

January 10, 2017



Memorandum

To: Rebecca Garland, Deputy State Superintendent

From: Lynne Johnson, Director

Subject: Intent to Contract
Requisition No. RQ20132208
(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: Schools That Lead

Contract Amount (if this request amends the amount, please enter the amended amount): \$150,000

Contract Dates: January 2017 – September 2017

DPI Contract Contact Person and Telephone Number: Dr. Lynne Johnson,
Director of Educator Effectiveness, 919-807-3355

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

Why are you initiating a contract? What services will you require? During the last 2 years, DPI consultants worked with NC teachers to develop an *Action Research Network*, focused on classroom problems of practice. This is an extension of our yearlong Governor's Teacher Network, a process which provided us with instructional strategies which became the framework for online learning modules for statewide teachers. Teachers learn about

classroom action research and how it can inform continuous improvement in differentiated instruction. Allowing teachers to “take the lead” in their own learning, based on what they need for their particular students, makes this process unique.

Parallel to this teacher leadership initiative, we have spent the last four years working with principals on “look for evidences” in the classroom, including coaching questions and processes to actually help teachers improve practice. Many principals get “stuck” when they are not experts in specific content areas. This process teaches teachers to become content leaders and teaches principals how to cultivate this innovative leadership culture

Schools That Lead is the only trademarked source with the qualifications to perform these training services which includes micro-credentialing. This problem-solving coaching approach includes teams of teacher leaders, using a highly specific questioning model and rubric, to focus on content and instructional learning issues. This is currently the only source for this type of training partnering with *The Carnegie Foundation for the Advancement of Teaching*, *NEA Foundation* and *The Rodel Foundation*. Participants who earn every micro-credential of this training will be certified as a “Teacher Leader to Advance Powerful Student Learning.” No other organization offers this credential. Micro-credentialing and Certification chart is attached. *Schools That Lead* is also trademarked by the U.S. government.

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

Schools That Lead offers our team (and participating teacher and principal leaders) to learn to engage in real teacher-led teams to carefully examine student learning through highly structured reflection cycles and protocols with peers and principals. This reflection cycle is a trademarked process. The *teachers are leaders* process is accomplished through shared expectations using the *Student Learning Rubric (STL)*. This protocol promotes real teacher leadership in schools, including a principal component, creating the culture for change. Principals are engaged as they learn how to break down old cultures and create new learning systems in schools.

4. 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.

Schools That Lead is the only source with the qualifications to perform these training services. This protocol is trademarked by the U.S. government. This problem-solving coaching approach includes teams of teacher leaders, using a highly specific questioning model and rubric, to focus on school specific issues. This is the only source for this type of training partnering with *The Carnegie Foundation for the Advancement of Teaching*, *NEA Foundation* and *The Rodel Foundation*. Participants who earn every micro-credential of this training will be certified as a “Teacher Leader to Advance Powerful Student

Learning.” No other organization offers this credential. Micro-credentialing and Certification chart is attached.

5. What is the impact, if you do not contract for these services? Innovative teacher leadership practices will be less likely to occur in schools and “teacher leadership” will only mean teachers lead a committee. Principal’s ability to coach and offer feedback to teachers will be limited to the principal’s individual content expertise but they will also be required to support content areas for which they are not deeply skilled; rather than having knowledgeable teacher leaders provide effective feedback to teachers for increased student growth. The impact of this pilot is to train state and regional leaders in a unique, feedback and school culture protocol that can be replicated in every school across the state.
6. 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. No
7. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. No
8. 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
9. 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
10. 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. No
11. 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.
12. Is this contract for information technology services? No
13. 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. RQ20132208

Budget Code: 164034156630

Signed: Rose B. Page
Budget Representative

Date: 1/12/17

Requisition No. RQ20132208

Approved: Yes _____ No _____

Signed: Rebecca Hartland
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 1/12/17

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____
Chief Information Officer

Date: _____