



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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July 25, 2017



## Memorandum

To: Maria Pitre-Martin

From: John Pruette 

Subject: **Intent to Contract with Region IV Head Start Association**  
 Requisition No. RQ20598338  
 (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:** Region IV Head Start Association  
**Contract Amount (if this request amends the amount, please enter the amended amount):**  
 \$30,270  
**Contract Dates:** September 18<sup>th</sup>-September 21<sup>st</sup>, 2017  
**DPI Contract Contact Person and Telephone Number:** Melba Strickland (919)807-3946

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

### OFFICE OF EARLY LEARNING

John R. Pruette, M.Ed., Executive Director | [john.pruette@dpi.nc.gov](mailto:john.pruette@dpi.nc.gov) | <http://dpi.state.nc.us/earlylearning/>  
 2075 Mail Service Center, Raleigh, North Carolina 27699-2075 | (919) 807-3946  
 AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

*This contract is being initiated as an approved activity of the NC Head Start State Collaboration Office's (NC HSSCO) 2016-2017 grant to support professional development initiatives for North Carolina Head Start Staff and their contracted partners. The Contractor will facilitate the logistics for professional development, information-sharing enrichment opportunities for the NC HSSCO by:*

- a. *Coordinating scholarships for the registration fee for the Early Head Start Institute for up to 50 NC Head Start staff and their contracted child care partners.*
- b. *Coordinating logistics for presenters for up to 4 break-out sessions and a mini-plenary geared toward Early Head Start programs and their contracted child care partners.*
- c. *Providing AV technical support for those break-out sessions and a mini-plenary session*

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

*This contract will strengthen the NC Head Start workforce by providing an opportunity for Head Start staff and their contracted child care partners to attend sessions geared towards their work. Most professional development opportunities do not offer the targeted support for Early Head Start and their partners. Staff attending the Early Head Start Institute will gain skills in leadership to deepen knowledge and understanding of current trends and issues in Early Head Start-Child Care Partnerships. Staff working in Early Head Start and their contracting child care partners will have opportunities to network and learn from each other.*

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 not repetitive with agency activity or other contracts. The NC Head Start-State Collaboration Office lacks the resources to perform this service on its own. The specialized skills of the Contractor, as well as its exclusive oversight and management of the Region IV Early Head Start Institute, make it uniquely suited to deliver this work.*

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

*If the NC HSSCO does not contract for these services, then a segment of the NC Head Start workforce will miss significant professional development and information-sharing opportunities that will build their skills to improve their service delivery to Head Start children and families in North Carolina.*

7. If this contract is being paid with grant money, does the grant require the contracted services?

*This service is an allowable and approved activity of the NC HSSCO 2016-2017 grant. The funding source has issued in its guidance, the following statement:*

*The following are examples of appropriate types of activities that maybe contracted out to State Head Start Associations and other entities:*

*"Consultant services related to carrying out activities in the [HSSCO] priority areas and other areas relevant to the work of State Collaboration Offices, such as convening meetings and work groups, facilitating focus groups, coordinated planning activities with partners..."*

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.*

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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.  
*Yes, but no contracts have been initiated within the last twelve months.*
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.

*See attached budget:*

<i>Account Number</i>	<i>Center Number</i>	<i>Funding Source Title</i>	<i>Percentage</i>	<i>Amount</i>
		<i>Head Start</i>	<i>80%</i>	<i>\$24,212</i>
		<i>State</i>	<i>20%</i>	<i>\$6,054</i>
			<i>Total</i>	<i>\$30,270</i>

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     No

If answer is yes, is individual a member of:

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

Other (Please Explain)

Requisition No. RO20598338

Budget Code 532199 1400 30850 400

Signed: Jayna Hall  
Budget Representative

Date: 7/27/17

Requisition No. RO20598338

Approved: Yes  No

Signed: W. Ace-Martin  
Deputy Superintendent of NC DPI

Date: 8-3-17

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director, Office of Early Learning

**For Technology Contracts Only:**

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

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