



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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March 27, 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 *UNC at Chapel Hill, School of Education*
Requisition No. RQ 20604436-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: *University of North Carolina at Chapel Hill, School of Education*
 - b. Contract Amount (if this request amends the amount, please enter the amended amount): $\$297,907 + \$188,457 + \$184,791 = \$671,155.00$
 - c. Contract Dates: *July 1, 2018 – June 30, 2019*
 - d. DPI Contract Contact Person and Telephone Number: *Dan Tetreault, 919-807-3752, dan.tetreault@dpi.nc.gov.*

OFFICE OF EARLY LEARNING

John R. Pruette, M.Ed., Executive Director | john.pruette@dpi.nc.gov | <http://dpi.state.nc.us/earlylearning/>
2075 Mail Service Center, Raleigh, North Carolina 27699-2075 | (919) 807-3946

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, the purpose of the amendment is to continue the ongoing support to the NC K-3 FAP. Specifically, to strengthen and refine the coaching model across regional, district, school and classroom levels. The support includes coaching professional development modules, as well as, a mix of onsite and distance media platforms.

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

Consistent with GS 115C-83.1E-, the Office of Early Learning (OEL) is required to develop and implement a kindergarten entry assessment as part of a kindergarten through third grade formative assessment. This assessment will be used in grades K-3 across North Carolina. Implementation began in the fall of 2014. In order to ensure that this assessment is developed in a manner consistent with research related to formative assessment, it is necessary to acquire expertise to assist the Office of Early Learning with the planning, development and implementation process.

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

This contact will enable the Office of Early Learning to ensure that Implementation is appropriately and adequately addressed to sustain the K-3 Formative Assessment process across North Carolina K-3 public school classrooms. The K-3 formative assessment process will be used by both teachers and students in an effort to inform daily instruction and learning and support students' development of knowledge, skills, performance and dispositions needed in the 21st century

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.

Given current responsibilities of existing staff, additional support is needed to expand the agency's capacity to meet the timelines and adequately address the complexity of the project.

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

The end result/goals of the K-3 assessment is to 1) provide reliable and valid assessment results for K-3 children so that appropriate instruction may be provided, 2) communicate the child's strengths and weaknesses in an appropriate and meaningful ways to families, and 3) complete this work in a timely and efficient manner. If the assessment is not appropriately implemented, it will jeopardize the project.

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.)

No.

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. NC10118093

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.

See attached the budget..

13. Is this contract for information technology services?

No.

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

_____ Yes No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ 20604436-V2

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180010123026

Signed:

NC DPI Budget Representative

Date:

4/15/2018

Requisition No. RQ 20604436-V2

Approved:

Yes

No

Signed:

Supt./Deputy Supt./Appropriate CFO/CAO/CIO of NC DPI

Date:

4/4/2018

For Technology Contracts Only:

Approved:

Yes

No

Signed:

Michael Nicolaidis, Chief Information Officer

Date: _____