



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

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March 21, 2018

Memorandum

To: Dr. Stacey Wilson-Norman
Associate Superintendent

From: John R. Pruette
Executive Director, Office of Early Learning

Subject: Intent to Amend Contract with *Teaching Strategies, LLC*
Requisition No. RO 20305474-V2
(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.)
 - a. Contractor Name: *Teaching Strategies, LLC*
 - b. Contract Amount (if this request amends the amount, please enter the amended amount): *The exact amount is still being finalized but will not exceed \$2,800,000 for the contract term.*
 - c. Contract Dates: *July 1, 2018 – June 30, 2019*
 - d. DPI Contract Contact Person and Telephone Number: *Cindy Bagwell, 919-807-3710, cindy.bagwell@dpi.nc.gov.*

OFFICE OF EARLY LEARNING

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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. On June 30, 2016, Requisition #RQ19506147 was issued for a contract term of July 1, 2016 through July 30, 2017 with renewal options for 2 1-year renewals with an award total of \$1,639,450.

Last year's Intent to Contract renewed the contract term from July 2, 2017 – June 30, 2018 on Requisition #RQ20305474.

This Intent to Amend Contract requests to renew the contract term from July 1, 2018 – June 30, 2019. The exact amount is still being finalized but will not exceed \$2,800,000 for the contract term.

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

The Office of Early Learning (OEL) was charged with creating a Kindergarten Entry Assessment that meets legislative requirements stipulated in General Statute 115 (C)-83.5 directing the State Board of Education to: "ensure that every student entering kindergarten shall complete a Kindergarten Entry Assessment [hereafter KEA] within 60 days of enrollment" in 2015-2016. The KEA "shall address the five domains of school readiness" and inform the "instruction of each child." The Office of Early Learning (OEL) contracted with Teaching Strategies to design a web-based application to host the assessment and support teachers' implementation of the assessment process. This support has been critical to meeting the requirements of the legislation.

Continued utilization of the K-3 FAP also ensures continuing compliance with Section 7A.1.(e) of the General Statutes 115C-174.11 (a) that directs the State Board of Education to "develop, adopt and provide to local school administrative units assessment instruments consistent with the Basic Education Program. For kindergarten, first, second and third grades." These shall not be "standardized tests for summative assessment."

This amendment will enable Teaching Strategies to continue hosting and maintaining the web-based application and ensure continued implementation of the KEA.

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

The purpose of the NC K-3 FAP project is to develop and deploy the kindergarten entry assessment as part of a kindergarten through third grade formative assessment. Ongoing formative assessment is necessary to understand children's strengths and needs and inform teaching and learning throughout the school year. Teachers' use of formative assessment has been shown to increase student engagement and produce significant gains in learning, particularly among low achieving students. Developing a formative assessment process that builds on information gathered at kindergarten entry and spans kindergarten through third grade can improve continuity across this early grade span and significantly impact student achievement. NCDPI's Office of Early Learning's formative assessment that begins with a kindergarten entry assessment and continues through third grade to improve instructional practices of teachers and outcomes for students.

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 service is unique and does not replicate other activities in the department. The platform has been developed by Teaching Strategies, LLC and is proprietary. Budgets do allow DPI to essentially repeat this activity. In addition, the development of a digital K-3 FAP would require significant coding expertise, which DPI does not currently possess.

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

If NCDPI's Office of Early Learning does not renew the contract for these services, its ability to meet the requirements and timelines of the NC K-3 FAP project will be practically zero. At present, a portion of the KEA ultimately envisaged by the OEL has been developed. The roll-out of the first through third grade portion of the platform, as well the addition of new features such as the family portal, CEDARS integration, School Report Card data integration, will not occur if a contract with the proposed vendor is not executed.

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.

Not applicable.

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.)

Yes. Please see the attached NC DIT Standards (Hosting) Exception request.

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. NC10384395

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 services required are for software-as-a-service (SaaS) and the cost is calculated on a licensed subscription fee basis. Developmental costs will be based on negotiations between the vendor and NC DPI.

13. Is this contract for information technology services?

Yes.

14. If this is a personal service contract request, is the vendor/contractor a retiree? NA

_____ Yes X No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ 20305474-V2 0801 532140 180010123840

Signed:  Date: 4/6/2018
NC DPI Budget Representative

Requisition No. RQ 20305474-V2

Approved: Yes No

Signed:  Date: 4/6/2018
Supt./Deputy Supt./Appropriate CFO/CAO/CIO of NC DPI

For Technology Contracts Only:

Approved: Yes No

Signed:  Date: 4/6/2018
Michael Nicolaides, Chief Information Officer