



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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February 27, 2017



Memorandum

To: Maria Pitre-Martin, Chief Academic & Digital Learning Officer

From: William J. Hussey, Director

Subject: Intent to Contract

Requisition No. RQ20254391

(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: TEACCH Autism Program

Contract Amount (if this request amends the amount, please enter the amended amount): \$ 66,200

Contract Dates: July 1, 2017 to June 30, 2018

DPI Contract Contact Person and Telephone Number: Jenny Eigenrauch, 919-807-3870

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.

3. **Why are you initiating a contract?**

The University of North Carolina TEACCH Autism Program developed the intervention approach called "Structured TEACCHing", an evidenced based practice for teaching individuals with autism spectrum disorders. This evidence based approach is based on

EXCEPTIONAL CHILDREN DIVISION

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understanding the learning characteristics of individuals with autism and the use of visual supports to promote meaning, flexibility, and independence. TEACCH structured teaching is supported by empirical research, enriched by extensive clinical expertise, and notable for its flexible and individualized support of individuals with Autism Spectrum Disorder (ASD) and their families. TEACCH currently provides a variety of trainings focused on helping educators understand the learning styles of autism, the process of assessment and strategies for teaching skills based on information learned about the individual with ASD.

The Exceptional Children Division is committed to offering professional development to support personnel in NC public schools who work with students with autism. This contract will specifically provide foundational evidence based practices that when implemented will increase the school success of students with autism.

What services will you require?

- Implementation of eight 3 day trainings and six 2- day trainings for coaches (36 total training days), in conjunction with DPI Autism Consultants
 - Training necessary for NCDPI AU consultants to achieve the required certification level to be active trainers
4. **How does the contract add value to the teaching/learning process?** Teachers and administrators working with students with autism require professional development opportunities to understand how to develop and implement comprehensive, effective academic, behavioral, and social interventions. TEACCH created the Structured Teaching evidence-based practice and provides trainings that explicitly teach educators how to identify the underlying characteristics affecting an individual with autism and their unique learning style. The TEACCH evidence based practice will increase NC school personnel's ability to create effective educational programs with students with autism spectrum disorders.
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.** TEACCH is led by national experts in the field of autism and is regarded as a leading authority in research and implementing interventions for people with autism. Additionally, TEACCH is known internationally for their advances in the education and treatment of people with autism. This University-based program has been serving families, people with autism, and classrooms designed for children with autism, since they were funded by the state legislature in 1971.
6. **What is the impact, if you do not contract for these services?** There is a growing population of students with autism being served in our school systems as well as high turnover of teachers who teach students with autism. These students require specialized instruction. As a Division, we need to provide this foundational knowledge; if we do not contract with TEACCH, the EC Division's 3 AU consultants will need to provide this training. This will limit the time these consultants have to offer additional needed professional development across the state, provide technical assistance, conduct program reviews, attend meetings and provide advanced trainings and support for autism problem teams.
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. 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. This is a contract with a governmental agency.
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. NC10298807
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. The cost were set as follows:

Provide 36 days of training (Foundations of Autism, Teaching through Engagement, and Effective Coaching)—1500.00/day= \$54,000
 Travel costs: 3700.00
 Certification/training for NCDPI AU consultants: 4000.00
 Materials – \$4500.00

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) _____

Requisition No. RQ20254391

Budget Code: 0801-532150-166032956380

Signed: _____
 Budget Representative

Date: _____

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Approved: Yes _____ No _____

Signed: _____ Date: _____
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer