

April 4, 2018



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. RQ21178700
(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) \$604,851
Contract Dates: July 1, 2018 – June 30, 2019
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)

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

SEA oversight of the Homeless Education program and McKinney-Vento funds is required as part of federal statute under the Every Student Succeeds Act (ESSA). The US Department of Education (USED) conducted a compliance review of North Carolina's Homeless Education program in May of 2008. Findings included a recommendation for substantial revisions within the program including applications for funds, technical assistance and monitoring. SERVE at the University of North Carolina Greensboro houses the National Center for Homeless Education (NCHE) and has supported the North Carolina Homeless Education Program (NCHEP) for the past six years. Given that the general requirements for the foster care provisions under the ESSA are aligned to requirements under the McKinney-Vent Act, SERVE is well positioned to carry out the requirements for children in foster care as described in the ESSA.

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

Homeless students and students in foster care are considered to be highly at-risk populations within the schools and classrooms of North Carolina. The supplemental services offered through McKinney-Vento and the foster care provisions of Title I, Part A ensure that these students are enrolled in schools in a timely manner and have access to support services, including but not limited to, transportation.

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 National Center for Homeless Education at SERVE is funded by the U.S. Department of Education (USED). SERVE acts as a clearinghouse of information for people seeking to remove or overcome educational barriers and to improve educational opportunities and outcomes for children and youth experiencing homelessness. The Center also supports educators and service providers through producing training and awareness materials and providing training at regional and national conferences and events. The Center's wealth of resources will provide NC's program with the necessary oversight and support to ensure both compliance with federal requirements as well as programs of the highest quality. In review of other states with high quality homeless education services, the Center was utilized through a similar contractual agreement.

In its operation of NCHE, SERVE has provided expert technical assistance in serving highly mobile children, both those who are homeless and those in foster care. Because the needs of homeless children and those in foster care are very similar, NCHE staff have been called on frequently to weigh in on

issues related to children in foster care. NCHE staff participated in a national child welfare summit in 2008 that convened stakeholders to meet in state groups to discuss how to meet the educational needs of children in foster care. The conversations begun at this meeting were continued through the establishment of the North Carolina Child Welfare Educational Task Force with the participation of NCHE staff and the NCHEP state coordinator. Regional meetings across the state convened local homeless liaisons and child welfare social workers to discuss issues related to homeless students and those in foster care. SERVE has connections to child welfare agencies at the state and local level.

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

North Carolina will not be able to comply with the requirements of McKinney-Vento and the foster care provisions of Title I, Part A, which would constitute a risk to continued federal funds.

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.

Contracted services are not required, but are an allowable use of McKinney-Vento funds and Title I, Part A funds.

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.

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.)

No.

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. RQ20477301

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: 0801-532150-166038150633; 0801-532150-110031150630

Signed:

E. Wayne Gunn
Budget Representative

Date:

4/5/18

Approved:

Yes

No _____

Signed:

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

Date:

4-5-18

For Technology Contracts Only:

Approved:

Yes _____

No _____

Signed:

Chief Information Officer

Date:
