

PUBLIC SCHOOLS OF NORTH CAROLINA

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


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April 7, 2017

Memorandum

To: Maria Pitre-Martin

From: John R. Pruette 

Subject: Intent to Extend Time no additional Cost Addendum to Contract NC10119171 along with NC10155229
 (Addendum to Contract NC10119171) (UNC-Charlotte has changed their supplier name in E-procurement)
 Requisition No. RQ _____
 (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: UNC Charlotte
Contract Amount (if this request amends the amount, please enter the amended amount): \$3,162,326.00 No Cost Extension
Contract Dates: January 1, 2017 – September 30, 2017 (This Amendment)
DPI Contract Contact Person and Telephone Number: Cindy Bagwell, 919-807-3710

2. **Is this a contract amendment? If so, please explain fully why you are amending it.**
 Yes. UNC Charlotte has been responsible for conducting the evaluation of the development and implementation of the Kindergarten Entry Assessment as part of the larger K-3 Formative Assessment Process (K3 FAP) since piloting began in the 2014-15 school year. The focus of the evaluations to date have been on the classroom level. For the 2016-17 year, the focus shifted to other levels of the system, including the school, district, and state levels. Evaluation methods include document analyses, surveys, observations, and interviews. This amendment will provide additional time for the UNC Charlotte to triangulate the data collected from surveys, observations, and interviews with data uploaded in the technology platform that houses the assessment. This triangulation will allow deeper analyses of all data and strengthen the validity of the evaluation findings. This extension request through September 30, 2017 will allow UNC Charlotte to complete further analysis required to complete the necessary

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evaluation. This evaluation findings are crucial to strengthening the NC K-3 Formative Assessment Process.

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

Consistent with GS 115C-83.1E, the Office of Early Learning has developed and is implementing a Kindergarten Entry Assessment as part of a Kindergarten through 3rd grade Formative Assessment Process (K3 FAP). In order to ensure that this assessment is implemented in a manner that is consistent with research related to formative assessment, as well as best practices associated with implementing new initiatives, it is necessary to acquire expertise to assist the Office of Early Learning with the planning for statewide implementation.

UNC Charlotte is responsible for conducting the evaluation of the Kindergarten Entry Assessment as part of the larger K-3 Formative Assessment Process (K3 FAP). For the 2016-17 year, will be evaluating implementation of this assessment, with a focus on the school, district, and state levels. Research methods will include analyses of documents, surveys, observations of school, district, and state implementation team meetings, and interviews with school, district, and state leaders. To strengthen the validity of the evaluation findings and conclusions, UNC Charlotte to triangulate the data collected from the document analyses, surveys, observations, and interviews with student data uploaded by classroom teachers in the technology platform that houses the assessment. This triangulation will allow for deeper analyses of all data and lead to greater confidence in the validity of the evaluation findings.

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

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 is developing a formative assessment that begins with a kindergarten entry assessment and continues through third grade in an effort 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.

NCDPI does not have the capacity, expertise or experience needed to conduct a valid and reliable evaluation of its implementation efforts. In addition, best practice recommends that an evaluation be conducted by an independent party order to ensure that the findings are valid and reliable.

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

Implementing any initiative is essential to ensuring that the initiative is delivers the expected outcomes and benefits the targeted population. Without this evaluation, NCDPI's Office of Early Learning will not have the information required to determine effectiveness and inform adjustments and modifications to implementation of the assessment process. If the assessment process is not implemented appropriately, it will jeopardize the project,

increasing the possibility that the assessment will not be implemented with fidelity and decreasing the likelihood that students will benefit from the assessment.

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. NA**
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, contract amendment at no additional cost, extension of time only.**
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 the attached UNC Charlotte 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 _____

Budget Code: _____

Signed: _____ Date: _____
Budget Representative

Requisition No. RQ _____

Approved: Yes _____ No _____

Signed: M. Pitre-Martin Date: 4-20-17
~~Deputy~~ Superintendent of NC DPI

Signed: Associate Date: 4-20-17
Executive Director, Office of Early Learning

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer