

June 21, 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. RQ 21346570
(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) \$87,541
Contract Dates: December 1, 2018 – November 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. No
(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 2017, The North Carolina General Assembly appropriated state funds for the Extended Learning and Integrated Student Supports Competitive Grant Program to be administered by the Department of Public Instruction [Session Law 2017—Section 7.24.(a-e)]. The General Assembly appropriated up to six million dollars for the Extended Learning and Integrated Student Supports Competitive Grant Program for the 2017-2018 fiscal year and up to six million dollars for the 2018-2019 fiscal year. SERVE Center at UNCG will conduct the following evaluation activities in the second year of the ELISS program (2018-19) for the NCDPI Federal Program Monitoring and Support Division. The proposed evaluation activities for year two of the ELISS program are similar to those conducted in year one.

1. Managing Grantee Implementation and Reporting Processes

SERVE will:

- a) Conduct site visits to all grantees in spring 2019 in order to generate recommendations regarding effective program models, leveraging of community-based resources to expand student access to learning activities, and to provide each grantee with individual assistance, as needed, in tracking key performance data on student progress. The site visits will include observations of program activities and interviews with program staff.
- b) Collaborate with NCDPI to plan and conduct a face-to-face meeting of grant recipients in May 2019 so grantees can share their progress, challenges, recommendations for best practice, and approaches to reporting on student outcomes.
- c) Develop and administer an online progress reporting survey of Program Directors in June 2019 to collect program-level data specified in the legislation (e.g., alignment with State academic standards, the source and amount of matching funds and other implementation features mentioned in the legislation).
- d) Manage the required submittal of an evaluation report that includes performance measures of student progress from each of the 18 grantees by August 2019.

2. Developing the 2019 Final Report to the Joint Legislative Education Oversight Committee

SERVE will develop this report from data and information gathered from the: (a) June 2019 online progress reporting survey of Program Directors and (b) SERVE site visits. The SERVE report will include information about the number of students served, the types of services provided, and the extent of grantees' self-reported inclusion of the following components mentioned in the 2017 legislation:

- Deployment of multiple tiered supports in schools to address student barriers to achievement, such as strategies to improve chronic absenteeism, anti-social behaviors, academic growth, and enhancement of parent and family engagement.

- Alignment with State performance measures, student academic goals, and the North Carolina Standard Course of Study.
- Prioritization in programs to integrate clear academic content, in particular, science, technology, engineering, and mathematics (STEM) learning opportunities or reading development and proficiency instruction.
- Minimization of student class size when providing instruction or instructional supports and interventions.
- Expansion of student access to high-quality 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.
- Utilization of digital content to expand learning time, when appropriate.

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

According to the legislation, “the purpose of the Program is to fund high-quality, independently validated extended learning and integrated student support service 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 effectiveness of the program.
- Deployment of multiple tiered supports in schools to address student barriers to achievement, such as strategies to improve chronic absenteeism, anti-social behaviors, academic growth, and enhancement of parent and family engagement.
- Alignment with State performance measures, student academic goals, and the North Carolina Standard Course of Study.
- Prioritization in programs to integrate clear academic content, in particular, science, technology, engineering, and mathematics (STEM) learning opportunities or reading development and proficiency instruction.
- Minimization of student class size when providing instruction or instructional supports and interventions.
- Expansion of student access to high-quality 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.
- Utilization of digital content to expand learning time, when appropriate.”

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 NCDPI does not have sufficient staff or resources to complete the requirements of the law (e.g., competitive process, data collection, and reporting).

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; however, contracted services are not prohibited.

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. SERVE/UNCG has contracted for similar projects related to competitions and evaluations including the 21st CCLC program, homeless education, and provisions of foster care.

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 X 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: Alicia M. Brothel Date: 7/18/18
Budget Representative

Approved: Yes No

Signed: W. P. Hite - Martin Date: 7-20-18
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer