

October 5, 2017



**Memorandum**

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

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

Subject: Intent to Contract  
Requisition No. RQ19741127  
(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): \$91,520**  
**Contract Dates: November 1, 2016 – (October 30, 2017) December 31, 2017**  
**Amended ending date**  
**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. YES. Additional time is needed by the SERVE Center to complete the grantee evaluation reports. NO COST EXTENSION.  
(Note: If the amendment is for a date extension only, do not answer questions #3 through #12)

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

In the summer of 2014, the North Carolina General Assembly appropriated state funds for the After-School Quality Improvement Grant Program to be administered by the Department of Public Instruction—as part of the Competitive Grants to Improve After-School Services Act [Session 2013—Section 8.19.(a-e)]. The General Assembly appropriated five million dollars for the After-School Quality Improvement Grant Program each year of the 2015-17 fiscal biennium. According to the original legislation, the purpose of the Program is to pilot after-school learning programs for at-risk students that raise standards for student academic outcomes.

In the fall of 2014, NCDPI solicited applications for two-year grants of up to \$500,000 a year based on the proposed number of students served. Seventeen grants were awarded in January of 2015. In August 2015, the General Assembly appropriated six million dollars for the 2015-16 fiscal year for a second year of funding for the grantees and funding for a small number of new grantees. NCDPI is charged with providing annual interim reports on the grant program to the Joint Legislative Education Oversight Committee (by September 15, 2015, September 15, 2016, and with a final report due in the fall of 2017).

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

According to the legislation, the purpose of the Program is to pilot after-school learning programs for at-risk students that raise standards for student academic outcomes by focusing on the following:

- Use of an evidence-based model with a proven track record of success.
- Inclusion of rigorous quantitative performance measures to confirm their effectiveness during the grant cycle and at the end-of-grant cycle.
- Alignment with State performance measures, student academic goals, and the North Carolina Standard Course of Study.
- Prioritization of programs to integrate clear academic content, in particular, science, technology, engineering, and mathematics (STEM) learning opportunities or reading development and proficiency instruction.
- Emphasis on minimizing student class size when providing instruction.
- Expansion of student access to learning activities and academic support that strengthen student engagement and leverage community-based resources, which may include organizations that provide mentoring services and private-sector employer involvement.

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.

To support the third year's development of student progress reporting by grant recipients, SERVE will:

- Provide technical assistance to each grantee to assist with any questions about completing the student outcomes reporting template (“Attendance and Achievement Report”) for 2017.
- Conduct an online survey of Program Directors on the goals and type of programming underway, the number of students served, and the extent to which the components outlined by the legislation are addressed in their programs.
- Work with NCDPI to plan and conduct a face-to-face meeting of grant recipients in March 2017 so they can share their progress, challenges, and recommendations for best practices.

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

Competitive grants require various levels of evaluation, selection and training for evaluators, and specialized skill sets involving expertise in data analysis and statistics. If the services are not completed through the contract, the SEA will be out of compliance with both state 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 provide the contract number of all contracts with this vendor during the last twelve months.

Yes – 21<sup>st</sup> CCLC RFP Reviews and Statewide Evaluation in 2014-15. After School Quality Improvement Grant Reviews

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. – Budget attached.

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: 0801-532150-110011400069

Signed: Rene B. Pass Date: 10/6/17  
Budget Representative

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

Signed: W. Pitre - Martin Date: 10-9 -17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

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

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