

May 15, 2017



Memorandum

To: Mr. Martez Hill
Executive Director
North Carolina State Board of Education

From: Dr. Audrey Martin-McCoy
Director, Research and Evaluation
North Carolina State Board of Education

Subject: Intent to Contract
Requisition No. RQ20526493
(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: Education Policy Initiative at Carolina University of North Carolina at Chapel Hill

Contract Amount: \$200,000

Contract Dates: June 1, 2017 – December 31, 2022

DPI Contract Contact Person and Telephone Number:
Audrey Martin-McCoy/ (919) 807-3402

2. Is this a contract amendment? No.
3. Why are you initiating a contract? What services will you require? NCGA Session Law 2016-94 (House Bill 1030), Section 8.27 (f) directs the State Board of Education to contract with an independent research organization to evaluate local alternative teacher preparation programs (LATP programs). The

independent research organization shall report annually beginning October 15, 2017, on the progress of local boards of education in implementing the LATP programs. The independent research organization shall submit an initial report no later than October 15, 2020, to the State Board on the implementation and evaluation of the LATP programs and shall submit a final report no later than October 15, 2022 on all aspects of the implementation and evaluation of the LATP programs.

4. How does the contract add value to the teaching/learning process? Many schools in the state struggle with attracting high quality teaching candidates. The LATP program, administered by local boards of education to prepare, support, and recommend initially licensed lateral entry teachers for continuing licensure, will assist in these efforts.
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. Legislation requires that an independent research organization conduct the evaluation.
6. What is the impact, if you do not contract for these services? The State Board of Education will not be able to execute legislative mandates without contracting for these services.
7. If this contract is being paid with grant money, does the grant require the contracted services? No.
8. Will you use competitive bidding (e.g., RFP)? No.
9. Are you using an IT Supplemental Staffing Convenience Contract or other type of convenience contract? No.
10. Do you plan to request sole sourcing for this contract? 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, however, the State Board of Education has not contracted with the vendor within the last twelve months.
12. How did you calculate the cost (e.g., what is the cost per hour and number of hours?) The total cost amount was outlined in the legislation requiring the evaluation.
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) _____

Budget Code: 0801-59650B-180010133000

Signed: Margaret Wall Date: 8/1/2017
Budget Representative

Approved: Yes No

Signed: [Signature] Date: 8/15/17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer