

May 25, 2017



Memorandum

To: Maria Pitre-Martin, Ph.D.
Deputy State Superintendent

From: Donna R. Brown, Director
Federal Program Monitoring and Support Division

Subject: Intent to Contract
Requisition No. RQ19611059
(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: The SERVE Center at UNCG

Contract Amount (if this request amends the amount, please enter the amended amount): \$233,624

Contract Dates: July 1, 2016 – December 30, 2017 (AMENDED END DATE – NO COST EXTENSION)

DPI Contract Contact Person and Telephone Number:

Donna R. Brown (919) 807-3957

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. This contract is being amended for a NO COST EXTENSION until December 30, 2017 to allow the SERVE Center more time on the grant training materials and the self-assessment instrument support.

3. Why are you initiating a contract?
Title IV, Part B of the Elementary and Secondary Education Act (ESEA) requires that States monitor the quality and effectiveness of the 21st Century Community Learning Centers program on meeting performance measures as follows:

Goal 1. Provide NCDPI feedback on proposed 2016-17 application materials/processes/scoring rubric

In effort to ensure the on-going continuous improvement of NCDPI's 21st CCLC application review process, SERVE will work collaboratively with NCDPI to provide feedback regarding the proposed 2016 RFP Application Guidance (prior to its public release), review the scoring rubric that will be provided to potential applicants, attend various technical assistance meetings to respond to any relevant Level I questions, and consult NCDPI regarding updates to the CCIP system.

Goal 2. Conduct Level I peer review of applications submitted

SERVE will be responsible for:

- a) ***Recruiting/selecting peer reviewers***—Based on an estimate of 300 grant applications (requiring three reviews each), SERVE plans to recruit a total of 45 peer reviewers. This will ensure that, on average, reviewers will be assigned a total of 20 applications each. Prior to recruiting peer reviewers, SERVE will solicit input from NCDPI regarding preferred reviewer criteria and suggestions for marketing/disseminating SERVE's "Call for Reviewers." Once all reviewer applications are submitted, SERVE will assess each applicant and make selections/invitations.
- b) ***Conducting reviewer trainings***—SERVE and NCDPI will work together to develop and conduct the 2016-17 Level I reviewer training process. It is anticipated that the reviewers will be required to attend a full-day, face-to-face training, as well as participate on a follow-up webinar to discuss any observations/challenges that emerge after scoring at least one of their assigned grant applications. Reviewers will be paid \$250 for completing all training requirements.
- c) ***Conducting the Level I peer review process***—As an independent third-party entity, SERVE will assign applications to peer reviewers, identify/address any conflicts of interest and provide "real-time" technical assistance to reviewers (as they are in the midst of scoring their assigned applications). SERVE will monitor reviewers' progress to ensure all deadlines are being met. Once all reviewers' scores are submitted, SERVE will analyze the data and submit a rank-order list of

applications to NCDPI (based on the average of three reviewers' scores). Then, SERVE and NCDPI will meet to determine if the information provided is sufficient and in the correct format to proceed on to the Level II review stage.

- d) *Assisting NCDPI with absolute and competitive priority verification*—In preparation for the Level II review, SERVE will assist NCDPI by developing spreadsheets that document “absolute” and “competitive” data reported by applicants compared to “absolute” and “competitive” data that are publically available on the NCDPI website.

Goal 3. Gather and provide applicant/reviewer feedback to NCDPI

As another strategy to ensure the on-going continuous improvement of the 21st CCLC application and review processes, SERVE will collect feedback from grantee applicants and peer reviewers regarding ways to improve the processes.

Goal 4. Provide data, supporting documentation, and/or presentations, as needed, for federal- and state-level reporting requirements and requests.

For additional supporting documentation or presentations requested from various state-level entities (e.g., SBE, state auditor's office) and/or the federal-level entities (e.g., Program Officer, 21st CCLC monitors), SERVE will provide NCDPI relevant information regarding the Level I review, as needed.

Goal 5. Coordinate with NCDPI to provide training opportunities to increase the capacity of potential grantees for more effective grant writing.

During fall 2016, SERVE will facilitate a 60-90 minute webinar for potential 21st CCLC applicants with a focus on explaining the basic structure and terminology of the RFP's scoring rubric and the specific criteria to be addressed in their grant proposal.

During spring 2017, SERVE will co-facilitate two webinars (90 minutes each) covering the following:

Webinar #1:

- Assessing and describing the need for a program.
- Framing goals and objectives for grant applications.
- Clearly describing the program.

Webinar #2:

- Articulating outcomes through a logic model.
- Framing the evaluation section including data collection.
- Reflecting on overall coherence across needs, goals, program, and evaluation.

All webinars will be recorded and made available online via SERVE and/or NCDPI website.

Goal 6. Pilot the Afterschool Program Self-Assessment Tool

During the summer of 2016, SERVE will recruit up to ten 21st CCLC grantee organizations to pilot the use of the NC CAP's framework for self-assessment and program planning.

4. How does the contract add value to the teaching/learning process?
NCDPI will use the results of the study to implement program improvements to ensure that all 21st CCLC programs are highly effective in terms of enabling students to meet State and local standards in core academic subject areas.

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.

Each SEA receiving Title IV, Part B funds is required under federal statute (ESEA) to periodically evaluate 21st CCLC programs to determine their effectiveness on increasing student achievement. No other area of the agency provides oversight for the 21st CCLC program.

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

Evaluation services require specialized skill sets involving expertise in research and statistics. If the services are not completed through the contract, the SEA will be out of compliance with both federal law and SBE policy as there are no internal resources to support it.

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. No

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.

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.)

11. Have you contracted with this vendor previously for related services? If yes, please list all contracts with this vendor during the last twelve months.
Yes – NC10267380
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.
Attached budget description demonstrates all cost calculations.
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) _____

Budget Code: 0801-532150-133033256630

(no cont extension)

Signed:

Rose B. Page
Budget Representative

Date: *5/25/17*

Approved: Yes No

Signed: White-Martin
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 5-26-17

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer