 2016

## MEMORANDUM

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

FROM: Dr. Tiffany A. Perkins *ECE*  
Director K12 Curriculum & Instruction Division

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**Contractor E-mail Address:** Ann Rollins

**A.Rollins@pohealth.org**

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## OFFICE OF THE STATE SUPERINTENDENT

June St. Clair Atkinson, Ed.D., *State Superintendent* | jatkinson@dpi.state.nc.us  
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