



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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February 3, 2017

## Memorandum

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

From: William J. Hussey, Director Exceptional Children Division *WJH*

Subject: Intent to Contract  
Requisition No. RQ 20208285  
(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: University of North Carolina at Chapel Hill  
Center for Literacy & Disability Studies**

**Contract Amount: \$15,000**

**Contract Dates: July 1, 2017 through June 30, 2018**

**DPI Contract Contact Person and Telephone Number:  
Ronda Layman, 919-807-4059**

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? What services will you require?  
**Low incidence literacy instruction is an area of weakness across the state. Teachers have limited understanding of how to teach functional reading skills to students with Significant Cognitive Disabilities. Unfortunately, there is limited**

### EXCEPTIONAL CHILDREN DIVISION

William Hussey, Director | bill.hussey@dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**capacity in LEAs to provide quality research-based instruction on literacy skills which includes Phonological awareness, Phonics, Vocabulary, Fluency, and comprehension. There is even less capacity to address the other areas which support literacy for significantly disabled students which are Technology, Oral Language Environments, and Supports for Emergent Reading and Writing. The University of North Carolina at Chapel Hill (UNC-CH) will develop and conduct professional development for Local Education Agencies (LEA), teachers, specialists, and other staff from across the state.**

4. **How does the contract add value to the teaching/learning process? LEAs and their teachers and specialists will be better equipped to provide higher quality assessment and instruction. LEA representatives who attend the meetings will receive direct professional development on literacy instruction for significantly disabled students. UNC-CH will provide support and assistance throughout the school year as they implement instruction.**
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? Yes, the Department of Public Instruction does not have the specific research-based knowledge, experience and capacity for delivering this staff development. Other contracts with the Center for Literacy and Disability Studies do not include specific functions of addressing literacy for LEA staff teaching students with significant disabilities.**
6. **What is the impact, if you do not contract for these services? LEAs will continue to struggle in providing the necessary instruction needed for their students to make progress toward components of the North Carolina Extended Content Standards.**
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. The Individuals with Disabilities Act (IDEA) Title VI-B will supplement receipts of need.**
8. **Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.**
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 provide the contract number of all contracts with this vendor during the last twelve months. **Yes.**  
**NC10281213**
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 is based on utilizing staff persons from the Center for Literacy and Disability Studies to develop and conduct 5 days of training on Low Incidence Literacy Development at a cost of \$1500 per day. This cost includes travel and lodging. They will also provide support and assistance throughout the school year as they implement instruction.**

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      x   No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Requisition No. RQ <u>20208285</u>	
Budget Code: <u>0801-532150-166032956380</u>	
Signed: <u>S. Collins</u> Budget Representative	Date: <u>2-8-17</u>
Requisition No. RQ _____	
Approved: Yes <u>  ✓  </u>	No _____
Signed: <u>W. Pitre-Martin</u> Supt./Deputy Supt./Appropriate CFO/CAO/CIO	Date: <u>2-8-17</u>

**For Technology Contracts Only:**

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Information Officer